PROSPECTUS

Celebrating
21st Year Of Excellence
" Branches in 14 States "

RCSA

राष्ट्रीय कम्प्यूटर साक्षरता अभियान

disha®
INSTITUTE
ISO 9001: 2015 CERTIFIED

100% JOB Assistance*

From President'S Desk

Globalization is the latest trend. Global boundaries are vanishing, merging people of diverse culture, nationalities and age groups. For a 'boundary-free world, education is emerging as the most powerful medium. Education is the back bone for the development of any country. With the rising population and increasing cost of living, it is not possible that everyone can reach out to standard and quality education. The Government of India, therefore, took an initiative and introduced Skill Development Programmes for those who were unable to receive education or had to leave midway due to different constraints.

"Rashtriya Computer Saksharta Abhiyan" Trust, Meerut, was established with the dream of providing quality education and instilling "Sanskar" and "Deshprem" in the youth.

Therefore, with the dream of spreading education & values to all, we stablished **"Disha Institute"** running under "Rashtriya Computer Saksharta Abhiyan". RCSA proved out to be a ray of hope and opened new directions of opportunities for students to obtain higher professional jobs in IT field by our computer courses & skill development programmes. RCSA offers a chance to enhance your career and life through the medium of quality education. Our mission is to provide best quality education to the weakest person of society.

As the President, it is my duty and resposibility to reach out to maximum students & spread education till the smallest & darkest of corners. I, along with my team, have pledge to set new standards for education, spread the values of the founders of **"Rashtriya Computer Saksharta Abhiyan"'** far and wide and to contribute in building up of a stronger nation.

"I welcome each one of you to be a part of the "RCSA Universe" where latest technology, innovative teaching methodologies and quality education are blended together to create unique learning experiences."

Anshul Rastogi
President

ABOUT US

"Rashtriya Computer Saksharta Abhiyan" is an autonomous institution registered under Public Trust Act 1862 (Vide Registration No. 182) Govt. of India.

"Rashtriya Computer Saksharta Abhiyan" is running under Ministry of MSME, Govt. Of India. It is working for every class of society. Our Institute provides guidance & trainings in different fields of Skill Development Programs & Professional Trainings conducting by State Govt. & Central Govt.

"Disha Institute" is a trademark of **"Disha Technical Institute Pvt. Ltd."** is private limited company incorporated under The Company Act 1956, Ministry of Corporate Affairs, Govt. Of India, Having Registered Office at Meerut (Uttar Pradesh)

"Disha Technical Institute Pvt. Ltd." is affiliated by NIELIT (DOEACC) for CCC & BCC.

"Disha Institute" is authorized training institute of **"Rashtriya Computer Saksharta Abhiyan"** For Technical & Highly Professional Education & Trainings.

"Rashtriya Computer Saksharta Abhiyan" & **"Disha Technical Institute Pvt. Ltd."** both are ISO 9001:2015 Certified Organizations.

MISSION

➢ Making India a "Aatm Nirbhar Bhart" by producing maximum number of computer professionals and making them self dependent.

➢ Making Computer Education affordable to a common citizen of India.

➢ Providing Highly Professional & Technical Training of computer at minimum cost.

➢ One of the main object of RCSA is to encouraging women to increase their contribution in IT fields to reforming India.

➢ Making computer professionals & self dependents for decreasing unemployment rate in India.

VISION

We have best dedicated & professional team . Our dedicated team is promised their self to make a shiny & "Aatmnirbhar Bharat"

Thus We Have To Produce

More than 1 Crore Computer Professionals of different fields like Computer Operators, Accountants, Programmers, Designers, Web-Developers, Networkers Etc.

