

A center of Excellence in information technology, Recognized by Government of India  
Regd. No. 601/93

AN ISO 9001:2015 CERTIFIED INSTITUTION



MODERN COMPUTER EDUCATION

Gopal Nagar, Siswa Bazar, Maharajganj.

Contact No : 9956088924, 9935536749

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Registration Form

Enrollment No.....

Candidate's Name : \_\_\_\_\_  
Candidate's Father/Husband Name: \_\_\_\_\_  
Mother's Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Nationality: \_\_\_\_\_  
Marital Status: \_\_\_\_\_  
Educational Qualification : \_\_\_\_\_  
Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
Mobile No. : \_\_\_\_\_  
Email: \_\_\_\_\_  
Type of course : \_\_\_\_\_

A Self Attested Photograph

## DECLARATION

I solemnly declare that I have stated above is true and correct to the best of my knowledge and belief, I understand that in the even of any particulars or information given here is false or incorrect my candidature has been rejected at any statage.

Seal of the Institute

Signature of the candidate

Date.....

Place.....

# Syllabus

## **C.C.A. (Certificate in Computer Application) – 6 Months**

Windows 7/10, Computer Fundamental (Paint, WordPad/Notepad), E-mail & Multimedia M.S.Dos (Disk Operating System), M.S. Office (MS-Word, MS-Excel, MS-PowerPoint),

*Fee Details-* One Time Full Payment – Rs. 4000/- Installment- Rs. 2000 + 2000

## **C.F.A. (Certificate in Financial Accounting) – 6 Months**

Windows 7/10, Computer Fundamental (Paint, WordPad/Notepad, M.S.-Word), Tally, E-mail & Multimedia.

*Fee Details-* One Time Full Payment – Rs. 4000/- Installment- Rs. 2000 + 2000

## **D.C.A. (Diploma in Computer Application) – 12 Months**

Windows 7/10, Computer Fundamental (Paint, WordPad/Notepad), M.S.Dos (Disk Operating System), M.S. Office (MS-Word, MS-Excel, MS-PowerPoint, MS-Access), D.T.P. (PageMaker, Corel Draw, Photoshop, Mr.Photo), Programming (Visual FoxPro, Basic), Internet & Multimedia.

*Fee Details-* One Time Full Payment – Rs. 8000/- Installment- Rs. 4000 + 4000

## **A.D.C.F.A. (Advance Diploma in Computerized Financial Accounting) – 12 Months**

Windows 7/10, Computer Fundamental (Paint, WordPad/Notepad), M.S.Dos (Disk Operating System), M.S. Office (MS-Word, MS-Excel, MS-PowerPoint), Programming (Visual FoxPro, Basic), Tally, Internet & Multimedia.

*Fee Details-* One Time Full Payment – Rs. 8000/- Installment- Rs. 4000 + 4000

## **A.D.C.A. (Advance Diploma in Computer Application) – 18 Months**

Windows 7/10, Computer Fundamental (Paint, WordPad/Notepad), M.S.Dos (Disk Operating System), M.S. Office (MS-Word, MS-Excel, MS-PowerPoint, MS-Access), D.T.P. (PageMaker, CorelDraw, Photoshop, Mr.Photo), Programming (Visual FoxPro, Basic), HTML, Accounting (Tally), Internet & Multimedia.

*Fee Details-* One Time Full Payment – Rs. 12000/- Installment- Rs. 4000 + 4000 + 4000

## **D.O.C. (Diploma in Office Competence) – 8 Months**

Windows 7/10, Computer Fundamental (Paint, WordPad/Notepad), M.S. Office (MS-Word, MS-Excel, MS-PowerPoint), Tally, Internet & Multimedia.

*Fee Details-* One Time Full Payment – Rs. 5500/- Installment- Rs. 2800 + 2700

## **D.A.D.T.P. (Diploma in Advance Desktop Publishing) – 9 Months**

Windows 7/10, Computer Fundamental (Paint, WordPad/Notepad), M.S. Office (MS-Word, MS-Excel, MS-PowerPoint), PageMaker, CorelDraw, Photoshop, Mr.Photo, Internet & Multimedia.

*Fee Details-* One Time Full Payment – Rs. 6000/- Installment- Rs. 3000 + 3000

## **Tally (Accounting) 3 Month**

Debit/Credit Transaction Entries, Maintenance of Books, Registers And Statement of Accounts, Bank Reconciliation, Stock Transfer, TDS, Journal Entry Book, Voucher/Cheque Printing Practice, Stock Category, VAT/Service Tax

*Fee Details-* One Time Full Payment – Rs. 3000/-

## **C.D.T.P. (Certificate in Desktop Publishing) – 4 Months**

Windows 7/10, Computer Fundamental (Paint, WordPad/Notepad), Adobe PageMaker, CorelDraw, Adobe Photoshop, Mr. Photo.

*Fee Details-* One Time Full Payment – Rs. 2600/- Installment- Rs. 1300 + 1300

## **TYPING – 06 Months**

Hindi (Mangal Font or KrutiDev), English

*Fee Details-* Monthly Fee – Rs. 700/-

## **WEB DESIGNING– 3 Months**

HTML, CSS, JAVASCRIPT

*Fee Details-* Installment- Rs. 1500 + 1500

One Time Full Payment – Rs. 3000/-

## **LANGUAGE (PYTHON)– 3 Months**

(Introduction to Python, Operators, Expressions, Statements Sequence data types, Functions, File Processing, Modules, NumPy Basics)

*Fee Details-* Installment- Rs. 1500 + 1500

One Time Full Payment – Rs. 3000/-

Date .....

Signature of the Candidate