



# Digital Computer Academy

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MINISTRY OF CORPORATE AFFAIRS. Reg.no. U80904BR2022PTC060900

## Institute Of Computer Course & Management



|| Harnahi Bazar, sahebganj road, motipur muz ||



[www.dcamuz.in](http://www.dcamuz.in)



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### Course Details

No Demo Class

Admission fee ₹200

**DCA (DIPLOMA IN COMPUTER APPLICATION) Duration 6 Months. (Fee ₹ 2500/-)**

- ✓ Fundamental of computer.
- ✓ Operating system (O/S).
- ✓ Hardware (full details) (configuration).
- ✓ Software (windows & another o/s concept).
- ✓ Basic photo editing.
- ✓ Microsoft office (version 2021)
- ❖ Word (document formatting, Hindi typing, mail merge, mail, 6+ project)
- ❖ Excel (20+ formula & function with project work, Etc.)
- ❖ Power point (design, presentation, animation, video, template)
- ✓ Control panel (concept of fully computer setting)
- ✓ Internet & HTML



**DTP (Desktop publishing) ₹2500**

- ✓ Adobe Photoshop (photo editing, Album design, card design, flex design, scan & print)
- ✓ CorelDRAW (Banner, Poster, Logo design, Brochure design)



**Tally (with full accounting software 3 Months. Fee ₹2500)**

- ✓ Tally importance or versions of tally
- ✓ Types of account
- ✓ Ledger & Journal (theory)
- ✓ Balance sheet
- ✓ Trail balance
- ✓ Profit & loss
- ✓ Company creation. (Lab full over view)
- ✓ Ledger & journal (balance sheet more)
- ✓ Inventory vouchers
- ✓ Vouchers
- ✓ Purchase,
- ✓ Sale,
- ✓ Purchase return,
- ✓ Sales return,
- ✓ Contra voucher,
- ✓ Payment voucher,
- ✓ Receipt voucher,
- ✓ Payroll more
- ✓ Bill wise details
- ✓ Batch wise details
- ✓ Full inventory cover
- ✓ GST (CGST, SGST, IGST, GST invoice, more)
- ✓ GST tax on product (item wise)
- ✓ GST registration (firm registration)
- ✓ GST type
- ✓ Project work (10+)
- ✓ practice on other software (Vypar, Hitech)



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# ADCA (Advance Diploma In Computer Application)

(Eligibility 10th & above, Duration 12 months, Total fee: - ₹7200).

## ❖ Fully syllabus cover of DCA

- ✓ Word advance (10+ project) customize ribbon, word setup
- ✓ Excel (advance excel, 100+ formula & Function)
- ✓ Excel conditional formatting, Data Validation, 50+ project.
- ✓ Dash board.
- ✓ Corporate excel training.
- ✓ ChatGPT & Ai
- ✓ Power BI
- ✓ **Google sheet.** 10+ project
- ✓ Google forms.
- ✓ Data Entry
- ✓ PowerPoint Advance (15+ project)
- ✓ Outlook
- ✓ DTP (Photoshop, CorelDRAW)
- ✓ TALLY (Accounting Course +GST)
- ✓
- ✓



☞ अधिक जानकारी के लिए हमारे YouTube चैनल पर विडियो देखे  DIGITAL COMPUTER ACADEMY

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- ✓ Government registered institute
- ✓ 100% online process
- ✓ Get certificate with digital signature
- ✓ E learning facilities
- ✓ Hindi & English language theory.