About DCA Course Contents

Duration :06 month's

Module - I

Computer Basics and Fundamentals:

- ☞ What is a computer or its history?
- ☞ Types of data and information
- ☞ About CPU and its FSB or Clock Speed.
- ☞ Generations of Computers
- ☞ Types of computer
- ☞ About input and output devices
- ☞ Types of printers and their uses
- ☞ About input and output process
- ☞ About Computer Virus and its types.
- ☞ Block Diagram of a Computer
- ☞ Functions of the Different Units:
- ☞ Input unit, Output unit,Memory unit, CPU (ALU+CU).
- ☞ Input & Output Devices
- ☞ Memory and its types
- ☞ Types of Softwares.

Windows 7/10 Operating System and its interface:

- ☞ Logging On to Windows 7
- ☞ Exploring the Desktop
- ☞ Using the Start Menu
- ☞ Quick Access to Windows Functionality
- ☞ Using the Windows Taskbar
- ☞ Taskbar Buttons
- ☞ Notification Area

- ☞ Exploring Control Panel
- ☞ Control Panel Categories
- ☞ Accessing Individual Control Panel Items.
- ☞ Different Ways of Opening Control Panel items.
- ☞ Understanding User Account control
- ☞ Finding Information About Your Computer System
- ☞ Updating Windows System Files
- ☞ Types of Updates
- ☞ Windows Update Options
- ☞ Ending a Computing Session

Module - II

Micro Soft Office:

Explore Microsoft Word

- ☞ Working in the user interface
- ☞ Creating, editing text and saving documents.
- ☞ Creating a new blank document
- ☞ Saving the document, saving into a new folder.
- ☞ Compatibility with older versions, viewing documents in different ways. Office clipboard
- ☞ Find and replace text
- ☞ Thesaurus, Mini-translator
- ☞ Correcting spelling and grammatical errors.
- ☞ Spell check, Auto Correct
- ☞ Viewing document statistics
- ☞ Inserting saved text, Building Blocks, Create a new building block, Inserting one document into another. Changing the Look of Text
- ☞ Paragraph styles
- ☞ Changing a documents theme
- ☞ Format Painter, font dialog box,

highlights text, Clear Formatting, Manually changing the look of paragraphs.
- ☞ Indenting, First Line and hanging indents.
- ☞ Paragraph alignment, setting up Tabs.
- ☞ Adjusting line spacing, Paragraph spacing
- ☞ Borders and Shading
- ☞ Customizing bullets and numbering
- ☞ Sorting lists, Formatting text as you type.
- ☞ Inserting a table
- ☞ Inserting and deleting columns and rows.
- ☞ Resizing columns merge cells, Table alignment, and Converting text to table.
- ☞ Performing calculations in tables
- ☞ Formatting tables
- ☞ Inserting pictures, clip art and shapes.
- ☞ Table of Contents
- ☞ About footnote and endnote
- ☞ About page settings
- ☞ Cross-Reference
- ☞ Mail Merge and its uses.
- ☞ Rectify spelling and grammar.
- ☞ Comment, Track Changes
- ☞ All Views and its uses.

Explore Microsoft Excel

- ☞ Introduction to Microsoft Excel
- ☞ About all types of function such as vlookup, hlookup, etc.
- ☞ Conditional formatting
- ☞ About cell merging, text wrapping
- ☞ About fill series
- ☞ Pivot Table, Inserting Chart
- ☞ About Print area and print title
- ☞ Awareness about scale to fit
- ☞ Name Manager, Formula Auditing,

☞ Data Sorting, Data Validation

☞ Goal seek, Consolidate

☞ Use of Subtotal

Explore Microsoft Power Point

☞ Introduction to Power point

☞ About Slides and its uses

☞ How to create presentation

☞ Slide designs and their Layout

☞ About Animation Scheme.

☞ Use of custom animation and Slide Transition Effect.

☞ Use of Rehearse Timing

☞ Custom Show, Record Show

☞ Use of Notes Master and Handouts.

☞ About all types of views in Power Point.

Module - III
Explore Accounting on Tally.ERP 9

Business Manual Accounting Concepts:

☞ Accounting Fundamentals

☞ Meaning and process of accounting

☞ Accounting Equations

☞ Book – Keeping: Journal, Ledger and other subsidiaries books

☞ Financial Statements: Trading Account, Profit & loss Account and Balance Sheet

Accounting as per Tally Conventions:

☞ Introduction to Tally and its need to an organization.

☞ Professional methodology of learning.

☞ All Accounting Features such as Multi-Currency, Job Costing, Cost Centre, Budgets and Control, Cheque Printing, Interest Calculation, Bill-Wise Details, etc.

☞ All Inventory Features such as Godown, Material Transfer, Bill of Materials, Batch-Wise Details, Purchase and Sales Order Processing, Debit Note, Credit Note, Additional Cost of Purchase, Price List, Materials In and Out, etc.

☞ Non Accounting Voucher as Reversing Journal and Post-Dated Voucher.

☞ All Screen Configurations.

☞ Data Backup and Restore

☞ Split Data, Security Control

☞ Basic Payroll and Advance Payroll with Payroll Auto-Fill option.

☞ How to Migrate Tally Data

☞ Export Tally data or report into Excel or other formats.

☞ Introduction to GST

☞ Various forms of GST

☞ About CGST and SGST

☞ About IGST

☞ About Registration Process under GST.

☞ Threshold Limit for Composition Dealer or Regular Dealer

☞ Who is liable to pay GST?

☞ Who is Registered Dealer?

☞ Who is Composition Dealer?

☞ About GST Return File

☞ Knowledge about GSTR-1, GSTR-2, GSTR-3 or GSTR-3B

☞ What is e-way bill and who is liable to file e-way bill?