



P.S. COMPUTER ACADEMY

KEEP LEARNING KEEP EARNING

ISO CERTIFIED: ISO 9001:2015

Mob.: 998 750 8817

13/1 Gate No.5 OCC., Malwani Malad
(W), Mumbai - 400095.

DCA

DIPLOMA IN COMPUTER APPLICATION

ADV - MS-OFFICE

INTRODUCTION OF COMPUTER
TYPING / MS PAINT / NOTEPAD
WORD PAD
MS-WORD
MS-EXCEL (100 + FORMULA)
MS-POWER POINT
MS-ACCESS
MS-OUT LOOK
INTERNET (IN ADV LEVEL)
AADHAR, PAN, VOTER ID, PASSPORT,
DRIVING LICENSE
TICKET BOOKING, NET BANKING
INTRODUCTION OF STOCK MARKET
ASSIGNMENT PROJECT



ADV - EXCEL

ADV. EXCEL MODULE -1
INTRODUCTION OF ADV EXCEL
MARKSHEET, BILL SLIP, SALARY SLIP
PIVOT TABLE / CHART
POINT SALARY SHEET
ATTENDANCE OF EMPLOYEES
MONTHLY STOCK MANAGEMENT
MODULE - 2
D COUNT, DCOUNTA, DEPRECIATION
SUM PRODUCT, SUM IF
V & H LOOKUP
ALL MENU BAR
AGE CALCULATION
DIGITAL CLOCKS
DASHBOARD
DATA VALIDATION
WHAT - IF ANALYSIS
EXPORT AS PDF



TALLY PRIME

INTRODUCTION OF TALLY PRIME
GOLDEN RULES OF ACCOUNTS
FUNDAMENTALS OF ACCOUNTS
ACCOUNTING FEATURES
TRANSACTION VOUCHERS
(PURCHASE, SALES, PAYMENT, RECEIPT)
JOURNAL ENTRIES
ORDER PROCESSING
PRICE LIST, MULTI CURRENCY
TAXATION
(TDS, TCS, SERVICE TAX, VAT)



GRAPHIC DESIGNING

INTRODUCTION OF GRAPHIC DESIGN
COREL DRAW
PHOTOSHOP
IN DESIGN
ILLUSTRATOR
PRINT MEDIA WORK
ART WORK
PACKAGING & BANNERS
MAGZINES & COVER PAGES
WEB MEDIA WORK
PROJECT / BRANDING PRODUCT





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WEB DESIGNING

INTRODUCTION OF
WEB DESIGNING
HTML, HTML-5
CSS
JAVASCRIPT
JQUERY
BOOT STRAP
PHOTOSHOP
USER INTERFACE DESIGN
WEB HOSTING(FTP)



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CCC

INTRODUCTION TO COMPUTER
OPERATING SYSTEM
UNDERSTANDING
EDUBUNTU/UBUNTU
MS WORD
LIBRE OFFICE WRITER
MS EXCEL
LIBRE OFFICE CALC
MS POWERPOINT
LIBRE OFFICE IMPRESS
INTRODUCTION TO
INTERNET, WWW AND WEB
E-MAIL, SOCIAL NETWORKING
AND GOVERNANCE SERVICES
DIGITAL FINANCIAL TOOLS AND
APPLICATION
FUTURISTIC IT TECHNOLOGY &
CYBER SECURITY
10 SOLVED AND 4 UNSOLVED
SAMPLE PAPERS

TALLY PRIME

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