Diploma in Computer Application & Accounting (DCAA)

DCA

- **Fundamental of Computer**
  Introduction of Computer, Evolution of the Computer, Computer Generations, Types of Computer, Characteristics of Computers, Classification of Computers, Basic Applications of Computer, Components of a Computer System, Computer Memories System, Input / Output Devices, Concept of Hardware & Software, Binary System, Digital Number System, Computer Virus & Vaccines / Anti-Virus, Network, IECT, E-Governance, Exercise

- **MS-DOS**
  Introduction of MS-DOS, File Naming, Internal Commands, External Commands, Exercise

- **MS-Windows – 7**
  Introduction, Different Versions of Windows 7, Basic Elements of Opening Screen, Elements of a window, Windows Accessories, WordPad, Notepad, MS-Paint, Calculator, Character Map, Control Panel, Switching between two windows, Searching Files/Folders, Windows Explorer, Folder, Recycle Bin, Start Menu, Use of Network, Disk Defragment, Personal Folders, Shortcut Keys, Exercise

- **MS-Windows - 10**
  Introduction, Release, New Features, User Interface and desktop, System and Security, Online Services and functionality, Multimedia and Gaming, DirectX 12, System Requirements, Exercise.

- **Internet**
  Introduction, WWW, Web Browsing Software, Configuring Web Browser, Search Engines, Downloading Web Page, About E-mail, Using E-mail, Handling Spam, Social Networking, Send SMS on Mobile, Exercise

- **Multimedia**
  Introduction of Multimedia, VGA, Sound Card, Use of Removable Disk, CD/ DVD, Burning, Exercise

- **HTML**
  Intro of HTML, Different Tags, Creating Lists, Formatting of Text, Creating Hypertext Links, Table, Exer.

- **Assignment & Project**
- **Model Questions**

MS- Office 2013

- **Introduction to MS-Office 2013**
  Introduction of MS- Office, Installation of MS-Office, First View of Microsoft Office 2010, New File Extensions etc.

- **MS Word**
  Intro of MS-Word, Menus, Advanced Formatting, Editing Document, Table in Document, Insert the Object, Mail Merge, Saving Document, Printing Document, Shortcuts Keys, Exercise.

- **MS Excel**
  Introduction to MS-Excel, Menus, Operator & Functions, Cell Formatting, Working with formulas and cell referencing, Auto sum, Formatting to worksheet, Graphic Objects, Chart, Database, Sorting, Filtering, Scenario Manager, List Box, Goal Seek, Validation, Macro, Printing Worksheet, Shortcut Keys, Exercise.

- **MS Power point**
  Introduction to MS- PowerPoint, Menus, Formatting, Drawing, Editing slides, Changing templates, Slide Layouts, Inserting Clipart, Sound and Movies into Slides, Add, Rearrange and Delete Slides, Printing in Microsoft Power Point, Understanding Animation and Action Buttons, Exercise.

- **MS-Access**
  Introduction to MS-Access, Menus, Create a Database Using Template, Create Table, Form, Query, Report, Pages and Macro, Table Sorting and Filtering, Database Security, Exercise.

- **MS-Publisher**
  Introduction to MS- Publisher, Menus, Create a Certificate, Greetings Card through Template.

CFA

- ## Concept of Financial Accounting
  Introduction, Book-keeping, Accountancy, Terminology, Double Entry System, Journal, Discount, Ledger, Trial Balance, Exercise

- ## Company Information
  Introduction, Installation of Tally, Starting Tally, Selecting a Company, Accounts Information, Creating Ledger Account, Exit from Tally, Exercise

- ## Inventory Information
  Introduction, Stock Groups, Stock Categories, Units of Measure, Location/Godowns, Stock Items, Bill of Materials, Exercise

- ## Voucher Entry
  Introduction, Steps to make a Voucher Entry, Different types of Voucher(Receipt, Payment, Contra, Purchase Order, Receipt Note, Purchase, Sales Order, Delivery Note, Sales, Journal, Debit Note, Credit Note, Stock Journal, Physical Stock, Memo Voucher, Reversing Journals, Manufacturing Journal), Display, Alter & Delete Voucher, Exercise.

- ## Taxes(VAT, TCS, CST, TDS, Service Tax)
  VAT : Introduction, VAT in India, General Terminologies, Advantages of VAT, VAT Rates, Business Process, Computation of VAT, VAT Classification, Enabling VAT in Tally, VAT Reports, Exercise

  TCS : Introduction, Classification of Seller for TCS, Classification of Buyer for TCS, Features of TCS in Tally, Enabling TCS in Tally, Creating Party Ledgers, Creating TCS Ledger, TCS Report, Payable.

  CST : Introduction, Features of CST in Tally, Enabling CST in Tally, Creating an Inter-State Sales Ledgers, CST Payable Ledger, Creating a Purchase Ledger, CST Report.

  TDS : Introduction, TDS Process, TDS in Tally, Features of TDS in Tally, Enabling TDS in Tally, Issue of TDS Certificate, Creating TDS Masters, TDS on Expenses, TDS Report.

  Service Tax : Introduction, Service Tax Flow, Adjusting Credit, Abatement, Features of Service Tax in Tally, Enabling Service Tax in Tally, Creating Party Ledgers, Creating Purchase Ledger for Services, Creating a Sales Voucher, Service Tax Statutory Reports.

- ## Payroll
  Introduction, Features of Tally, Enabling Payroll in Tally, Enabling Payroll Statutory Features, Five Steps to Generates a Payslip, Creating Employee Group, Creating Payroll Unit, Creating Attendance/Production Types, Creating Pay Heads, Defining Salary Structure, Voucher Types in Payroll, Payroll Transactions, Salary Process.

- ## Reports
  Introduction, Balance Sheet, Profit and Loss Account, Stock Summary, Day Book, Account Books, Group Summary, Sales Register, Purchase Register, Journal Register, Outstanding Receivable/Payable Statements, Inventory Books, Statements of Inventory, Cash Flow/Funds Flow, Ex

- ## Management of Company
  Cost Centres, Cost Categories, Budget, Backup, Restoring Backup, Split Company Data, Export to Excel, Import Ledger, Multi-Lingual Capabilities in Tally.ERP 9.

- ## Shortcut Keys
  Function Key Combination, Special Key Combination

- ## Assignment & Project

Course Code:- LT04

Duration:- Nine Months

Free
Course Kit, Bag etc.