



കേരള സ്റ്റേറ്റ് റൂട്രോണിക്സ്

ITKerala
Software Education Project

PROSPECTUS
SOFTWARE PROJECT



KERALA STATE RUTRONIX

www.keralastaterutronix.com

SOFTWARE PROJECT

IT KERALA



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KERALA STATE RUTRONIX

www.keralastaterutronix.com

Kerala State Rutronix, set up by Government of Kerala in 1990 under the administrative control of Industries & Commerce Department, has been empowering the youth, especially women, through the usage of modern technology, affordable computer education and employment-oriented IT based training programmes. KERALA STATE RUTRONIX has reached its presence throughout the State and has established a unique identity of its own. It has implemented several software projects for several public sector organizations under the Government of India and the State Government, as well as for international agencies like the W.H.O.

As part of the Golden Jubilee Celebrations of our State and with the aim of empowering women through modern technology, Kerala State Rutronix had launched and successfully implemented programmes in software technology to provide 'Employment Oriented Computer Training at Affordable Cost to All'. In its second phase, Kerala State Rutronix launched the Multimedia programme to meet the industry demand in multimedia sector and with the objective of meeting the requirements of enterprises from local resources, while improving the skill-sets of trained manpower and to raise their earning capacity. As part of the third phase, KERALA STATE RUTRONIX introduced the Hardware based programmes.

Kerala State Rutronix has been pursuing the "Latest & Trending Technology Developments", with a centralized and disciplined "Monitoring & Resolution System" in multi-disciplined IT based domains. Our education system is equipped with academic & activity-based training methodologies that are on par with constantly changing global standards and persistently upgraded industrial requirements.





Groware Education Solutions LLP is the principal affiliate of KERALA STATE RUTRONIX. Groware has been supporting Kerala State Rutronix for more than a decade in conducting various courses in the 'Software', 'Hardware', and 'Multimedia' streams.

With a team of Academic Experts and Cyber Professionals, Groware has associated with Kerala State Rutronix to conceive, develop and implement several long-term and short-term Government projects in the IT Education sector and the synergized efforts have trickled down to various educational organizations, including Arts & Technology Institutes, Skill Development Centers, Colleges and Summer Vacation Programmes for schools. As part of Golden Jubilee Celebrations of the formation of Kerala State, SOFTWARE stream was launched in 2006, MULTIMEDIA stream was launched in 2008 and HARDWARE stream was launched in 2009 with the goal of providing "Employment Oriented Computer Education at Affordable Cost to All".

Since then, along with Rutronix, significant strides have been taken in developing and implementing statewide programme in Software, Hardware and Multimedia domains and by engaging IT Research teams to understand the developments in IT sector continuously and identify latest trends & skill sets needed to develop and upgrade courses accordingly.



ITKerala

Software Education Project

IT Kerala Project, an initiative of Kerala State Rutronix, in association with Groware Education Solutions, targets on imparting quality-training in Information Technology and related software application domains. The vision is to empower and enrich the learners versatile skill sets, and introduce them to creative learning solutions in multi-disciplined domains. The project keeps an eye on the explicable development of every aspirant by focusing on activity based training methodologies, that help them get well trained in the right skills with the right passion.



IT KERALA PROJECT OBJECTIVES

- ✓ Promote top quality skill development and industry relevant technical excellence all across Kerala.
- ✓ Empower the generation with standardized computer education through hands - on experience.
- ✓ Provide vocational training and increase overall performance of the individual.
- ✓ Combine the positives of self-directed and lecture-driven training dimensions.
- ✓ Apply evaluation techniques and value based activities that improve the performance of the aspirant.



FEE CONCESSION

Fee Concession for all courses of any duration are awarded by KERALA STATE RUTRONIX to students who belongs to Special categories like; Women, Spouse/ children of defense or police personnel who had laid their life in action, citizens with more than 50% disability, person who have received national honors (Civilian/ Defense/ Police/ Sports/ Bravery), citizens who had represented India in arts, sports, science domains and transgender. The Fee Concession amount ranges up to 20 percentage of maximum tuition fees. Examination fee is applicable for every student and to be paid as per norms of KERALA STATE RUTRONIX.



