



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, Web Site Tester, Website Layout Designer, Work as a Freelancer. Junior Programmer, Desktop Application Developer, Work as a Freelancer.

Program Contents

Semester - 1 Certificate Program in Advance MS Office and Tally.Erp9

Advance MS Office

Computer Fundamentals
How to use Windows Efficiently
Working with Ms-Word
Working with Ms-Excel
Ms Excel (Advance)
Working with Ms-PowerPoint
Adv. Presentation Techniques
Various ways to connect Internet
Using Internet efficiently
Social Networking

Computerised Accounting

Introduction to Accounting
Golden Rules of Accounting
Tally Fundamentals
Accounting Vouchers
Inventory Vouchers
BRS / Interest Calculation
Order Processing
Batch-Wise Details
Additional Cost of Purchases
Multiple Currencies
Cost Centers & Cost Categories

Scenarios, Budgets & Controls
Reversing Journals
Optional Vouchers
Open Database Connectivity
Consolidation / Split of Accounts
Export & Import of Data
Security Control & Tally Audit
Tally Vault and Advance Security
Stock Valuation Methods
F11-Features /F12- Configuration
Printing from Tally
Web Browser & E-mailing

Intro. to GST / Model of GST
GST Classification
GST Accounting Master Creation
Stock Creation with HSN Code
GST Invoice / GST Report
GST Challans / Returns
Tax Deducted at Source
Payroll and Income Tax
Point of Sale
Advance Banking Features
Financial Analysis & Reporting
Inventory Analysis & Reporting

OR Semester - 1 Certificate Program in Advance MS Office & Programming in C, C++

Advance MS Office

Computer Fundamentals
How to use Windows Efficiently
Working with Ms-Word
Working with Ms-Excel
Ms Excel (Advance)
Working with Ms-PowerPoint
Adv. Presentation Techniques
Various ways to connect Internet

Using Internet efficiently
Social Networking

C Programming

Introduction to C
Data Types
Expressions and Operators
Control Statements
Switch / Loops / Arrays
Strings and Integer

Functions
Pointers
Data Structures
File Handling
C++ Programming
Introduction to C++
OOPS Concepts
Constructor
Functions

Operators
Classes
Conversion Types
Abstract Class
File Input / Output
Class Templates
Exception Handling
Data Structures

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.

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

HTML5

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
CSS3
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 Training Company For A Quality Computer Training.