



सरकार मान्य



Duration: 36 Months

**Industry Accepted CAREER Program™
in Information Technology**



The Objective of G-Tech program is to make the student competent in different areas of IT which includes Basic Computer Operations, Computerised Accounting, Desk Top Publishing, Web Site Designing, Computer Hardware & Networking, Digital Marketing. Student can choose optional module in semester-V with Web Development, System Programming with C, C++, Relational Database Management System (MySQL SQL Server), Data Analytics and specialisation in Animation. On completion of G-Tech program the student will be able to work as a Software Professional with an IT Company.

Career Opportunities: Software Developer, Web Developer, Web Designer, Digital Marketing Professional, Graphic Designing and Animation, Data Analytics, EDP In-Charge, G-Tech give Career readiness for IT Industry.

Semester-1

Certificate Program in Advance MS Office and TallyPrime

Advance MS Office with AI Tools

- Windows
- MS Word
- MS Excel
- MS PowerPoint
- MS Excel (Advance Level)**
- Basic Functions
- Number Formatting
- Advance Conditional Formatting
- Paste Special
- Insert Tab
- Page Layout Tab
- Data Tab / Data Filtrations
- Data Sorting
- Data Validation
- Whatif Analysis
- Goal Seek
- Scenario Management
- Sub Total / Consolidation
- Working with Charts

- Macros
- Pivot Table
- Pivot Charts with Report
- Date and Time Functions
- Text Functions
- Mathematical Functions
- Statistical Functions
- Financial Functions
- Logical Functions
- Conditional Functions
- Lookup Functions
- Database Functions
- Array Functions
- Debugging Formulas
- Working with Macros
- MIS Reporting
- Shortcut Keys
- Page and Margin Setup
- Protection and Security
- Advance Printing Features

Beginner Level

- Basics of Accounting
- Accounting Principles
- Golden Rules of Accounting Tally
- Fundamentals
- Chart of Accounts
- Accounting & Inventory Masters
- Accounting Vouchers, Purchase / Sale, Receipt / Payment, Contra / Journal Debit Note / Credit Note
- Inventory Vouchers, Stock Journal / Physical Stock
- Trial Balance
- Profit & Loss Account
- Balance Sheet

Intermediate Level

- Interest Calculations
- Stock Categories
- Order Processing
- Batchwise Details
- Manufacturing Journal
- Voucher Class
- Budgets & Controls
- Credit Limit
- Cost Centre & Cost Category
- Multiple Currencies
- Stock Valuation Methods
- Bank Reconciliation
- Statement
- F11 Features
- Security Controls and Tally Audit
- Tally Vault
- Printing from Tally

Advance Level

- Scenario Management, Optional / Post Dated Vouchers
- Price List, Re Order Levels, Alternate / Compound UOM, Export & Import of Data, Export Formats
- ODBC in Tally
- Consolidation / Split of Accounts, Company Logo Printing
- Bill Settlement
- Receipt and Payment Statement
- E-mail & Uploading
- Backup & Restore
- Multi Linguistic Features

Expert Level

- Statutory Info
- Exception Reports
- Cash and Funds Flow
- Intro. to GST
- GST Classification
- GST Master Creation
- GST Different Tax Rate
- GST Invoice / GST Report
- GST Challans / Returns
- TDS / TCS, POS
- Payroll, Income Tax
- Advance Banking Features
- Setting up of Tally
- Migrating Data
- Advance F12
- Configurations
- Financial / Inventory Reporting

Semester-2

Certificate Program in Graphic Designing and Hardware Networking

Graphic Designing

- CorelDraw
- Photoshop
- Illustrator
- InDesign

Hardware & Networking

- Introduction to Hardware Parts
- CMOS / BIOS Utility
- HDD Formatting / Partitioning
- Installation of Operating System

- Application Software Installation
- LAN / WAN Concepts
- Setting Up LAN Network
- Assembling & Troubleshooting
- Device and Printer Sharing

Semester-3

Certificate Program in Web Designing and Web Development

- HTML5
- Wordpress
- CSS3

- Java Script
- Angular
- Node.js

- PHP
- MySQL
- React

- Web Hosting
- Projects and Assignments

Semester-4

Certificate Program in Digital Marketing

Social Media Marketing

Search Engine Marketing (SEM)

Search Engine Optimization

Online Website and Blog Creation

Semester-5

Certificate Program in Software Programming & Data Analytics

- C Programming
- C++ Programming
- Core Java
- Advance Java
- C#
- Python
- NumPy & Pandas
- SQL Server
- PowerBi / Tableau
- R Programming
- Projects and Assignments

OR

Semester-5

Certificate Program in Animation and Video Editing

- 2D Animation
- 3D Animation (Modeling)
- After Effects
- Video Editing

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