WHY RCSA/DISHA INSTITUTE

- All India Valid Courses & Certificates
- A Globally Famous Organization
- DOEACC (CCC/BCC) Courses Available
- State Govt. Projects
- Central Govt. Projects
- UGC/ AICTE Approved University Programs (Free Consultancy)
- Lowest Course Fee
- Online & Offline Mode Exam Facility
- Faculty & Counselor Training
- Online Certificate Verification
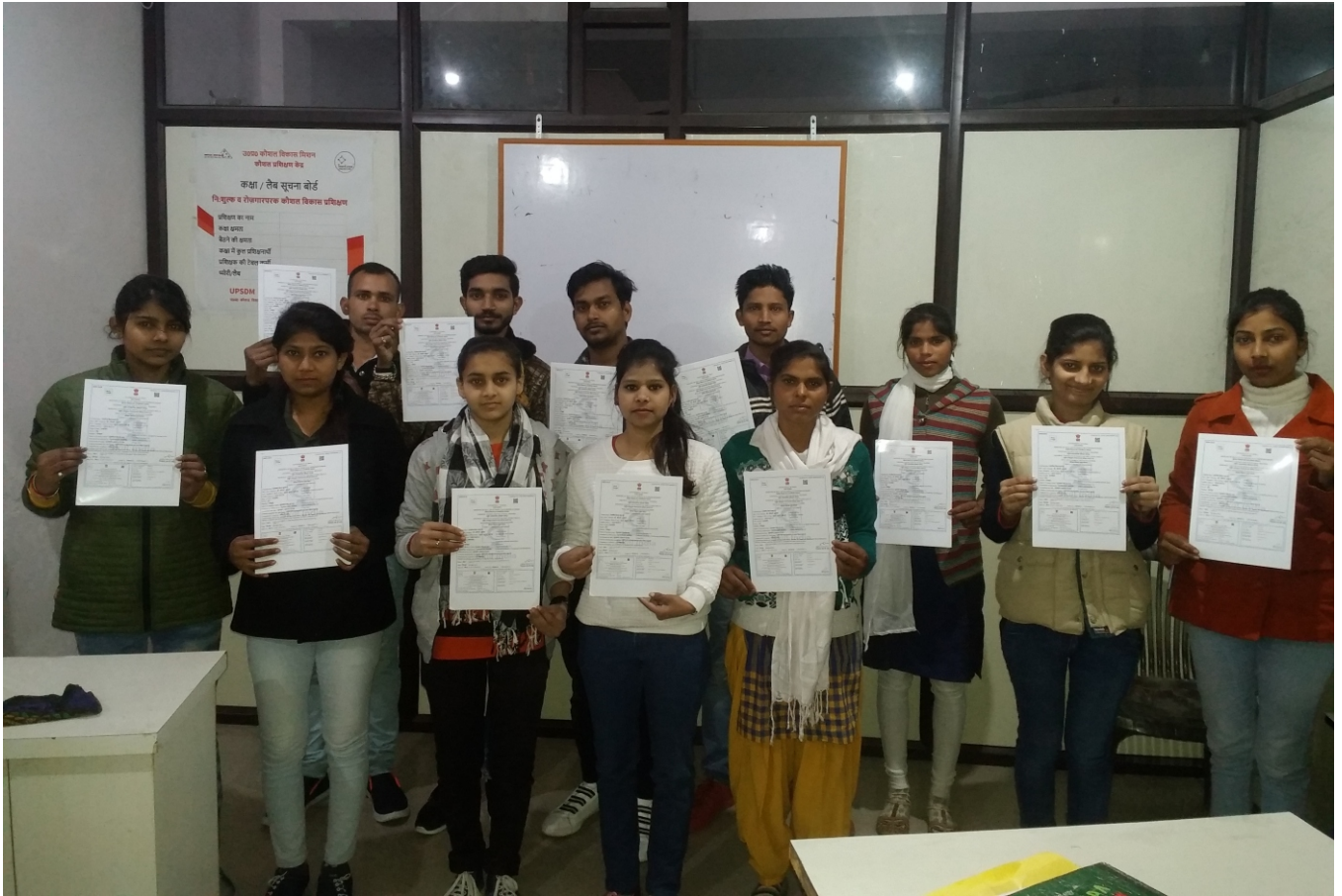- 100% Job Asistance
- Result With In 15 Days

PLACEMENTS

➢   We have best placement cell

➢   100% Job Asistance

Job Offer Letter Distribution

Job Offer Letter Distribution

INFRASTRUCTURE

COURSES & SYLLABUS

We Have Wide Range Of Job Oriented Courses.

