DCAP(Diploma in Computer Application & Programming)

Computer Fundamental & Office Automation

(Semester -1)

Fundamental Of Computer
- Generation of Computer
- Types of Computer
- Peripherals Devices.
- Computer Architecture
- Brief description of machine

Language (Binary And Decimal Conversion)

Opreating System
- CUI (Disk Opreating System)
- GUI (Window XP,Window 7,Window 8,Linux)
- Desktop property, Control Panel Setting,Work with user Account,Start Menu , Task Manager, Quick Launch ,Notepad ,Wordpad , Zip File,   Folder Creation, work with Multimedia & Graphics (PNG,JPG,JPEG,GIF,BMP)

OFFICE AUTOMATION

MS-Office 2003,2007
- Ms-Excel(Excel Advance)
- Ms-Powerpoint (Slide Show)
- Project & Power Point Presentation.

Internet Technology and Web Design
- Introduction to Internet
- Topology and Protocol.

➤ Internet Connectivity & Electronic Mail).

DTP (Desktop Publication)

(Semester -2)

✓ Adobe Page Maker 5.0/6.5/7.0 (Basic Concept, Working with publication page, Using Tool Box, text and graphics)

✓ Corel Drew X5,X2 (Creating Logo Banner,s Animated text and Graphics)

✓ Adobe Photoshop CS3 (Image Fundamental : Digital image Pixel, Edit Image in Standard Mode,Background Editing Format)

✓ End of term Presentation

Computerized Accounting & Tally

(Semester -3)

Basic Acccouning Terms:
Capital,Assets,Drawing,Debit,Credit,Debtors,Creditors,Principles of Accounting,Ledger,Voucher,DayBook, Balance Sheet,P& L A/c.,Jurnel Enteries.

Tally Overview
Geeting Functional with Tally. ERP9
Creation/Setting Up of Company .

Accounting Master in Tally ERP 9.
F11 :Features
F12: Configuration.
Setting Up Account Heads.

Inventory in Tally.ERP9
Stock Group

Stock Category
Godown/Location
Unit of Measures.
Stock Item

Voucher Entery In Tally

Accounting Voucher
Inventory Voucher
Invoicing.

Advanced Accounting in Tally .ERP9

Credit Limit
Bill Wise Detail
Interest Calculation
Cost Center and Cost Categories

Advanced Inventory in Tally.ERP9

Order Processing : Purchase Order and Sale Order Processing.
Tracking Number Batch-wise Detail.
Additionl Cost Detail Bill of Metrial(BOM)
Price Level and Price List stock Valuation.
Different Actual and Billed Quantites.

Point Of Sale(POS).

Feture of Point of sale
Entering POS Transaction POS Reports.

Taxation

TAX Deducted at Source(TDS)

Basic Concept of TDS
Configuring TDS in Tally.ERP9
Processing Transaction TDS Reports

Tax Collected At Source(TCS)

Basic Concept of TCS
Configuring Tally.ERP9 for TCS Creating Masters
Entering Trascations TCS Reports

Goods and Service Tax(GST)

Basic concept of GST.
Basic Concept of CGST,SGST and IGST
Configuring GST in Tally.ERP9
Work with Different rate of GST.

GST Implementation with Item rate and Item Value.
Create Sale and Purchase invoice with GST

Payroll Accounting
Configuring Payroll in Tally.ERP9.
Creating Payroll Masters.

Programming & Web Development

(Semester -4)

- ✓ Introduction of Computer Programming
- ✓ Programming Tools and Technique
- ✓ Introduction of Software Development
- ✓ Programming Language
- ✓ Programming Language C++
- ✓ Web Technology
- ✓ Web Site Creation
- ✓ HTML,DHTML,Dreamweaver
- ✓ RDBMS
- ✓ SQL (Back End Process)

Additional Topic

- ➢ OS Installation and troubleshooting
- ➢ Software Installation
- ➢ CD & DVD Creation
- ➢ Bootable PD & CD Creation
- ➢ Antivirus Installation
- ➢ System Assembling
- ➢ Data Sharing
- ➢ Printer & Scanner Installation
- ➢ Remove the Garbage Collection