



जन कल्याण एज्युकेशनल इंस्टिट्यूट ऑफ टेक्नोलॉजी Jan Kalyan Educational Institute of Technology

Recognized by Govt. of India
(ISO 9001 : 2015, ISO 21001 : 2018 Certified Organization)

Course Code:- JKEIT/MS/029213

Course Name:- Microsoft Office

Eligibility:- 10th

Course Duration:- 90 Days / 90 Hours

Mode of Admission:- Online / Offline

Course Syllabus

1. Word Processing
2. Spreadsheet Package
3. Presentation Package
4. Database Operations
5. Picture Manager
6. Internet Technology

Ar. Singh

Director
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Course Code:- JKEIT/TGST/029212

Course Name:- Tally ERP With GST

Eligibility:- 10th

Course Duration:- 90 Days / 90 Hours

Mode of Admission:- Online / Offline

Course Syllabus

1. Tally (Company Create & Account Create)
2. Inventory
3. VAT
4. TDS Accounting
5. Service Tax
6. FBT
7. Budget
8. Godown
9. Oder Processing
10. Interest Processing & E-mail
11. GST

A. Singh

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Course Code:- JKEIT/T/0292011

Course Name:- Tally ERP

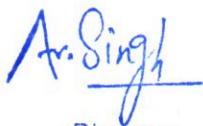
Eligibility:- 10th

Course Duration:- 60 Days / 60 Hours

Mode of Admission:- Online / Offline

Course Syllabus

1. Tally (Company Create & Account Create)
2. Inventory
3. VAT
4. TDS Accounting
5. Service Tax
6. FBT
7. Budget
8. Godown
9. Oder Processing
10. Interest Processing & E-mail



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Course Code:- JKEIT/MSP/0292010

Course Name:- Microsoft Power Point

Eligibility:- 8th

Course Duration:- 30 Days / 30 Hours

Mode of Admission:- Online / Offline

Course Syllabus

1. Presentation Package
2. Internet Technology

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Course Code:- JKEIT/MSE/029209

Course Name:- Microsoft Excel

Eligibility:- 10th

Course Duration:- 30 Days / 30 Hours

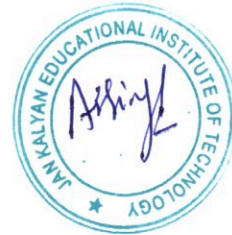
Mode of Admission:- Online / Offline

Course Syllabus

1. Spreadsheet Package
2. Internet Technology

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Course Code:- JKEIT/MSW/029208

Course Name:- Microsoft Word

Eligibility:- 8th

Course Duration:- 30 Days / 30 Hours

Mode of Admission:- Online / Offline

Course Syllabus

1. Word Processing
2. Internet Technology

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Course Code:- JKEIT/MSA/029207

Course Name:- Microsoft Access

Eligibility:- 8th

Course Duration:- 30 Days / 30Hours

Mode of Admission:- Online / Offline

Course Syllabus

1. Database Operations
2. Internet Technology

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Course Code:- JKEIT/GST/029206

Course Name:- Goods and Service Tax (GST)

Eligibility:- Min. 10th

Course Duration:- 2 Months / 60 Hours

Mode of Admission:- Online / Offline

Course Syllabus

1. Introduction to GST
2. Apply Under GST
3. Registration Process
4. Input Tax Credit
5. Tax Invoice & Valuation
6. Returns Filing (Practical)
7. Compliance & Procedures
8. Advanced Topics & Practical Training

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Course Code:- JKEIT/IT/029205

Course Name:- IT Tools

Eligibility:- 10th

Course Duration:- 3 Days / 90 Hours

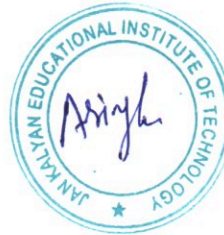
Mode of Admission:- Online / Offline

Course Syllabus

1. Computer Appreciation
2. Computer Organization
3. Operating System
4. Word Processing
5. Spreadsheet Package
6. Presentation Package
7. Database Operations
8. Information Technology and Society

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Course Code:- JKEIT/CCC/029204

Course Name:- Certificate in Computer Course (CCC)

Eligibility:- Min. 8th

Course Duration:- 45 Days / 45 Hours

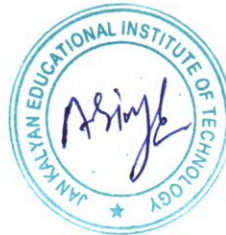
Mode of Admission:- Online / Offline

Course Syllabus

1. Computer Fundamental
2. Microsoft Office
3. Internet Service

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एक कदम स्वच्छता की ओर

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Course Code:- JKEIT/DCA/029203

Course Name:- Diploma in Computer Applications (DCA)

Eligibility:- Min. 10th

Course Duration:- 1 Year / 365 Hours

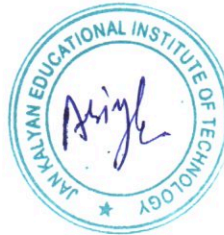
Mode of Admission:- Online / Offline

Course Syllabus

1. Computer Fundamentals
2. MS Office Suite
3. Internet & Networking
4. Programming Languages:- Introduction to Programming Languages (C, C++).
5. Database Management System (DBMS)
6. Accounting:- Tally ERP
7. Graphic Design:- Photoshop or CorelDraw.

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Course Code:- JKEIT/BCC/029202

Course Name:- Basic Computer Course (BCC)

Eligibility:- Min. 8th

Course Duration:- 3 Months / 90 Hours

Mode of Admission:- Online / Offline

Course Syllabus

1. Knowing computer
2. Operating computer using GUI based operating system
3. Understanding word processing
4. Using spread sheet
5. Communication using the internet
6. WWW and Web browser
7. Communication and collaboration
8. Making small presentations
9. Antivirus technology

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Course Code:- JKEIT/ADCA/029201

Course Name:- Advance Diploma in Computer Applications (ADCA)

Eligibility:- Min. 10th

Course Duration:- 1 Year / 365 Hours

Mode of Admission:- Online / Offline

Course Syllabus

1. Fundamentals of Computers
2. MS Office Suite
3. Financial Accounting:- Tally ERP 9 with GST
4. Desktop Publishing:- Adobe Photoshop, PageMaker, and CorelDraw.
5. Programming Languages:- Basic HTML, Introduction to Programming Languages (C, C++).
6. Database Management:- MS Access.

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