- Computer Courses
    - Advance Professional Courses
    - Advance Diploma Courses
    - Diploma Courses
    - Certificate Courses
- NIELET / DOEACC CCC & O Level
- State Govt. Skill Development Courses
- Centre Govt. Skill Development Courses
- University Courses
- Online Courses

COMPUTER COURSES & SYLLABUS

ADVANCE PROFESSIONAL COURSES

1. ADHNE (Advance Diploma in Hardware & Networking Engineering) - 15 MONTHS

MODULE -1   OFFICE AUTOMATION
- Fundamentals of Hardware & Software, Working With Windows
- MS- Office (Word, Excel, Power Point, Access)
- File Management System
- Internet, Printing & Scanning

MODULE-2   HARDWARE A+   (ASSEMBLING & OPERATING SYSTEM)
- Assembling & Dissembling Of All Pentium, Core, AMD Micro Processors
- Card Level Maintenance

Installation, Administration & Configuration of Various Operating Systems
- Windows -7
- Windows -10

Installation Of Drivers
- Display Card Drivers
- Sound Card Drivers
- Lane Card Drivers
- Wi-Fi Card Drivers
- Other Drivers

Installation Of Softwares
- Web-Camera
- Printer
- Scanner
- Anti virus
- Other Utility Softwares

MODULE -3   COMPONANTS TROUBLE SHOOTING
- Mother Board
- Hard Disk
- S.M.P.S
- Key Board & Mouse
- Monitor /LCD/LED
- U.P.S
- Printers
- Laptop

MODULE -4   N+ (NETWORKING)
- Networking Fundamentals
- Type Of Networking
- Networking Topology & Designing
- OSI Model
- Networking Devices Details (Hub, Switches, Routers, Gateway, Modem Etc)
- TCP/IP
- IP Addressing
- IP Subnetting
- Transformation Media For Network
- Local Area Network Basics (IEEE Standard)
- Network Protocols
- Telnet & Terminal Services
- Network Installation & Upgrades
- WAN & Remote Access Technologies
- Network Threats & Security
- Fault Finding & Trouble Shooting

MODULE -5   Preparation of International Certificate Structures

Microsoft   MCSE
- Exam Code 70-270
- Exam Code 70-290
- Exam Code 70-291
- Exam Code 70-293
- Exam Code 70-294
- Exam Code 70-297
- Exam Code 70-284

CISCO   CCNA
- CISCO Certified Network Associate (640-802)

RED HAT   RHCE
- RH 033 : Redhat Linux Essentials
- RH 133 : Redhat Linux System Administration
- RH 253 : Redhat Linux Networking & Security Administration

2. ADSE (Advance Diploma in Software Engineering)   -15 MONTHS

MODULE -1   OFFICE AUTOMATION
- Fundamentals of Hardware & Software, Working With Windows
- Installation Of Windows
- MS- Office (Word, Excel, Power Point, Access)
- File Management System
- Installation Of Softwares
- Internet, Printing & Scanning

MODULE-2   WEB-DESIGNING
- HTML
- DHTML
- Java Script
- Corel Draw
- Photoshop
- Flash MX
- Gif Animator
- CSS
- DreamWeaver
- PHP
- Domain Registration
- Web Hosting

MODULE -3   PROGARMMING LANGUAGES
- Programming in C Language
- Object Oriented Programming Using C++

MODULE -4   DBMS, SQL, & VISUAL BASICS
- Concept on DBMS & SQL
- Visual Basics

MODULE -5   JAVA
- Core Java
- Advance Java

MODULE -6   MICROSOFT .NET FRAME WORK
- C# .NET
- ADO.NET
- ASP.NET

MODULE -7   PROJECT WORK
- Project Work Based On JAVA/.Net/Web-Designing

3. ADIA (Advance Diploma in Industrial Accounting)   - 12 MONTHS

MODULE -1   OFFICE AUTOMATION
- Fundamentals of Hardware & Software, Working With Windows
- Installation Of Windows
- MS- Office (Word, Excel, Power Point, Access)
- File Management System
- Installation Of Softwares
- Internet, Printing & Scanning

MODULE-2   MANUAL ACCOUNTING

MODULE -3   ACCOUNTING PACKAGES
- **Tally ERP9 (GST)**
- Account Masters, Inventory master
- Vouchers
- Display of all accounts, Reports and Ratio Analysis
- GST (Goods & Service Tax) in Tally
- TDS, CST, Job Casting in Tally
- Pay Roll in Tally
- Import & Export data in Tally
- Printing and Security control

OTHER ACCOUNTING PACKAGES
- BUSY
- FACT

MODULE -4   GST (GOODS & SERVICE TAX)
- Introduction Of GST
- Registration For GST No.
- Details Of International GST
- Details Of Central GST
- Details Of State GST
- Return Filing
- Making E-Way Bill