REGISTRATION & ADMISSION

For Registration and Admission, the student must report in person, accompanied by parent/ guardian at the selected Authorized Training Centre(ATC) with the duly filled up online application form, originals and a copy of qualification certificates as specified for each course. Registration fee has to be paid to specific banks as per the instruction from the registration portal after providing specific student details. Fee Concession will be provided to eligible candidates as per norms. Registration fees will be decided by KERALA STATE RUTRONIX from time to time and will be stated in the course prospectus. Registration fees once paid will not be refunded in any circumstances.

Selection/ Registration/ Admission granted will be cancelled and application rejected when, (a) Students fail to prove their eligibility or do not fulfill the prescribed eligibility conditions before the closing date of semester admission (b) The non-payment of registration fee (c) Application is not authenticated by the candidate and parent/ guardian wherever necessary.



EXAMINATION & CERTIFICATION

Final examinations will be conducted at the end of the semester by KERALA STATE RUTRONIX. The schedule for examinations will be informed to the students through ATC and media. Any student who has completed the prescribed duration of a specified course - from the date of registration - is eligible to apply for the examination. In addition a minimum of 80% attendance is compulsory. ATC shall confirm the eligible students by verifying the list on KERALA STATE RUTRONIX website. The students should register for the examinations directly to KERALA STATE RUTRONIX and pay the examination fees as and when the course is completed to the satisfaction of the ATC. Internal Evaluation marks are awarded based on their performance in internal exams and model exams at ATC. Students who score a minimum of 40% marks each for every subject in the final theory exams, 50% marks in the final practical examination and 50% overall average (internal, external and practical marks put up together) would be declared passed the examination.



STUDY MATERIALS

Simplified learning material covering major aspects of technology relevant course content, hard copy/ E-book will be provided to students through the studycentre(ATC)



COMMUNICATION

The students shall communicate with the ATC Director/ Principal on all matters. If their grievances are not given due attention by authorities of the ATC concerned, they may write to the KERALA STATE RUTRONIX at the following address.



MANAGING DIRECTOR

KERALA STATE RUTRONIX

PADMASREE,
House No C11, T.C.29/1884,
Elankom Gardens, Vellayambalam,
Thiruvananthapuram 695 010

Phone: 9072151980

E-mail: md@keralastaterutronic.com

Web: www.keralastaterutronic.com

DIPLOMA & CERTIFICATE PROGRAMMES

IT Kerala Diploma & Certificate programmes, are long-and-medium-term training courses on a wide range of specialties in the domain of information technology. The objective is to develop strong technical skills among IT aspirants from Kerala, to prepare the spirit of professionalism in them and to generate a competent workforce for the domestic and global IT industry. Students are trained on industry relevant skills, and supplemented with hands-on practical experience with real-time scenarios, which eventually help them find potential job placements and to excel in their chosen field of career. These courses are affordable to all sections of the society and are backed up by regular academic upgrades to match industry relevant human resource requirements.

PROGRAMMES OFFERED

01. PG Diploma in Computer Applications
02. Computer Teachers Training Course
03. Computer Pre Primary TTC
04. Computer Applications [Regular]
05. Computer Applications [Fast Track]
06. Word Processing and Data Entry Operator
07. Computerized Financial Accounting
08. Desktop Publishing
09. Office Automation
10. Web Designing
11. Computer Aided Design
12. Goods and Services Tax Practice
13. Corporate Business Accounting & Taxation
14. Ai Driven Digital Marketing

01 PGDCA

Post Graduate Diploma
in Computer Applications

This one year course teaches the core concepts of computer applications via logic building & business applications through program coding, database management, communication networks and website designing, through theory classes and lab practices. It also elaborately covers Office suite.

Duration : 720 Hours (1 Year)

Eligibility : Any Degree

CAREER OPTIONS

On completion of this course, students attain technical proficiency in the field of IT Applications with the ability to handle projects by designing and developing software applications as per client requirements. After completing this program, they are eligible for job positions such as Software Engineer, Data Analyst, Junior System Analyst, Application/Software Developer, Programmer etc.

