सरकार मान्य

DCA ℠
Diploma in Computer Applications

RAJ ®
We make IT happen
Since 1996

100% JOB ASSISTANCE ★ QUALITY TRAINING
*Conditions Apply.

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 with AI Tools		Beginner Level	Intermediate Level	Advance Level	Expert Level
Windows	Macros	Basics of Accounting	Interest Calculations	Scenario Management,	Statutory Info
MS Word	Pivot Table	Accounting Principles	Stock Categories	Optional / Post Dated	Exception Reports
MS Excel	Pivot Charts with Report	Golden Rules of	Order Processing	Vouchers	Cash and Funds Flow
MS PowerPoint	Date and Time Functions	Accounting Tally	Batchwise Details	Price List, Re Order	Intro. to GST
MS Excel (Advance Level)	Text Functions	Fundamentals	Manufacturing Journal	Levels, Alternate /	GST Classification
Basic Functions	Mathematical Functions	Chart of Accounts	Voucher Class	Compound UOM, Export	GST Master Creation
Number Formatting	Statistical Functions	Accounting & Inventory	Budgets & Controls	& Import of Data,	GST Different Tax Rate
Advance Conditional Formatting	Financial Functions	Masters	Credit Limit	Export Formats	GST Invoice / GST Report
Paste Special	Logical Functions	Accounting Vouchers,	Cost Centre & Cost	ODBC in Tally	GST Challans / Returns
Insert Tab	Adv. Conditional Formatting	Purchase / Sale, Receipt	Category	Consolidation / Split of	TDS / TCS, POS
Page Layout Tab	Lookup Functions	/ Payment, Contra /	Multiple Currencies	Accounts,	Payroll, Income Tax
Data Tab / Data Filtrations	Database Functions	Journal Debit Note /	Stock Valuation Methods	Company Logo Printing	Advance Banking Features
Data Sorting	Array Functions	Credit Note	Bank Reconciliation	Bill Settlement	Setting up of Tally
Validation	Debugging Formulas	Inventory Vouchers,	Statement	Receipt and Payment	Migrating Data
Whatif Analysis	Working with Macros	Stock Journal / Physical	F11 Features	Statement	Advance F12
Goal Seek	MIS Reporting	Stock	Security Controls and	E-mail & Uploading	Configurations
Scenario Management	Shortcut Keys	Trial Balance	Tally Audit	Backup & Restore	Financial / Inventory
Sub Total / Consolidation	Page and Margin Setup	Profit & Loss Account	Tally Vault	Multi Linguistic Features	Reporting
Working with Charts	Protection and Security	Balance Sheet	Printing from Tally		
	Advance Printing Features				

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

Semester - 2 Certificate Program in Graphic Designing and Website Designing

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

WordPress
Introduction
Themes & Plugins

Layout and Editing Color Scheme
Creating a Menu, and Adding Pages
Launching Your Website

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.