MODULE -5   INCOME TAX, TDS & TCS

INCOME TAX
- Head Of Income
- Tax Computation, Exemption Of Deduction
- Tax Computation By Income Tax Software
- Return Filling ITR 1, 2, 3, 4

TDS & TCS
- Deduction Process
- Return Filing
- Certificate

MODULE -6
- **Cost Management & Practical Auditing**
- **Import & Export Management**

MODULE -7
- **Banking System**
- **ROC (Registration Of Company)**
- **Labour Law**

MODULE -8   SHARE MARKET & PORTFOLIO MANAGEMENT

MODULE -9   ERP (Enterprise Resource Planning)

4. ADDM (Advance Diploma in Digital Marketing)   - 12 MONTHS

MODULE -1   DIGITAL MARKETING OVERVIEW & WEBSITE DEVELOPMENT

Digital Marketing Overview
- What is Digital Marketing?
- Scope of Digital Marketing?
- Market research & business branding
- Inbound and Outbound Marketing.
- Tools of Digital Marketing.
- Difference between Traditional and Digital Marketing?
- Who can learn Digital Marketing Course?
- Increasing Visibility, What is visibility?
- Bringing Traffic and Converting Traffic into Lead.

Website Planning and Development
- Domain and Hosting overview.
- Adding webpages and Content writing using Wordpress.
- Adding plugins.   ● Creating blueprint of every pages.   ● Different Types of website (static, dynamic).
- Many ways to connect with online influencers.   ● 100 unique ways to write the magnetic headlines with Examples.
- Tools for website development.

MODULE -2   E-MAIL MARKETING & ONLINE ADVERTISING

Email Marketing
- Mail Account and its tools?
- Types of email marketing- Opt-in & bulk emailing?
- Creating a broadcast email.
- How to do bulk emailing?
- Tricks to land in inbox instead of spam folder.
- How to increase opt-in email list with content marketing with examples.
- Inbox, Spam, Trash, Sent, Import, Export, Contact, Calendar etc.
- Setting up lists & web form.
- What are auto responders? Also its Setting.
- Best practices to send bulk emails.
- Top email marketing software's & a glimpse of how to use them

Online Advertising
- What is Online Advertising?
- Types of Online Advertising
- Display Advertising
    - Banner ads (Rich Media ads, Pop ups and Pop under ads, Contextual advertising)
    - In Text ads (In Image ads,   In video ads, In page ads)
    - What are Payment Modules?
- Companies that provide online advertising solution.
- Assignment on allocating funds to various.
- Creating Banner Ads Using Tools.
- Tracking & Measuring ROI of online adv.
- Different Online advertising platforms.

MODULE -3   SEARCH ENGINE OPTIMIZATION

Search Engine Optimization
- Understand SEO & Google or other Search Engines.
- What is Search Engine Result Pages SERP and how it works?
- Types of SEO ?   ●   On Page SEO (Off Page SEO,Tools for SEO)   ●   Some Techniques of SEO
- White Hat   (Black Hat, Gray Hat)   ●   Google Bot (Google Crawler) &Google Algorithm
- What is Google Panda Algorithm?   ●   What is Google Penguin?
- What is Google EMD Update? ●   How to save your site from Google Panda, Penguin and EMD Update?
- What is SEO and how it works?
- What are Keywords and also its Types.

Google Analytics and Ad words
- Introduction to Google Analytics and its works.
- Google AdWords Overview
- Introduction to Google Adwords
- Understanding Adwords account structure
- PPC (Pay Per Click)
- Types of Advertising campaigns- Search, Display, Shopping & Video
- Understanding different types of bid strategy- ● Manual   ●   Auto   ●   Advanced level bid strategies-
- Enhanced CPC   ● CPA ●   What is Click through Rate CTR?   ●   How to increase CTR?
- Understanding cookie tracking used by Google Analytics.
- Understanding inorganic search results
- Setting up Google Adwords account
- Campaigns, Adgroups, Ads, Keywords, etc
- Paid Search Ad
- Understanding Bids and flexible bidding strategies.

