



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

MS Office

- Information technology
- Computer fundamentals
- Introduction to Windows 8
- Microsoft Word
- Screen layout
- Moving in the text
- Selecting text

MS PowerPoint

- 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,

MS Excel

- 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

Tally Operating

- 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

TALLY PRIME

Tally Advance

- 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

- 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
- 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

Semester-2

Graphic Designing

Corel Draw

- 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

Adobe Photoshop

- 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

Adobe Illustrator

- 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

HTML

- 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>

CSS

- 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 Css Property

JAVASCRIPT

- 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

- Getting To Know The Workspace
- Creating Text And Graphics Placeholder Frames
- Grouping And Transforming Frames
- Understanding And Editing Power Features
- Describe Adobe Indesign And How It Can Be Used
- Create And View Documents, And Navigate The Workspace
- Create Pages And Work With Type

Adobe Dreamweaver

- Web basics
- Working with Dreamweaver sites
- Design and layout tools
- Site management
- Using type and images
- Adding text
- Creating and modifying styles
- Using tables in web design
- Create a website
- Design websites with tables
- Create a website using a template
- Create online forms
- Create a website with frames