PROGRAMME STRUCTURE

Semester I

Theory

- ✓ Fundamentals of Computer, OS, Internet & Office Suite
- ✓ Python, C++/ Java & Data Structures
- ✓ System Engineering, RDBMS & SQL

Lab

- ✓ OS, Office Suite & Advanced Excel
- ✓ Python, C++/Java
- ✓ SQL

Semester II

Theory

- ✓ Web design and PHP/ASP.Net
- ✓ VB.net
- ✓ Data Communication and Computer Networks, Android Programming

Lab

- ✓ Web design & PHP/ASP.Net
- ✓ VB.Net / Android Programming
- ✓ Project & Seminar

02

CTTC

Diploma in Computer
Teachers Training Course

This one year course, covers the fundamental concepts of computers and programming along with effective methodologies in Teaching IT based curricula. It also offers English practice sessions that helps you achieve an engaging personality.

Duration : 720 Hours (1 Year)
Eligibility : 10th std passed & Above

CAREER OPTIONS

Upon completing this program, aspirants will equip themselves with the knowledge, skills, dispositions and characteristics that are inherent to the career of a highly qualified teacher. After completing this program, they can handle various job roles such as, Computer Teacher, IT Faculty, School Office Assistant, School Lab Assistant, Computer Operator, Accounts Assistant, etc.

PROGRAMME STRUCTURE

Semester I

Theory

- ✓ Fundamentals of Computer, OS, Internet & Office Suite
- ✓ Teaching Methods (Pedagogy)
- ✓ DTP (English and Malayalam)-
- Page maker, InDesign, ISM

Lab

- ✓ OS & Office suite
- ✓ DTP (English and Malayalam)
- Page maker, InDesign, ISM
- ✓ Teaching Aids Preparation

Semester II

Theory

- ✓ C++ programming, HTML
- ✓ Accounting with Tally
- ✓ Effective IT teaching & English practice

Lab

- ✓ C++, HTML
- ✓ Tally
- ✓ Teaching Practice (in house)

03 CPPTTC

Dip. in Computer Pre Primary Teachers Training Course

This one year course covers the fundamental concepts of computers and programming along with effective methodologies in Montessori teaching, school organization & child health and psychology. It also offers English practice sessions and helps you achieve an engaging personality.

Duration : 720 Hours (1 Year)
Eligibility : 10th std passed & Above

CAREER OPTIONS

Upon completing this program, aspirants will understand and be able to apply the knowledge, skills, dispositions and characteristics inherent to the career as a highly qualified teacher. After completing this program, they can opt for various job roles such as, Career Counselor, Montessori Teacher, Pre-Primary Teacher, Educational Counselor, Office Assistant, etc.

PROGRAMME STRUCTURE

Semester I

Theory

- ✓ Fundamentals of Computer, OS, Internet & Office Suite
- ✓ Exercise of Practical Life, Sensorial Activity, Literacy and Numeracy
- ✓ Montessori Teaching Methods & English Practice

Lab

- ✓ OS & Office Suite
- ✓ Teaching aids preparations
Teaching Practice (Internal)

Semester II

Theory

- ✓ Teaching Methods & School Organization
- ✓ Child Health and Psychology

Lab

- ✓ Project
- ✓ Teaching Practice (External)

04 DCA

Diploma in Computer Applications (Regular)

This one year course, helps to explore the three basic parts by learning the essentials and practicalities of Computers, Operating Systems and System Engineering. Intense lab practices are provided to make students well aware of the various programming concepts.

Duration : 720 Hours (1 Year)
Eligibility : 10th std passed & Above

CAREER OPTIONS

On completion of this program, students will be proficient in premium IT skills and will be capable of handling software packages with ease. After completing this program, they can pursue job opportunities such as Computer Operator, Program Administrator, Office Assistant, Receptionist, IT support specialist etc.

PROGRAMME STRUCTURE

Semester I

Theory

- ✓ Fundamentals of Computer, OS, Internet & Office Suite
- ✓ Python/ C++ / Java
- ✓ System Engineering, RDBMS & SQL

Lab

- ✓ Office Suite and Advanced Excel
- ✓ Python/ C++ / Java

Semester II

Theory

- ✓ Visual Basic.Net

Lab

- ✓ Visual Basic.Net
- ✓ Project



05 DCA

Diploma in Computer Applications (Fast Track)



This six months course is a fast track option to learn computer science. It covers the study of logic building techniques in the design & development of software applications needed for the IT based business sector. The course also elaborately covers office suite applications for office administration.

Duration : 360 Hours (6 Months)
Eligibility : 10th std passed & Above

CAREER OPTIONS

Students completing this course will be proficient in essential computing skills that are required for innumerable job vacancies in IT based companies across India and abroad. Upon completion of this program, the aspirant fits into various designations in any office environment such as Computer Operator, Office Assistant, Computer Programmer, EDP Administrator, Systems Administrator etc.

