

PROFESSIONAL COURSES

Course Code	Course Name	Duration	Eligibility
• RA0128	Diploma in Modern Secretarial Practice (DMSP)	6 Months	10th
• RA0129	Certificate in e-Typewriting (CeT)	3 Months	10th
• RA0130	Certificate in Data Entry Operator (CDEO)	3 Months	8th
• RA0131	Computer Appreciation Course (CAC)	1 Months	8th

C++

Code-RA0132

Duration 45 days

- ✓ Overview of C++
- ✓ Classes & Object
- ✓ Arrays, Pointers, references & dynamic allocation operators
- ✓ Constructor & Destructors
- ✓ Function overloading
- ✓ Operator overloading
- ✓ Virtual Function
- ✓ Pure Virtual Function
- ✓ Abstract Class
- ✓ Inheritance
- ✓ File handling

C-Languages

Code-RA0133

Duration 45 days

- ✓ Overview of C
- ✓ Variable Constant & Operation
- ✓ Arrays, Pointers, Functions
- ✓ Structure & Union
- ✓ File
- ✓ The pre process

D.T.P.

Code-RA0134

Duration 2 Months

- ✓ Page Maker
- ✓ Photo Shop
- ✓ Corel Draw
- ✓ Scanning

JAVA

Code-RA0135

Duration 45 days

- ✓ Introduction to JAVA
- ✓ Classes & Objects
- ✓ Inheritance
- ✓ Packages & Interfaces
- ✓ Exception handling
- ✓ Multithreaded Programming
- ✓ Applets

Tally

Code-RA0136

Duration 2 Months

- ✓ Introduction
- ✓ Accounting System
- ✓ Creating Accounts & Inventory Master
- ✓ VAT, TDS, Service Tax

.Net Tech.

Code-RA0137

Duration 3 Months

- ✓ .Net Framework
- ✓ Visual Basic.Net
- ✓ SQL Server

Note : Tution Fees will be Charged extra as per Course & Duration.