Short Term Course:

BASIC COURSE ON COMPUTER SKILLS (BCCS)

Basic Course on Computer Skills (BCCS) is being launched by Don Bosco College, Tura for the benefit of interested students. The course will help to develop computer literacy by providing both theoretical and practical knowledge in Computer Application.

The course is designed to improve the students' basic computer knowledge, computer typing skills and skill to surf Internet. These will be helpful in higher studies and in job market.

Certificates are awarded by the college to the students who successfully complete the course.

ENGLISH LANGUAGE PROFICIENCY COURSE (ELPC)

English Language Proficiency Course (ELPC) is being launched by Don Bosco College, Tura, for the benefit of interested students. The course seeks to improve English language skills by focusing on written as well as spoken communication. As the new Semester System requires descriptive answers, the importance of good written communication is important. Similarly spoken communication skill is essential for interviews.

The course focuses on building the capacity of students by improving vocabulary, grammar, spelling, pronunciation, public speaking capabilities and expression. These are expected to pay dividends when they appear for tests, interviews or when they need to compeer programmes or speak in public.

Certificates are awarded by the college to the students who successfully complete the course.

BASIC COURSE IN COMPUTER HARDWARE (BCCH)

Basic Course on Computer Hardware (BCCH) is being launched by Don Bosco College, Tura for the benefit of interested students. The course will help students to learn to upgrade, repair, maintain and troubleshoot computers. This is a preliminary course recommended for candidates who wish to enter Network and System administration field.

Candidates who have pursued computer hardware course can take up jobs in various businesses ranging from start-ups to MNCs as all businesses require skilled individuals who can solve technical and network issues within organizations. Jobs are also available in departments of government and institutions of education.

Certificates are awarded by the college to the students who successfully complete the course.

BASIC COURSE IN TALLY ERP9 (BCTE)

The Programme on Accounting with Tally.ERP9 would enable the students to record the business transactions and manage the accounts information for an organization using the popular Tally Software. This course gives you complete depth knowledge of all features of Tally. You can easily handle accounting and taxation of any types of business and also prepare MIS Reports.

In addition, students will be able to solve his/her day-to-day tasks efficiently by using the various Office productivity tools such as Microsoft Word and Microsoft Excel, generally used for financial analysis and report making.

This short course is offered mainly to the B.Com students who are interested in accounting.

Certificates are awarded by the college to the students who successfully complete the course.