PROGRAMME STRUCTURE

Theory

- ✓ Fundamentals of Computer, OS, Internet & Office Suite
- ✓ Python/ C++ / Java
- ✓ System Engineering, RDBMS & SQL
- ✓ VB.Net

Lab

- ✓ Office Suite and Advanced Excel
- ✓ Python/ C++ / Java
- ✓ VB.net
- ✓ Project



06 CWPDE

Certificate in Word Processing
and Data Entry Operator

This six months course starts by sharpening the data entry skills of students through keyboard typing practice using a quick-learning-software. It then equips them with operational level skills in using the Word Processor, Spreadsheet & presentation applications of Microsoft Office Suite package.

Duration : 360 Hours (6 Months)
Eligibility : 10th std passed & Above

CAREER OPTIONS

On successfully completing this course, students gain proficiency in computer based operational & administration tasks required in office environments within an organization. After completing this program, they become eligible for job opportunities such as Administrative Assistant, Office Clerk, Receptionist, Data Entry Operator, Office Assistant, EDPE Executive etc.

PROGRAMME STRUCTURE

Theory

- ✓ Fundamentals of Computer, OS, Internet & Office Suite
- ✓ DTP (English and Malayalam)
 - Page maker, InDesign, ISM

Lab

- ✓ Office Suite
- ✓ English, Malayalam Typing (Word per minute and Accuracy Rate)
- ✓ DTP (English and Malayalam)
 - Page maker, InDesign, ISM

07 PDCFA

Professional Diploma in
Computerized Financial
Accounting

This six months course leads to the study of general financial practices, computerized accounting system and GST enabled taxation structure, which forms the fiscal lifeline of any organization or business. Students learn to generate financial reports that help analyze a firm's economic health.

Duration : 360 Hours (6 Months)
Eligibility : 10th std passed & Above

CAREER OPTIONS

Aspirants acquire expert-level knowledge of business accounting and inventory management through Tally software with an excellent command over maintaining accounts-receivable / accounts-payable and payroll system. On course completion, student passouts opt for career positions as Accountant, Accounting Supervisor, Accounts Officer, Business Analyst, Financial Manager etc.

PROGRAMME STRUCTURE

Theory

- ✓ Fundamentals of Computer, Internet concepts, Operating System & Office Suite
- ✓ Essentials of Indian Business Accounting
 - Tally Prime with GST basics
- ✓ Essentials of Foreign Accounting
 - GCC VAT
 - ZOH Books
 - Basics of QuickBooks & Peachtree

Lab

- ✓ OS & Office suite
- ✓ Computerized Financial Accounting using Tally Prime with GST basics, GCC VAT, ZOH Books



Back

08 PDDTP

Professional Diploma in
Desktop Publishing

This six months course offers hands-on experience in software applications related to Desk Top Publishing such as Page Maker, Corel Draw, Photoshop and ISM. Students learn about creating enhanced document layouts in order to reproduce typographic quality text, image restyling etc.,

Duration : 360 Hours (6 Months)
Eligibility : 10th std passed & Above

CAREER OPTIONS

On completing this program, students acquire critical thinking skills to independently design and create personal/business publications that meet professional and industry standards in both the print and digital media. After completing this program, our students are open to job roles such as DTP Operator, Layout Designer, Office Assistant, Data Entry Supervisor, EDP Print Specialist etc.

PROGRAMME STRUCTURE

Theory

- ✓ Fundamentals of Computer, OS, Internet & Office Suite
- ✓ DTP (English and Malayalam)
 - Page Maker, InDesign, ISM
- ✓ Image Processing
 - Photoshop & Corel Draw

Lab

- ✓ Office suite
- ✓ Desktop Publishing (DTP)
 - Page Maker, ISM
 - InDesign, Corel Draw
 - Photoshop

09

DOA

Diploma in Office Automation

This six months course covers the study of all necessary digital technologies used in operating an automated office environment. It helps in learning how to manage daily administrative tasks using the digital office management tools, be it in the private or public sector, business organizations or NGO's.

