



# Tag On Career Solutions

# **SCHOOL OF COMPUTER STUDIES**

## About TOCS

Tag On Career Solutions (TOCS) is a global career advancement hub registered with MSME India, MCA India, and ASIC Australia, and affiliated with ASMATEC, Sydney. We specialise in skill-based, industry-focused programs that equip learners with real-world capabilities for both domestic and international career success.

# LEARNING MODES AT TOCS

We offer three flexible modes of learning tailored to your lifestyle and goals:

- **TOCS Regular:** Classroom-based learning with full-time faculty guidance and campus support.
- **TOCS Modular:** Hybrid model blending online self-study with scheduled on-campus sessions.
- **TOCS Digital:** 100% online and self-paced programs designed for working professionals and remote learners.

*All programs are exam-free and failure-free, using practical assessments and real-world case studies to ensure deep understanding and job readiness.*

## OUR CREDENTIALS

- ✓ Registered with MSME INDIA
- ✓ Registered with ASIC Australia
- ✓ Registered with MCA India
- ✓ Affiliated with ASMATEC, Sydney
- ✓ Certifications recognized in 230+ countries



**MSME**  
MICRO, SMALL & MEDIUM ENTERPRISES  
वृद्धि, रोज़गार और निर्यात को बढ़ावा देना



**ASIC**  
Australian Securities &  
Investments Commission



**MINISTRY OF  
CORPORATE  
AFFAIRS**  
GOVERNMENT OF INDIA



**ASMATEC**  
Australian Skills Mastery And Tertiary Education Centre  
SYDNEY

# Courses Offered – School of Computer Studies

## CERTIFICATE COURSES (3 MONTHS)

### 1. Fundamentals of Computers & Internet Usage

**Overview:** Learn the foundational skills for computer usage and internet navigation. Perfect for beginners to develop essential digital literacy.

**Career Opportunities:**

Data Entry Operator | IT Assistant | Administrative Support Staff | Customer Service Representative (Tech-related)

**Fees:**

Regular: ₹15,000 | Modular: ₹6,000 | Digital: ₹3,000

**Modules Include:**

Introduction to Computers & Computer Hardware | Operating Systems Basics | Internet Browsing & Search Techniques | Using Email & Communication Tools | Internet Safety & Security | Basic Troubleshooting & Problem Solving | Understanding Online Applications & Services

### 2. MS Office & Business Productivity Tools

**Overview:** Master the essential MS Office tools to enhance productivity in any administrative or business role.

**Career Opportunities:**

Office Administrator | Executive Assistant | Data Analyst (Basic) | Office Support Staff

**Fees:**

Regular: ₹18,000 | Modular: ₹7,000 | Digital: ₹5,000

**Modules Include:**

MS Word: Document Creation, Formatting, and Editing | MS Excel: Data Entry, Formulas, and Data Analysis | MS PowerPoint: Presentation Design & Tips | MS Outlook: Email Management & Scheduling | File Management & Document Organization | Collaboration Tools & Cloud Storage Basics | Creating Reports & Business Presentations

### 3. Digital Literacy & Online Communication

**Overview:** Improve your digital communication skills and gain practical knowledge of online tools for personal and professional success.

**Career Opportunities:**

Online Customer Support Specialist | Social Media Assistant | Digital Content Creator | Virtual Assistant

**Fees:**

Regular: ₹17,000 | Modular: ₹7,000 | Digital: ₹4,000

**Modules Include:**

Introduction to Digital Literacy & Tools | Social Media Platforms & Usage | Email Etiquette & Professional Communication | Using Collaboration Tools (Google Suite, Microsoft Teams, etc.) | Introduction to Content Creation & Digital Marketing | Online Security & Protecting Personal Data | Communicating Effectively in Virtual Teams





# **DIPLOMA COURSES (12 MONTHS)**

## **1. Diploma in Computer Applications & Office Management**

**Overview:** Learn the core computer applications and office management skills to excel in administrative roles.

**Career Opportunities:**

Office Manager | Administrative Assistant | Data Entry Specialist | Executive Assistant

**Fees:**

Regular: ₹40,000 | Modular: ₹15,000 | Digital: ₹7,000

**Modules Include:**

Introduction to Computer Applications | Word Processing & Document Management | Spreadsheet & Database Management | Office Communication Tools & Etiquette | Office Scheduling & Task Coordination | Document Filing & Archiving Systems | Time Management & Organizational Skills | Office Safety & Security

## **2. Diploma in IT Support & System Administration**

**Overview:** Gain expertise in managing IT systems, supporting users, and maintaining hardware and software systems.

**Career Opportunities:**

IT Support Technician | Helpdesk Support Specialist | Network Support Technician | Junior System Administrator

**Fees:**

Regular: ₹45,000 | Modular: ₹17,000 | Digital: ₹8,000

**Modules Include:**

Introduction to IT Support & System Administration | Computer Hardware & Software Installation | Operating System Management & Configuration | Networking Basics & Troubleshooting | IT Security & Data Protection | User Support & Helpdesk Operations | System Backup & Recovery Techniques | Remote Desktop & Server Management



# **PG DIPLOMA COURSES (6 MONTHS)**

## **1. PG Diploma in Advanced Computer Applications**

**Overview:** Learn advanced programming, database management, and web development skills for more technical roles in IT.

