



सरकार मान्य

DCASM

Diploma in Computer Applications



Duration: 12 Months

The Best Intermediate Program For SSC+ Students

Diploma in Computer Application (DCA) is designed for SSC+ students to acquire knowledge in the field of basic computer applications, computerised accounting, graphic designing and, web designing. On completion of DCA the student would be able to work at different levels in organisations who require these minimum skill sets for employment. The student would be given assignments and projects during the program.

Career Opportunities: Data Entry Operator, Tally Operator, Account Assistant, Faculty, Lab Instructor, DTP Operator, Creative Executive, Layout Designer, Printing & Designing Head, Web Designer, Website Layout Designer, Work as a Freelancer.

Program Contents

Semester-1

Certificate Program in Advance MS Office and TallyPrime

Advance MS Office

Windows
MS Word
MS Excel
MS PowerPoint

Beginner Level

Basics of Accounting, Accounting Principles, Golden Rules of Accounting, Tally Fundamentals, Chart of Accounts, Accounting Masters, Inventory Masters, Units of Measures, Accounting Vouchers, Purchase / Sale, Receipt / Payment, Contra / Journal, Debit Note / Credit Note, Inventory Vouchers, Stock Journal / Physical Stock, Stock Summary, Trial Balance, Profit & Loss Account, Balance Sheet

Intermediate Level

Interest Calculations, Stock Categories, Order Processing, Batchwise Details, Manufacturing Journal, Additional Cost of Purchase, Multiple BOM, Voucher Class, Budgets and Controls, Credit Limit, Cost Centre & Cost Category, Multiple Currencies, Stock Valuation Methods, Bank Reconciliation Statement, F11 - Features / F12 - Configuration, Security Controls and Tally Vault, Tally Audit, Financial / Inventory Reporting, Printing from Tally

Advance Level

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 Settlement, Receipt and Payment Statement, Web Browser, E-mail & Uploading, Backup & Restore, Multi Linguistic Features

Expert Level

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 Tax, Advance Banking Features, Setting up of Tally, Migrating Data, Advance Configurations in Tally

MS Excel (Advance Level)

Functions: Date and Time, Text, Mathematical, Statistical, Financial, Logical, Conditional, Lookup, Database, Array, Whatif Analysis, Goal Seek / Scenario Management, Pivot Table, Charts with Report, Macros

Student can opt for C, C++ Programming instead of Tally in Semester-1

Semester - 2 Certificate Program in Print Media and Web Media

CorelDraw

Working with Outline, Shapes
Working with Brush Stroke
Working with Objects / Layers
Understanding Fills / Colors
Using Special Effects
Using Text / Understanding Styles
Page and Layouts
Working with Bitmaps
Importing and Exporting.

Illustrator

Tools and Preferences
Files and Templates
Drawing / Editing Paths
Trace the Sketch
Fill Color / Painting
Objects / Layers
Import / Export
Text Formatting

Paragraph Style

Layers
Special Effects
Photoshop
Tools and Preferences
Rulers, Grid, and Guides
Work with the present manager
Opening and Saving images
Painting / Editing Tools
Selection and Paths
Layers and Slicing
Working with Types
Channels and Masks
Color Adjustments / Filters

InDesign

Using the Toolbox
Creating Basic Page Elements
Text Formatting
Working with Styles
Placing Graphics / Objects

Applying Fills, Strokes and Effects

Importing and Formatting Text
Exporting Documents
Understanding Master Pages
Color Separation
Printing InDesign Files

HTML 5

Attributes / Formatting / Colors
Text Links
Lists / Tables / Frames / Forms
Input Types / Input Attributes
Form Elements
HTML Media / Graphics / SVG
Geolocation / Drag & Drop / Web Storage

Dreamweaver

Introduction
Setting up a site
Working With Images
Cascading Style Sheet (CSS)

Using Hyperlinks

Using Tables
Using Forms / Frames
Publishing a Site
CSS 3
Styling, BOX Model
Border / Backgrounds
Test Effects / Fonts
Transform / transitions
Animations
Multiple Columns, User Interface
Java Script
HTML with Java Script
Operator / Control Statement
Functions / Events / Cookies
Validation / Error Handling
Web Hosting
Domain / Sub Domain Names
FTP Utilities
Hosting Your Site

Trust India's Top IT Company For A Quality Computer Training.