Duration : 360 Hours (6 Months)
Eligibility : 10th std passed & Above

CAREER OPTIONS

Upon completing this program, students acquire competence in the day-to-day activities including Administrative and Office Management tasks at the modern-day workplace. After completing this course, the student is expected to handle various office positions such as Personal Assistant, Office Secretary, Administrative Assistant, EDP Executive, Office Automation Executive etc.

PROGRAMME STRUCTURE

Theory

- ✓ Fundamentals of Computer, OS, Internet & Office Suite
- ✓ Data Visualization Tools
- ✓ Business English and Office Administration Skills

Lab

- ✓ OS & Office Suite, Advanced Excel
- ✓ Data Visualization with Tableau and Peripheral Management

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PDWD

Professional Diploma in
Web Designing

This six months course covers graphic designing using Photoshop and Flash but are also given hands-on-experience in web designing and functional development. Websites are essentially the new storefronts and first contact points for an increasing number of businesses and brands. Make great impression with your designs, and business owners will offer you ongoing projects and lots of references.

Duration : 360 Hours (6 Months)
Eligibility : 10th std passed & Above

CAREER OPTIONS

Upon completing this program, students acquire simple and impressive design techniques (basics to advanced) and the ability to focus on goal oriented and user centric designs. After completing this program, they can handle various designations such as Web Developer, Web Administrator, Web Designer etc.

PROGRAMME STRUCTURE

Theory

- ✓ Fundamentals of Web Designing
 - HTML, CSS, JavaScript
- ✓ Graphic Designing and Front-end Development
- ✓ Full Stack Web Development using PHP

Lab

- ✓ Web Design
 - Graphic Design, JavaScript
 - Front-End Frameworks
- ✓ Web App Development (PHP and Database)

PDCFA with Electives

- ✓ Tally Essential
 - Level-1, Level-2, Level-3
 - Comprehensive, Professional
- ✓ GCC VAT Using Tally Prime
- ✓ GST Using Tally Prime
- ✓ SLP Finance Executive (FE)
- ✓ SLP FE & Tally Electives

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PDCAD

Professional Diploma in
Computer Aided Design

This six months course helps architects, engineers, drafters, artists, and designers to create, modify, analyze and optimize precision drawings or technical illustrations with ease and promptness. Students are given hands-on-experience in drafting engineering drawings using AutoCAD & Photoshop.

Duration : 360 Hours (6 Months)
Eligibility : Plus Two/ITI passed & Above

CAREER OPTIONS

Upon completing this program, students will be able to identify and interpret information provided in technical drawings, schematics, or mask sets in a professional way. After completing this program, they can handle various designations such as Drafter, Architect, Interior Designer, Industrial Designer, AutoCAD Operator etc.

PROGRAMME STRUCTURE

Theory

- ✓ Autocad Level I (2D)
- ✓ Autocad Level II (3D&Photoshop)

Lab

- ✓ Autocad 2D
- ✓ Autocad 3D&Photoshop

12

DGSTP

Diploma in Goods and Services Tax Practice

This six months course teaches Tax Practices with Practical/Computerized accounting tools along with the understanding of acts and rules on GST, Income Tax, ESI, PF, basic Customs Duty etc. The student gets well equipped with the know-how about E-Return filings of GST, Income Tax etc.

Duration : 360 Hours (6 Months)
Eligibility : Plus Two passed & Above

CAREER OPTIONS

Upon completing this program, students will be able to compare and appreciate differences between the taxable events under earlier indirect taxes regime and the current GST regime. After completing this course, students can opt for job roles under GST & Income Tax environments such as Accounting Manager in the tax regime, Tax Manager, Tax Consultant, Tax Analyst, etc.

PROGRAMME STRUCTURE

Theory

- ✓ Financial Accounting
- ✓ Direct & Indirect Tax
- ✓ Computerized Accounting
 - Tally Prime

Lab

- ✓ Tally Prime

Additional Modules (Mandatory)

- ✓ SLP Finance Executive
- ✓ Tally Essential Professional

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DCBAT

Diploma in Corporate
Business Accounting &
Taxation

This one year course helps students set up a complete accounting process from scratch, and covers Corporate Business Accounting & Taxation concepts along with case study based experiential learning in Advanced Excel, Tally with Advanced GST, SAP Power user programme SAP FICO / SAP MM

Duration : 720 Hours (1 Year)
Eligibility : Plus Two passed & Above

CAREER OPTIONS

Corporate Accounting is a very technical job that requires a set of skills. It is all about number crunching, costing, and analysis. There are a lot of career options for professionals with such skills and the options only get better as corporate accountants gain experience.

