

JAI MAA COMPUTERS

Centre Address: Main ITI Road, Majithia Enclave, Near 24 No. Phatak Patiala.

Mob. No.: 9779185604



An ISO 9001:2015 Certified Organization

COMPUTER SOFTWARE COURSES



★ Post Graduate Diploma in Computer Skills (PGDS)

Eligibility - Graduate Duration- 12 Months

Part-I (6 Months)

- Fundamental of Computer, Windows (OS)
- MS-Office (Word, Excel, PowerPoint), Access
- Computer Lab Practical & Project/Viva

Part-II (6 Month)

- C & C++, Visual Basic or Java Programming
- HTML, DHTML, Java Script, Internet
- Computer Lab Practical & Project/Viva

★ Master Diploma in Computer Application (MDCA)

Eligibility - Min. 12th Duration- 12 Months

- Fundamental of Computer, Windows (OS)
- MS-Office (Word, Excel, PowerPoint), C & C++
- HTML,DHTML, Internet
- Computer Lab Practical & Project/Viva

★ Advance Diploma in Computer Programming (ADCP)

Eligibility - Min. 12th Duration- 12 Months

- Fundamental of Computer, Windows (OS)
- MS-Office (Word, Excel, PowerPoint), C & C++
- HTML/DHTML/Java Script, VB, Internet
- Computer Lab Practical & Project/Viva

★ Diploma In Computer Office Management & Publishing (DCOMP)

Eligibility- 12th Duration- 12 Months

- Fundamental of Computer, OS (Windows)
- MS-Office, Internet, Financial Accounting- Tally
- DTP-Page Maker, Corel Draw, Photoshop, Scanning
- Computer Lab Practical & Project/Viva

★ Advance Diploma in Computer Application (ADCA)

Eligibility - Min. 10th Duration- 12 Months

- Fundamental of Computer, Window (OS)
- MS- Word, Excel, PowerPoint, Access, HTML,DHTML
- C Programming, Tally, Internet
- Computer Lab Practical & Project/Viva

★ Diploma in Computer Office Skills & Accounting (DCOSA)

Eligibility - Min. 10th Duration- 12 Months

- Fundamental of Computers, Windows (OS)
- M.S Office (Word, Excel, PowerPoint) & Internet
- Financial Accounting-Tally (*Company Creation, Accounting, Reports, etc.*)
- Computer Lab Practical & Project/Viva

★ Master Certificate in Computer Application (MCCA)

Duration- 12 Months

- Fundamental of Computer, Windows (OS)
- MS-Office, MS Access
- HTML, C Language or Tally, Internet
- Computer Lab Practical & Project/Viva

★ Diploma in Computer Financial Accounting (DCFA)

Eligibility - Min. 10th Duration- 6 Months

- Fundamental of Computer, Windows, MS-Office
- MS Access, Financial Accounting-Tally
- Computer Lab Practical, Project/Viva

★ Diploma in DeskTop Publishing (DDTP)

Eligibility - 10th Duration- 6 Months

- Fundamental of Computer, Windows (OS)
- PageMaker, CorelDraw, Photoshop, Scanning, Printing
- Computer Lab Practical, Project/Viva

★ Diploma in Computer Skills (DCS)

Eligibility - Min. 10th Duration- 6 Months

- Fundamental of Computer , Windows (OS)
- MS-Office, MS Access, Tally or C Language or Internet
- Computer Lab Practical, Project/Viva

★ Certificate in Computer Skills (CCS)

Duration- 6 Months

- Fundamental of Computer, Windows, MS-Office,
- M.S Access, C Language or Tally or Internet
- Computer Lab Practical & Project/Viva

★ Certificate in Basic Computer (CBC)

Duration- 3 Months

- Fundamental of Computer, Windows (OS)
- MS-Office (Word, Excel, PowerPoint)
- Computer Lab Practical & Project/Viva

★ Certificate in Computer Financial Accounting (CCFA)

Duration- 3 month

- Fundamental of Computer, Windows (OS)
- Basic of Financial Accounting - Tally
- Computer Lab Practical & Project/Viva

- ★ Certificate in Computer English Typing 1/2 Months
- ★ Certificate in Internet Application 1 week/1 Months
- ★ Certificate in Basic Computer 1/2 Months
- ★ Certificate in DTP 1/2/3 Months
- ★ Certificate in Tally 1 Month or 45days
- ★ Certificate in Basic Programming 1/2 Months
- ★ Certificate in Data Entry 1/2 Months
- ★ Certificate in Computer Punjabi Typing 1/2/3 Months