MODULE -4   Social Media Marketing, Business On Apps, Affiliate Marketing & Blogging

Social Media Marketing
- What is Social Media also understand their Existing?   ● Different platform for Social Media Marketing
- Facebook Marketing ●   LinkedIn Marketing   ●   Twitter Marketing
- Tools to listen & measure Influence on (Twitter: TweetDeck, Klout, PeerIndex, How to do marketing on Twitter, Black hat techniques of twitter marketing, Advertising on Twitter, Youtube Marketing)
    - ●Developing Youtube video marketing Strategy ● Bringing visitors from Youtube videos to your website
    - ●Creating Video AD groups ●Uploading videos on video marketing websites ●Using Youtube for business

Business on Apps
- What is Mobile Applications?   ●   Why App Store optimizations are important?   ●   What is Google Play Ranking?
- App Store Optimization tools Used today.   ●   How to check Apps Authentication?

Affiliate Marketing   ●   India's & World's top affiliate agencies   ●Makes money in affiliate marketing.
● Secrets of Affiliate Marketing?

Blogging and Freelancing

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5. ADCTT (Advance Diploma in Computer Teacher Training) - 15 MONTHS

MODULE -1 OFFICE AUTOMATION
- Fundamentals of Hardware & Software, Working With Windows
- File Management System
- Installation Of Windows
- Installation Of Softwares
- MS- Office (Word, Excel, Power Point, Access)
- Internet, Printing & Scanning

MODULE-2 DESIGNING & PUBLISHING PACKAGES

PageMaker : For Designing of News Papers, Magazines, Books, etc.

Photoshop : For Photo Editing, Book/Magazine Cover Designing, etc.

Corel Draw : For Designing Of Visiting Cards, Marriage card, Pamphlets, Catalogs, etc.

Illustrator : For Book/Magazine Cover Designing, Advertise Designing, etc

MODULE-3 PROGRAMMING LANGUAGES / TYPING

Programming in C Language
- Control Flow
- Function
- Arrays
- File Handling
- Graphics

Object Oriented Programming Using C++
- Classes And Objects
- Constructor And Destructors
- Operator Overloading And Type Conversion
- Inheritance : Extending Class
- Pointers, Virtual Functions & Polymorphism
- Managing Console I/O Operation
- Encapsulation

(Student Can Choose Hindi Typing & English Typing In Place Of Programming Languages)

MODULE-4 MANUAL ACCOUNTING & TALLY ERP9 (GST)

Manual Accounting
- Accounting Fundamentals
- Preparation Of Journal, Ledger, Trial Balance
- Rectification Of Errors
- Preparation Of Cash Book With Bank Column
- Bank Reconciliation
- Reserves And Provision
- Capital Gain And Revenue
- Final Accounts Of Firms & Companies
- Accounting Treatment Of Depreciation
- Stock Reports (LIFO, FIFO, Weighted Average Method)
- Knowledge Of Accounting Standard

TALLY ERP9
- Account Masters, Inventory master
- Vouchers
- Display of all accounts, Reports and Ratio Analysis
- GST (Goods & Service Tax) in Tally
- TDS, CST, Job Casting in Tally
- Pay Roll in Tally
- Import & Export data in Tally
- Printing and Security control

MODULE -5 SKILL DEVELOPMENT
- Personality Development
- Interview Skill Development
- Teaching Training

ADVANCE DIPLOMA COURSES

1. E-DST (E-Diploma in Software Technology) - 12 MONTHS

MODULE -1 OFFICE AUTOMATION
- Fundamentals of Hardware & Software, Working With Windows
- File Management System
- Installation Of Windows
- Installation Of Softwares
- MS- Office (Word, Excel, Power Point,)
- Internet, Printing & Scanning

MODULE-2 WEB-DESIGNING
- HTML
- DHTML
- Java Script
- Corel Draw
- Photoshop
- Flash MX
- Gif Animator
- DreamWeaver / WordPress

MODULE -3 PROGARMMING LANGUAGES
- Programming in C Language
- Object Oriented Programming Using C++

MODULE -4 DBMS, SQL, & VISUAL BASICS
- Concept on DBMS & SQL
- Visual Basics

MODULE -5 JAVA
- Core Java

2. ADCA (Advance Diploma in Computer Application) - 12 MONTHS

MODULE -1   OFFICE AUTOMATION
- Fundamentals of Hardware & Software, Working With Windows
- File Management System
- MS- Office (Word, Excel, Power Point)
- Internet, Printing & Scanning

MODULE-2   DESIGNING & PUBLISHING PACKAGES

PageMaker :   For Designing of News Papers, Magazines, Books, etc.

