



DCA

Diploma in Computer Application

Duration: 12 Months

DCA Courses Are Designed To Equip Students With Practical Skills That Are Relevant To The Field Of Computer Applications. The Duration Of These Courses 12 Months, But They Are Generally Short-term And Provide A Good Foundation For Further Studies Or Entry-level Positions In The Field Of Information Technology. in this course we teach you (office automation, tally prime, graphic designing, web designing)

Semester-1

OFFICE AUTOMATION

TALLY PRIME

MS Office		MS Excel	Tally Operating	Tally Advance		
<ul style="list-style-type: none"> Information technology Computer fundamentals Introduction to Windows 8 Microsoft Word Screen layout Moving in the text Selecting text 	<ul style="list-style-type: none"> Fundamental arithmetic and formulae, Graphical displays, Table construction, Workbook, And worksheet formatting, The excel environment Entering and editing data Modifying a worksheet Using functions Formatting Printing Charts Functions: Date and Time, Text, Mathematical, Statistical, Financial, Logical, Conditional, Lookup, Database, Array, What-if Analysis, Goal Seek / Scenario Management, Pivot Table, Charts with 	<ul style="list-style-type: none"> Basics of Accounting, Accounting Principles, Golden Rules of Accounting, Tally Fundamentals, Chart of Accounts, Accounting Masters, Inventory Masters, Units of Measures, Accounting Vouchers, Debit Note / Credit Note, Inventory Vouchers, Stock Journal / Physical Stock, Stock Summary, Trial Balance, Profit & Loss Account, Balance Sheet 	<ul style="list-style-type: none"> Interest Calculations, Stock Categories, Order Processing, Batchwise Details, Manufacturing Journal, Additional Cost of Purchase, Multiple BOM, Voucher Class, Budgets and Controls, Cost Category, Multiple Currencies, Stock Valuation Methods, Bank Reconciliation 	<ul style="list-style-type: none"> Scenario Management, Optional / Post Dated Vouchers, Reversing Journal, Price List, Re Order Levels, Alternate / Compound UOM, Export of Data, Import of Data, Export Formats, ODBC in Tally, Consolidation / Split of Accounts, Company Logo Printing, Using Phonetic Keyboard Layout, Bill 	<ul style="list-style-type: none"> Statutory Info, Exception Reports, Statistics, Cash Flow and Funds Flow, Intro. to GST/ Model of GST, GST Classification, GST Master / Stock Creation, GST Different Tax Rate, GST Invoice / GST Report, GST Challans / Returns, TDS (Tax Deducted at Source), TCS (Tax Collected at Source), POS (Point of Sale), Payroll, Income 	
MS PowerPoint						
<ul style="list-style-type: none"> Introduction to powerpoint, How to create presentations Slide sorter view, Add sections and notes, And create hyperlinks Design themes, Customize your own theme, Custom fonts and colors Manage presentations, 						

Semester-2

Graphic Designing

Web Designing

Corel Draw	Adobe Photoshop	Adobe Illustrator	HTML	CSS	JAVASCRIPT
<ul style="list-style-type: none"> Coreldraw Basics And Interface File Management Drawing And Shaping Objects Selecting And Manipulating Objects Arranging Objects Using Layers Installing Fonts Types Of Text Color Palettes Creating A New Color Palette Logo Design Banner Design Pamphlet Design Visiting Card 	<ul style="list-style-type: none"> Image Editing And Manipulation, Graphic Design, Photo Retouching, Digital Art Scanning Images, Editing Their Resolution And Size, Learning About Bitmap And Vector Images, Creating New Images, And Placing Files Navigate The Photoshop Interface. Understand How To Work With Layers. Use Effects And Filters. Photo Album Design Combine Two Separate 	<ul style="list-style-type: none"> Interface and navigation, Tools, Rulers, grids, and guides, Layers, Selection tools, Shape tools, Adding color, Pen tool, Appearance panel, Gradients, Text formatting, Vector graphics. Infographics Logos Blog post templates Social media banners Creating cartoon design 	<ul style="list-style-type: none"> Intro To Html Html Elements Text Formatting Lists In Html Img Tag Marquee Tag Iframe Tag & Frameset Tag Html Table Tag Internal And External Hyperlink In Html Image Mapping Audio And Video Tag In Html <!Doctype Html> 	<ul style="list-style-type: none"> Css Properties Css Styling Working With Block Elements And Objects Css Class Selectors Div Tags, Id Selectors, And Basic Page Formatting Borders, Border-radius, Border Images, Backgrounds, Background Size, Background-origin, Text Effects, Text-shadow. Transition Animation In Css Keyframes Animation The Transform Ccss Property 	<ul style="list-style-type: none"> What is JavaScript? History of JavaScript JavaScript data types Variables Operators Expressions Statements Functions What are objects? Creating objects Accessing object properties What are arrays? Creating arrays Accessing array elements String properties
Adobe Indesign			Adobe Dreamweaver		
<ul style="list-style-type: none"> Getting To Know The Workspace Creating Text And Graphics Placeholder Frames Grouping And Transforming Frames Understanding And Editing Power Features 	<ul style="list-style-type: none"> Describe Adobe Indesign And How It Can Be Used Create And View Documents, And Navigate The Workspace Create Pages And Work With Type 		<ul style="list-style-type: none"> Web basics Working with Dreamweaver sites Design and layout tools Site management 	<ul style="list-style-type: none"> Using type and images Adding text Creating and modifying styles Using tables in web design 	<ul style="list-style-type: none"> Create a website Design websites with tables Create a website using a template Create online forms Create a website with frames