**Career Opportunities:**

Software Developer | Data Analyst | Web Developer | IT Project Coordinator

**Fees:**

Regular: ₹55,000 | Modular: ₹20,000 | Digital: ₹9,000

**Modules Include:**

Advanced Programming Concepts & Languages | Database Management Systems & SQL | Web Development & Design (HTML, CSS, JavaScript) | Data Analysis & Visualization Techniques | IT Project Management | Cloud Computing & Virtualization | Mobile App Development Basics | Software Development Life Cycle (SDLC)

## **2. PG Diploma in IT & Business Process Management**

**Overview:** Learn to integrate IT solutions with business operations, focusing on project management, process automation, and strategic alignment.

**Career Opportunities:**

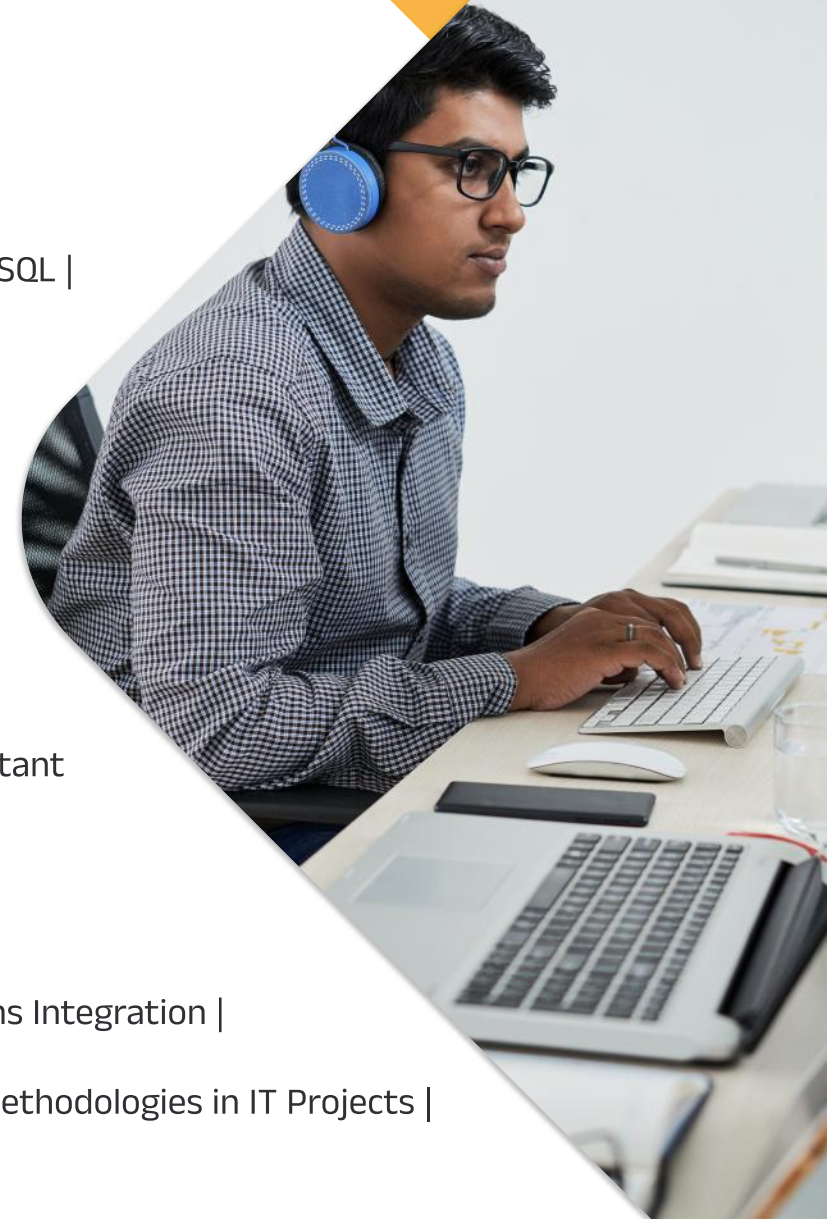
IT Project Manager | Business Process Analyst | Business Systems Analyst | IT Consultant

**Fees:**

Regular: ₹60,000 | Modular: ₹22,000 | Digital: ₹10,000

**Modules Include:**

Introduction to Business Process Management | IT Infrastructure & Business Systems Integration | Process Automation & Workflow Management | Business Strategy & IT Alignment | Project Management Techniques in IT | Data-Driven Decision Making | Lean & Agile Methodologies in IT Projects | Digital Transformation & Innovation



# ENROLL NOW

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Start your journey in Computer Studies with Tag On, an internationally recognized educational provider.

**For more details, contact us today!**

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 [www.tagoncs.com](http://www.tagoncs.com)