Photoshop :   For Photo Editing, Book/Magazine Cover Designing, etc.

Corel Draw :   For Designing Of Visiting Cards, Marriage card, Pamphlets, Catalogs, etc.

Illustrator   :   For Book/Magazine Cover Designing, Advertise Designing, etc

MODULE-3   PROGRAMMING LANGUAGES / TYPING

Programming in C Language
- Control Flow   ● Function   ● Arrays   ● File Handling   ● Graphics

(Student Can Choose Hindi Typing & English Typing In Place Of Programming Languages)

MODULE-4   MANUAL ACCOUNTING & TALLY ERP9 (GST)

Manual Accounting
- Accounting Fundamentals
- Preparation Of Journal, Ledger, Trial Balance
- Rectification Of Errors
- Preparation Of Cash Book With Bank Column
- Bank Reconciliation
- Reserves And Provision
- Capital Gain And Revenue
- Final Accounts Of Firms & Companies
- Accounting Treatment Of Depreciation
- Stock Reports (LIFO, FIFO, Weighted Average Method)
- Knowledge Of Accounting Standard

TALLY ERP9
- Account Masters, Inventory master
- Vouchers
- Display of all accounts, Reports and Ratio Analysis
- GST (Goods & Service Tax) in Tally
- TDS, CST, Job Casting in Tally
- Pay Roll in Tally
- Import & Export data in Tally
- Printing and Security control

3. ADTP (Advance Diploma in Desk Top Publishing)   - 12 MONTHS

MODULE -1   OFFICE AUTOMATION
- Fundamentals of Hardware & Software, Working With Windows
- File Management System
- MS- Office (Word, Excel, Power Point)
- Internet, Printing & Scanning

MODULE-2   DESIGNING & PUBLISHING PACKAGES
- **PageMaker   :**   For Designing of News Papers, Magazines, Books, etc.
- **Photoshop   :**   For Photo Editing, Book/Magazine Cover Designing, etc.
- **Corel Draw   :**   For Designing Of Visiting Cards, Marriage card, Pamphlets, Catalogs, etc.

MODULE-3   PROGRAMMING LANGUAGES / TYPING
- **Illustrator   :**   For Book/Magazine Cover Designing, Advertise Designing, etc
- **Flash MX   :**   For Animation Designs
- **Corel Ventura   :**   Specially For Maths & Chemistry Books Using Formulas & Equations

MODULE-4   TYPING
- Hindi Typing
- English Typing

DIPLOMA COURSES

1. DDM (Diploma in Digital Marketing) - 06 MONTHS

MODULE -1   DIGITAL MARKETING OVERVIEW & WEBSITE DEVELOPMENT

Digital Marketing Overview
- What is Digital Marketing?
- Scope of Digital Marketing?
- Market research & business branding
- Inbound and Outbound Marketing.
- Tools of Digital Marketing.
- Difference between Traditional and Digital Marketing?
- Who can learn Digital Marketing Course?
- Increasing Visibility, What is visibility?
- Bringing Traffic and Converting Traffic into Lead.

Website Planning and Development
- Domain and Hosting overview.
- Adding plugins.   ● Creating blueprint of every pages.
- Many ways to connect with online influencers.   ● 100 unique ways to write the magnetic headlines with Examples.
- Tools for website development.
- Adding webpages and Content writing using Wordpress.
- Different Types of website (static, dynamic).

MODULE -2   E-MAIL MARKETING & ONLINE ADVERTISING

Email Marketing
- Mail Account and its tools?
- Types of email marketing- Opt-in & bulk emailing?
- Creating a broadcast email.
- How to do bulk emailing?
- Tricks to land in inbox instead of spam folder. ● Top email marketing software's & a glimpse of how to use them
- How to increase opt-in email list with content marketing with examples.
- Inbox, Spam, Trash, Sent, Import, Export, Contact, Calendar etc.
- Setting up lists & web form.
- What are auto responders? Also its Setting.
- Best practices to send bulk emails.

Online Advertising
- What is Online Advertising?
- Display Advertising
  - Banner ads (Rich Media ads, Pop ups and Pop under ads, Contextual advertising)
  - In Text ads (In Image ads, In video ads, In page ads)
  - What are Payment Modules?
- Companies that provide online advertising solution.
- Assignment on allocating funds to various.
- Creating Banner Ads Using Tools.
- Types of Online Advertising
- Tracking & Measuring ROI of online adv.
- Different Online advertising platforms.

