

## Diploma in IT Management

Sr.	Nomenclature of Course	Detailed Syllabus
1.	Diploma in IT Management	<ul style="list-style-type: none"><li>• Introduction to Computers</li><li>• Introduction to Hardware &amp; Software</li><li>• Parts of Computers with actual demonstration</li><li>• Windows XP</li><li>• Microsoft Office</li><li>• Introduction to LAN / WAN</li><li>• Internet &amp; Email</li><li>• Preventative Maintenance of PC</li><li>• Introduction to DBMS</li><li>• Virus / Anti Virus Programs</li><li>• Accounting Concepts</li><li>• Company Creation</li><li>• Voucher Entry</li><li>• Editing / Deleting Voucher Entry</li><li>• Inventory Management</li><li>• Stock Statements</li><li>• Day Books</li><li>• Ledger</li><li>• Trial Balance</li><li>• Profit &amp; Loss Account</li><li>• Balance Sheet</li><li>• Back-Up / Restore</li></ul>