

Start Your Career Journey Here!

#PehlaJOB



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DIPLOMA IN COMPUTER APPLICATION (DCA)

Duration- 6 Month's

BASIC

- Computer Fundamentals
- Windows
- Ms-Word
- Ms-Excel
- Ms-Power Point
- Internet (Browsing, Messaging, E-Mail, Chatting, Downloading, Searching)
- OVERVIEW OF TALLY FEATURES.
- POINT OF SALES.
- CUSTOMIZED REPORT GENERATION
- USER MAINTENANCE.
- CASH FLOW & FUNDS FLOW STATEMENT.

ACCOUNTING MANAGEMENT

FINANCIAL ACCOUNTING CONCEPTS

INTRODUCTION TO ACCOUNTANCY, FINALIZATION OF ACCOUNTS, RECORDING OF TRANSACTION, COST SHEET, PROFIT & BALANCE SHEET.

GST - GOODS & SERVICE TAX

- IGST - INTEGRATED GOODS AND SERVICE TAX.
- SGST - STATE GOODS AND SERVICE TAX.
- CGST - CENTRAL GOODS AND SERVICE TAX.

PAYROLL

- PROVIDENT FUND, ESI, PROFESSIONAL TAX, SALARY COMPUTAION USING PAYROLL MODULE.

TALLY.ERP

- TALLY FUNDAMENTAL.
- ACCOUNTING & INVENTORY MAINTENANCE.
- VOUCHER CLASS, PROCESSING OF TRANSACTION IN TALLY.
- INTRODUCTION TO TRADING INDUSTRY, MANUFACTURING & FINANCIAL ANALYSIS TOOLS.

DTP & ANIMATION

- Photoshop
- Corel Draw
- Page Maker