2. DPT (Diploma in Professional Tally) - 06 MONTHS

MODULE -1   OFFICE AUTOMATION
- Fundamentals of Hardware & Software, Working With Windows
- MS- Office (Word, Excel, Power Point)
- File Management System
- Internet, Printing & Scanning

MODULE-2   MANUAL ACCOUNTING & TALLY ERP9 (GST)

Manual Accounting
- Accounting Fundamentals
- Rectification Of Errors
- Bank Reconciliation
- Capital Gain And Revenue
- Accounting Treatment Of Depreciation
- Knowledge Of Accounting Standard
- Preparation Of Journal, Ledger, Trial Balance
- Preparation Of Cash Book With Bank Column
- Reserves And Provision
- Final Accounts Of Firms & Companies
- Stock Reports (LIFO, FIFO, Weighted Average Method)

TALLY ERP9
- Account Masters, Inventory master
- Display of all accounts, Reports and Ratio Analysis
- TDS, CST, Job Casting in Tally
- Import & Export data in Tally
- Vouchers
- GST (Goods & Service Tax) in Tally
- Pay Roll in Tally
- Printing and Security control

3. DTP (Diploma in Desk Top Publishing)   - 06 MONTHS

MODULE -1   OFFICE AUTOMATION
- Fundamentals of Hardware & Software, Working With Windows
- MS- Office (Word, Excel, Power Point)
- File Management System
- Internet, Printing & Scanning

MODULE-2   DESIGNING & PUBLISHING PACKAGES
- **PageMaker**   :   For Designing of News Papers, Magazines, Books, etc.
- **Photoshop**   :   For Photo Editing, Book/Magazine Cover Designing, etc.
- **Corel Draw** :   For Designing Of Visiting Cards, Marriage card, Pamphlets, Catalogs, etc.

4. DCA (Diploma in Computer Application)   06 MONTHS

MODULE -1   OFFICE AUTOMATION
- Fundamentals of Hardware & Software, Working With Windows
- MS- Office (Word, Excel, Power Point)
- File Management System
- Internet, Printing & Scanning

MODULE-2   PROGRAMMING LANGUAGE

Programming in C Language
- Control Flow   • Function   • Arrays   • File Handling   • Graphics

(Student Can Choose Hindi Typing & English Typing In Place Of Programming Languages)

5. DWD (Diploma in Web-Designing)   - 06 MONTHS

- HTML
- Flash MX
- PHP
- DHTML
- Gif Animator
- Domain Registration
- Java Script
- CSS
- Web Hosting
- Corel Draw   • Photoshop
- DreamWeaver

CERTIFICATE COURSES

- Computer Basics   - 3 Months
- Office Automation   - 3 Months
- DOEACC CCC   - 3 Months
- Hindi Typing   - 3 Months
- English Typing   - 3 Months
- Tally ERP9 With GST   - 3 Months
- Auto-Cad   - 2 Months
- Programming Language C   - 2 Months
- Programming Language C++   - 2 Months
- Core JAVA   - 2 Months
- Advance JAVA   - 2 Months
- Visual Basics   - 2 Months
- Oracle/SQL   - 2 Months
- PHP   - 2 Months
- Microsoft .Net   - 3 Months
- PYTHON   - 2 Months
- Advance Excel   - 1 Month

NOTE : Other Short Term Courses Also Available

DOEACC/NIELET COURSES & SYLLABUS

1. DOEACC CCC   - 80 Hours

- Fundamentals of Hardware & Software,
- MS- Office
     (Word, Excel, Power Point, Access)
- Internet,
- Digital Financial Tools And Applications
- Printing & Scanning

- Working With Windows
- File Management System

- Social Networking and e-Governance Services
- Overview of Futureskills & Cyber Security

2. DOEACC O LEVEL

	PAPER CODE	SYLLABUS
1.	M1-R4	IT Tools & Business System
2.	M2-R4	Internet Technology & Web Designing
3.	M3-R4	Programming & Problem Solving Through C Language
4.	M4.3-R4	Introduction to ICT Resources
5.	Practical	

UNIVERSITY COURSES

एडमिशन चाहिये...
हमें बताइये।

M.Tech	B.Tech	M.C.A
M.B.A.	B.B.A.	B.C.A
M.Com	B.Com	B.Pharm
M.SC.	B.SC.	B.Ed.
M.A.	B.A.	ANM
LLB	B.Lib	GNM

