

Diploma in Computer Applications (DCA) / Business Applications

Module 1: Computer Fundamentals

- Introduction to computers, hardware, software, and operating systems.
- File and folder management in Windows.
- Internet browsing, email, and online safety.
- Basic computer troubleshooting and maintenance.

Module 2: Microsoft Word

- Creating, editing, and formatting professional documents.
- Working with tables, images, headers, footers, and page layouts.
- Mail Merge for letters, labels, and envelopes.
- Creating reports, resumes, certificates, and official documents.

Module 3: Microsoft Excel

- Workbook and worksheet management.
- Formulas, functions, and cell referencing.
- Data sorting, filtering, charts, and conditional formatting.
- PivotTables, data analysis, and printing professional reports.

Module 4: Microsoft PowerPoint

- Creating professional presentations using themes and layouts.
- Inserting images, charts, SmartArt, audio, and video.
- Applying animations, transitions, and slide timings.
- Delivering effective presentations and exporting slides.

Module 5: TallyPrime with GST

- Company creation and accounting fundamentals.
- Recording vouchers and maintaining ledgers.
- Inventory management and stock reports.
- GST accounting, taxation, payroll, banking, and financial reports.

Module 6: CorelDRAW

- Introduction to vector graphics and design principles.
- Creating logos, business cards, brochures, flyers, and banners.
- Working with text, shapes, colors, and special effects.
- Preparing designs for high-quality printing and digital publishing.

Module 7: Practical Projects

- Create business documents in Microsoft Word.
- Prepare financial reports and dashboards in Excel.
- Design professional presentations in PowerPoint.
- Maintain accounts in TallyPrime with GST.
- Design marketing materials and branding assets in CorelDRAW.