Additional Modules (Mandatory)

- ✓ SLP Finance Executive
- ✓ Tally Essential Professional

PROGRAMME STRUCTURE

Semester I

Theory

- ✓ Fundamentals of Computer, Internet concepts, Operating System & Office Suite
- ✓ Essentials of Indian Business Accounting
- Tally Prime with GST basics
- ✓ Essentials of Foreign Accounting (GCC VAT, ZOHO Books, Basics of QuickBooks & Peachtree)
- ✓ SAP FICO

Lab

- ✓ OS & Office suite
- ✓ Computerized Fin. Accounting using Tally Prime with GST basics, GCC VAT, ZOHO Books

Semester II

Theory

- ✓ Corporate Accounting & Statutory Compliance
- ✓ Financial Modeling Basics using Excel & GST Advanced Theory and Returns
- ✓ Adv. Accounting in Tally Prime (Comprehensive)

Lab

- ✓ Corp. Accounting & Statutory Compliance, Fin. Modeling Basics using Excel, GST Adv, Theory and Returns, Adv. Accounting in Tally Prime

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AiDM

Diploma In Ai Driven
Digital Marketing

This six months course equips students with essential skills in digital marketing, focusing on AI tools to enhance strategies, optimize campaigns, and improve effectiveness. It includes three modules: Marketing Foundations & Social Media Marketing (SMM), Web Design & Search Engine Optimization (SEO), and Digital Advertising & Search Engine Marketing (SEM).

Duration : 360 Hours (6 Months)

Eligibility : Plus Two passed & Above

GEN Ai TOOLS

AI-Enhanced Marketing

Our digital marketing course uses AI tools to enhance market research, branding, ad design, and content marketing. The second portion of the study includes generative AI for social media marketing, SEO, Google My Business, and Google AdWords. The final portion covers SEM, email tools, YouTube marketing, and marketing automation for targeted advertising.

PROGRAMME STRUCTURE

Theory

- ✓ Introduction to Digital Marketing, Types and Key Concepts
- ✓ Web Design, Graphical Design & SEO
- ✓ Digital Advertising and Digital Marketing Analytics

Practical

- ✓ Social Media Marketing (SMM)
 - Facebook, Instagram
 - Content Marketing
 - Creative ad designing
- ✓ Graphic, Web Design and SEO
 - WordPress
 - Keyword Research
 - Web & SEO
 - Onpage, Offpage SEO & GMB
- ✓ Digital Advertising and SEM
 - Meta Paid Marketing
 - Google Adwords & SEM
 - Youtube, Linked & marketing Automation

CERTIFICATE/ SHORT TERM PROGRAMMES

Short-term certification programs are ideal for anyone looking to get professional training and instruction, in a short period of time. Aspirants can join new jobs, or offer services at their workplace with improved skills. They are useful for those who do not have the time to pursue a long term course, but wish to improve their skill set. Most of the programs have hands-on practical training which either help job seekers to find a new career, or helps the professionals in their career growth. Ultimate aim of our certification program is to let the person grow individually and academically resulting in an overall benefit for the aspirants. These Certified programmes last for three months and can be pursued by any applicant with a basic qualification.

PROGRAMMES OFFERED

- | | |
|---|---------------------------------|
| 01 Corporate Business Accounting & Taxation | 15 AutoCAD 2D |
| 02 Production Planning | 16 AutoCAD 3D |
| 03 Financial Accounting and Controlling | 17 VB & VB .NET Programming |
| 04 Materials Management | 18 Web Design & PHP Programming |
| 05 Sales and Distribution | 19 JAVA Programming |
| 06 Accounting with GCC VAT | 20 C# .NET Programming |
| 07 Website Development Using Python(Django) | 21 ASP.NET Programming |
| 08 Python | 22 Linux (Ubuntu) |
| 09 Big Data and Hadoop | 23 QuickBook |
| 10 Data Visualization | 24 PeachTree |
| 11 MS-Office & Internet | 25 Wordpress Master |
| 12 Accounting (Tally with GST) | 26 C++ Programming |
| 13 Desktop Publishing | 27 DBMS-Oracle |
| 14 Data Entry Operator | |



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