Free Consultancy

OUR PUBLICATION

We Have A Wide Range Of Own Published Books

Statement of Marks (Disha Institute)

राष्ट्रीय कम्प्यूटर साक्षरता अभियान

(Registered Under Trust Act 1882, Vide Registration No. 182)
This program is running under Ministry of MSME, Govt. Of India

disha INSTITUTE
(Authorised Training Institute Of Rashtriya Computer Saksharta Abhiyan)

ISO 9001:2015 CERTIFIED ORGANIZATION

STATEMENT OF MARKS

REG. NO. : 2020003266
NAME : RIYA SHARMA
FATHER'S NAME : SHRI VIKAS SHARMA
COURSE : ADVANCE DIPLOMA IN INDUSTRIAL ACCOUNTING
DURATION : 12 MONTHS   FROM : 01 JUN. 2019   TO : 31 MAY 2020
CENTRE : STAR COMPUTER CENTRE, HATHRAS (UTTAR PRADESH)

Module / Subjects	Maximum Marks	Minimum Marks	Obtained Marks
Module-1 Fundamentals, MS-Office (Word, Excel, Power Point, Access), Windows 7 & Softwares Installation, Internet	50	20	45
Module-2 Manual Accounting	50	20	36
Module-3 Accounting Packages -Tally ERP 9, BUSY, FACT	50	20	42
Module-4 Income Tax, Tax Computation Through Income Tax Software, TDS, TCS	50	20	40
Module-5 GST (Goods & Service Tax)	50	20	37
Module-6 Cost Management, Import & Export Management	50	20	32
Module-7 Banking, Incorporation Of Company, Labour Law	50	20	44
Module-8 Share Market Management, Portfolio Management	50	20	32
Module-9 ERP (Enterprise Resource Planning)	50	20	46
TOTAL	450	180	354

RESULT : PASSED   PERCENTAGE : 78.67%
DATE : 20.06.2020
PLACE : MEERUT

Controller of Examination

"Disha Institute" Is A Unit Of "Disha Technical Institute Pvt. Ltd."
Reg. By Company Registrar Govt. Of India Reg No.U80301UP2008PTC034971
Head Office: 13-A, Preet Vihar, Jaidevi Nagar, Meerut 250001
www.rcsaindia.com & disha-institute.com

Certificate (Disha Institute)

राष्ट्रीय कम्प्यूटर साक्षरता अभियान

(Registered Under Trust Act 1882 Vide Registration No. 182)
This program is running under Ministry of MSME, Govt. Of India

disha INSTITUTE
(Authorised Training Institute Of Rashtriya Computer Saksharta Abhiyan)

ISO 9001:2008 CERTIFIED ORGANIZATION

Reg. No. 201900319266

Rashtriya Computer Saksharta Abhiyan Trust is please to award the

ADVANCE DIPLOMA IN "INDUSTRIAL ACCOUNTING"

RIYA SHARMA D/O SHRI VIKAS SHARMA   TO

the candidate having successfully completed the prescribed course of study

Duration   12 MONTHS   from   01 JUN. 2019   to   31 MAY. 2020

and having been certified by duly appointed examiners to have qualified with the grade   A

Given the day, the   MONDAY, 06 JUL. 2020

at the   STAR COMPUTER CENTRE, HATHRAS (UTTAR PRADESH)   Centre

SECRETARY of Trust   DIRECTOR

Course Contents:

Module-I: Fundamentals, MS-Office (Word, Excel, Power Point, Access), Windows 7 & Softwares Installation, Internet	Module-II: Manual Accounting	Module-III: Accounting Packages Tally ERP 9, BUSY, FACT
Module-IV: Income Tax, Tax Computation Through Income Tax Software, TDS, TCS	Module-V: GST (Goods & Service Tax)	Module-VI: Cost Management, Import & Export Management
Module-VII: Banking, Incorporation Of Company, Labour Law	Module-VIII: Share Market Management, Portfolio Management	Module-IX: ERP (Enterprise Resource Planning)

Percentage	Grade	Percentage	Grade
100% To 85%	A+	64.9% To 60%	B
84.9% To 75%	A	59.9% To 50%	C
74.9% To 65%	B+	49.9% To 40%	D

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