

Spectrum
the cantonment of education

Computer Education Centre



Managed By:

A Unit of Daya Educational Trust

Registered Under Trust Act 1882 By Govt. of Bihar

Regd. By Govt. of Bihar Regd. No. - 4937

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**CFC – Computer Fundamental Course
(2 Months)**

Course Detail:

- Computer Fundamental
- Windows 7 Operating System
- Printing, Scanning, CD writing
- Internet and E-mail
- MS Office
 - Word
 - Excel
 - Powerpoint
- Project work
- Exams
- Certification

Eligibility: 10/12 Pass

Fee: ₹ 1050

Admission Fee: ₹ 150/-

**CCA – Certificate In Computer Application
(3 Months)**

Course Detail:

- Computer Fundamental
- Windows 7 Operating System
- Accessories Programs
- Printing, Scanning, CD writing
- Internet and E-mail
- MS Office
 - Word
 - Excel
 - Powerpoint
- Multimedia
- Exams
- Certification

Eligibility: 10/12 Pass

Fee: ₹ 2000

Admission Fee: ₹ 150/-

**CCB - Certificate in Computer Basic
(2 Semesters - 6 Months)**

Course Detail:

- Overview of PC Hardware and Software
- Computer Fundamental
- Windows 7 Operating System
- Computer Typing
- Printing, Scanning, CD writing
- Virus removal, software installation
- Internet and E-mail
- PC Maintenance
- Hindi Key Board
- MS Office
 - Word
 - Excel
 - Powerpoint
- Project work
- Exams
- Certification

Eligibility: 10/12 Pass

Fee: ₹ 3500

Admission Fee: ₹ 150/-

DCA –Diploma In Computer Application
(2 Semesters - 6 Months)

Course Detail:

- Overview of PC Hardware and Software
- Computer Fundamental
- Windows 7 Operating System
- Computer Typing
- Printing, Scanning, CD writing
- Internet and E-mail
- MS Office
 - Word
 - Excel
 - Powerpoint
 - Ms-Access
- HTML
- Introduction of C Language
- Project work
- Exams
- Certification

Eligibility: 10/12 Pass

Fee: ₹ 3000

Admission Fee: ₹ 150/-

**CCBA - Certificate in Computerized Business Accounting
(3 Semesters - 9 Months)**

Course Detail:

- Overview of PC Hardware and Software
- Computer Fundamental
- Windows 7 Operating System
Computer Typing
- Printing, Scanning, CD writing
- Virus removal, software installation
- Internet and E-mail
- PC Maintenance
- Hindi Key Board
- MS Office
 - Word
 - Excel
 - Powerpoint
- Introduction of Accounting
- Introduction of Tally
- Company Creation
- Inventory Information
- Account Information
- Voucher Entry
- Advance Voucher Entry
- Sale Tax/Interest
- VAT
- TDS
- Using PayRoll
- Exams
- Certification

Eligibility: 10/12 Pass

Fee: ₹ 4500

Admission Fee: ₹ 150/-

PCDTP - Professional Certificate in Desktop Publishing (3 Semesters - 9 Months)

Course Detail:

- Overview of PC Hardware and Software
- Computer Fundamental
- Windows 7 Operating System
- Computer Typing
- English Typing
- Hindi Typing
- Printing, Scanning, CD writing
- MS Office
 - Word
 - Excel
 - Powerpoint
- PageMaker
- Corel
- Equation
- Photoshop
- Design Project
- Exams
- Certification

Eligibility: 10 / 12 / Graduate

Fee: ₹ 6500

Admission Fee: ₹ 150/-

CTT - Computer Teachers Training

(4 Semesters - 12 Months)

Course Detail:

- Overview of PC Hardware and Software
- Computer Fundamental
- Windows 7 Operating System
- Computer Typing
- Printing, Scanning, CD writing
- Virus removal, software installation
- Internet and E-mail
- PC Maintenance
- Hindi Key Board
- MS Office
 - Word
 - Excel
 - Powerpoint
- Project work
- HTML
- Photoshop
- Project
- Exams
- Certification

Eligibility: 12 / Graduate

Fee: ₹ 6500

Admission Fee: ₹ 150/-

ADIT - Advance Diploma in Information Technology (4 Semesters - 12 Months)

Course Detail:

- Overview of PC Hardware and Software
- Computer Fundamental
- Windows 7 Operating System
- Computer Typing
- Printing, Scanning, CD writing
- Virus removal, software installation
- Internet and E-mail
- PC Maintenance
- Hindi Key Board
- MS Office
 - Word
 - Excel
 - Powerpoint
- Project work
- HTML
- Photoshop
- Dreamweaver
- C/C++
- Project
- Exams
- Certification

**Eligibility: 12 /
Graduate**

Fee: ₹ 7500

Admission Fee: ₹ 150/-

PCDTP - Professional Certificate in Desktop Publishing (3 Semesters - 9 Months)

Course Detail:

- Overview of PC Hardware and Software
- Computer Fundamental
- Windows 7 Operating System
- Computer Typing
- English Typing
- Hindi Typing
- Printing, Scanning, CD writing
- MS Office
 - Word
 - Excel
 - Powerpoint
- PageMaker
- Corel
- Equation
- Photoshop
- Design Project
- Exams
- Certification

Eligibility: 10 / 12 / Graduate

Fee: ₹ 6500

Admission Fee: ₹ 150/-

DIHN – Diploma In Hardware & Networking

(4 Semesters - 12 Months)

Course Detail:

- Overview of PC Hardware and Software
- Computer Fundamental
- Windows 7 Operating System
- Computer Typing
- English Typing
- Hindi Typing
- Printing, Scanning, CD writing
- MS Office
 - Word
 - Excel
 - Powerpoint

- Installation of OS
- Assembling
- Device Installation
- About Networking
- Type of Networking/Topology
- Configuration of Networking
- About Workgroup and Domain
- Network Security
- CCNA
- Exams

Eligibility: 10 / 12 / Graduate

Fee: ₹ 10500

Admission Fee: ₹ 150/-