

# GAIT ICTL COMPUTER EDUCATION<sup>®</sup>

AN ISO 9001 : 2000 CERTIFIED ORGANISATION & REGISTERED UNDER GOVERNMENT

Shastri Nagar, Kanwatia Circle, Near Jodhpur Sweets – 9828063784. Website : [www.gaitictl.com/in](http://www.gaitictl.com/in)  
Jhotwara, Sanganer, Sikar Road, Khatipura Mode, Panchayawala

## Advance Diploma in Computer Applications

Duration : 1 Year + (One Installment Only)

Fee : 25000 (Course Fee) + 1000 (Registration Fee)

- **A High Speed New P-IV Computer Free Along With This Course.**

*(1 GB Ram, 320GB Hard Disc, DVD RW, 18.5" TFT, ATx Cabinet, Speaker, Multimedia Kbd, Mouse, Spike)*

- **Fee Once Deposited Neither Refundable nor Transferable.**
- **A One Year Diploma Certificate after completion of the course.**
- **Complete Study Material/ Notes Provides by the Institution & Fully Support in Placement.**



### **Semester-1** **Duration - 3 M** **Office Automation**

1. Computer Fundamental
  2. MS-Dos
  3. Ms-Windows (XP - Vista)
  4. Ms-Word
  5. Ms-Excel
  6. Ms-PowerPoint
  7. Ms-Access
  8. Internet
- (Office 2007 & Windows - XP, Vista, 7)

### **Semester-2** **Duration - 3 M** **Web Application & Accountancy**

1. HTML
2. Address Book Management
3. Outlook Express
4. Messengers
5. Tally 5.4
6. Tally 6.3
7. Tally 7.2
8. Tally 8.1
9. Tally 9.0
10. Tally 9.2 & ERP

### **Semester-3** **Duration - 3 M** **Desk Top Publication**

1. PageMaker
  2. PhotoShop
  3. Coral Draw
- (All Common & Latest Versions)

### **Semester-4** **Duration - 1 ½ M** **Basic Hardware & English Speaking**

1. Basics of Hardware
2. Computer System Assembling (P-I to P-IVD, Celeron & Others)
3. Tracing Basic Errors & Repairing Basic Components
4. Installation of Windows 98
5. Installation of Windows Xp Sp-1, SP-II, Sp-III
6. Installation of Windows Vista & Media Center
7. Installation of Ms-Office (All Versions)
8. Installation of Linux / Unix
9. Installation of DTP Software
10. Installation of Tally, Fonts, Languages and Common Software
11. Installation of Mobile Software
12. Downloading Ring - Sing Tone / Themes / Wallpaper into Mobile
13. **Learn English Speaking and Writing with VCD's**
14. Computer Networking, Device Sharing & Internet Sharing
15. Installation of Multimedia & Web Designing Software

### **Semester-5** **Duration - 1 ½ M** **Other Commonly Used Software**

1. Music Players (MP3 - MP4 - Audio CDs Playing)
2. Media Players (VCD - DVD - SVCD Playing)
3. Nero/ Win DVD Creator/ Ulead DVD Movie (VCD/DVD Writing)
4. DVD Cutter, VCD Cutter, MP3 Cutter
5. Dictionary (Cambridge / Oxford)
6. File / Folder / Drive Data Protection
7. Media / Audio File Converters
8. **Hindi and English Typing**
9. Computer Games
10. Video - Cassette to VCD & DVD
11. Installation & Use of Data Recovery & Anti Virus
12. Installation & Use of E-books of Common Software
13. Use of Multi CD/DVD Copier
14. Software Registration & Upgradation & Using Cracks
15. Setup of Dialup/Broadband/Wireless Internet Connection

**Free kit of 35 CD's of Programs & English Learning Software + 100% Job Guarantee For Limited Seats**