



डी.ओ.ई.ए.सी.सी.

DOEACC SOCIETY GANGTOK CENTRE

(Under Deptt. of IT, MCIT, Govt. of India)
Indira Bypass Road (Near KBT Fuels),
Sichey, Gangtok, Pin- 737101

**This is for the information of all students that
Classes have Resumed from 18th October 2011**

And

Admissions Open for Short Term Courses

1. Financial Accounting (96 Hrs)

- ✓ **Eligibility:** Minimum 10+2 Pass
- ✓ **Topics covered**
 - Computer Fundamentals
 - Fundamentals of Accounts
 - MS Office
 - Accord for Windows
 - Facts for Windows
 - Tally
 - Income Tax & VAT Accounting
- ✓ **Course Fees:** Rs. 3000

2. Course on Computer Concepts (80 Hrs)*

(A Pre-requisite for Govt. Service at Several States)

- ✓ **Eligibility:** Minimum 10th Pass
- ✓ **Topics covered**
 - Introduction to Computer & Operating System
 - Elements of Word Processing, Excel
 - Elements of Powerpoint Presentation
 - Internet & Web Browsers
- ✓ **Course Fees:** Rs. 2000

3. Basic Computer Course (36 Hrs)*

(A Pre-requisite for State Govt. Service in Sikkim at LDC & above levels)

- ✓ **Eligibility:** Minimum VIII Std. Pass
- ✓ **Topics covered**
 - Knowing Computer & Operating System
 - Understanding Word Processing, Excel
 - Understanding Powerpoint Presentation
 - Internet & Web Browsers
- ✓ **Course Fees:** Rs. 900

* Candidates need to appear in on-line National Level Examination for Certificate

- Service Tax (as applicable) is additional to Course Fees
- Course Fee will not be charged from SC/ST Students:
Conditions Apply

Ph: 03592-205609/ 205610 / 9593981004

Website: www.doeackolkata.in