info-net
ACADEMY OF COMPUTER AND EDUCATION

COURSE NAME   info accountant
DURATION   4 months
TIMINGS   2Hrs. A DAY* 6 DAYS A WEEK

COMPUTER FUNDAMENTALS
- CATEGORIES & TYPES OF COMPUTER
- HARDWARE AND SOFTWARE
- TYPES OF SOFTWARE
- DATA AND INFORMATION

MICROSOFT WINDOWS
- INTRODUCTION TO GUI
- DESKTOP MANAGEMENT
- FILE MANAGEMENT
- CONTROL LINE WINDOWS
- ACESSORIES OF WINDOWS

MICROSOFT WORD
- BASICS OF WORD PROCESSING
- FORMATTING OF TEXT
- USING PICTURE AND OBJECTS
- HYPERLINKS, CAPTION AND TABLES
- WIZARDS & MAIL MERGE

MICROSOFT EXCEL
- BASICS OF SPREADSHEETS
- MANAGING SHEETS AND BOOKS
- HANDLING ENTRIES, FORMULAS
- HYPERLINKS, FILTERS AND REPORDS
- CREATION OF PIVOT TABLE

MICROSOFT POWER POINT
- CREATING PRESENTATIONS
- ANNIAMTTING PRESENTATIONS
- CREATING SLIDE SHOW
- CREATING MASTER AND TEMPLATES
- ADDING MULTIMEDIA EFFECTS

MICROSOFT ACCESS
- INTRODUCTIN TO DBMS/RDBMS
- CREATING TABLES AND RELATIIONS
- CREATING QUERIES
- CREATING FORMS AND REPORTS

INTERNET
- BASICS OF NETWORKS
- DEVELOPMENT OF INTERNET
- FEATURES, USES, APPLICATINS
- E-MAIL, CHATTING, SURFING

MICROSOFT OUTLOOK
- CONFIGURING MS OUTLOOK
- SEND USING (E-MAIL ACCOUNT SELECTION)
- MAILBOX CLEANUP
- GROUP SCHEDULE

MANUAL ACCOUNTS
- GOLDEN RULES AND VOCAB
- CASH BOOK, JOURNAL ENTRY
- TRAIL BALANCE, P&L A/C
- BALANCE SHEET, TYPES OF SALES

COMPUTER ACCOUNTS
- GETTING FAMILIAR WITH TALLY
- LEARNING DATA ENTRY SKILLS
- MAKING CASH BOOK, LEDGERS & JOURNALS
- GENERATING BALANCES, BILLS AND REPORTS

Project Work: The candidate will have to complete its project work based on the above curriculum in the time specified for it. This would totally a candidate's effort under thee supervision of respective faculty member.

Examination: The candidate is required to appear for tests/exams (theory & practical) for it as per the specified schedule in the premises of the institute itself, failing which no certificate will be issued to him/her.