

Learn

PGDCA

Duration: 6 Months

☞ **Computer Fundamental**

☞ **Operating System**

☞ **Microsoft Windows**

☞ **Linux**

☞ **Microsoft Office Package**

☞ **Document Package**

☞ **Spreadsheet Package**

☞ **Presentation Package**

☞ **Database Package**

☞ **Outlook**

☞ **Internet**

☞ **DTP Package**

☞ **PageMaker**

☞ **Photoshop**

☞ **CorelDraw**

☞ **Tally.ERP 9**

☞ **Programming Language – C**

☞ **Web Design**

☞ **HTML5**

☞ **CSS3**

☞ **Photoshop**

☞ **Flash**

☞ **Dreamweaver**

☞ **JavaScript**

☞ **Jquery**

☞ **Ajax**

Detail Syllabus

❖ Computer Fundamental

- Characteristics of Computers
- Input, Output, Storage units, CPU
- Central Processing Unit (Processor Speed, Cache, Memory, RAM, ROM, Booting)
- Memory (Secondary Storage Devices: Floppy and Hard Disks, Optical Disks CD- ROM, DVD, Mass Storage Devices: USB thumb drive. Managing disk Partitions)
- Input Devices (Keyboard, Mouse, joystick, Scanner, web cam)
- Output Devices (Monitors, Printers)
- Binary number system, Binary to Decimal Conversion, Decimal to Binary Conversion, ASCII Code
- Multimedia (What is Multimedia, Text, Graphics, Animation, Audio, Images, Video)
- Multimedia Application in Education, Entertainment, Marketing.
- Computer Software and Types of Computer Software
- Computer Language

❖ Operating System

- Introduction
- Functions of Operating System
- Types of operating system
- Microsoft Windows
 - ⇒ An overview of different versions of Windows
 - ⇒ Basic Windows elements
 - ⇒ File management through Windows
 - ⇒ System tools (Disk cleanup, Disk defragmenter)
 - ⇒ Entertainment, Games, Calculator, Paint, Notepad, WordPad
- Overview of Linux

❖ Word Processing

- Introduction
- Saving, Closing, Opening an existing document
- Selecting text, Editing text
- Finding and Replacing text
- Applying Bullets and Numbers
- Columns Formatting
- Page Break
- Adding Borders and Shading
- Inserting Auto shapes and Pictures
- Printing Documents
- Creating and Printing Merged Documents

- Character and Paragraph Formatting
- Page Design and Layout
- Checking and Correcting Spellings
- Handling Graphics
- Creating Tables and Charts
- Document Protection
- Working in Different Views
- Document Templates and Wizards.

❖ **Spreadsheet Package**

- Introduction
- Creating, Saving and Editing a Workbook
- Inserting, Deleting Work Sheets
- Entering data in a cell / formula
- Copying and Moving from selected cells
- Handling operators in Formulae
- Functions (Mathematical, Logical, statistical, text, financial, Date and Time)
- Use of Function Wizard
- Cell formatting
- Printing worksheets
- Charts and Graphs
- Cell data validation
- Working in Different Views
- Worksheet Protection

❖ **Presentation Package**

- Introduction
- Creating, Opening and Saving Presentations
- Creating the Look of Your Presentation
- Working in Different Views
- Working with Slides

- Adding and Formatting Text
- Formatting Paragraphs
- Checking Spelling and Correcting Typing Mistakes
- Making Notes Pages and Handouts
- Drawing and Working with Objects
- Adding Clip Art and other pictures
- Designing Slide Shows, Running and Controlling a Slide Show
- Printing Presentations

❖ **Database Package**

- Introduction
- Designing New Database
- Designing Table
- Working with Table
- Creating a Form
- Form Operations
- Different types of Queries
- Creating Reports
- Importing Data
- Additional Features

❖ **MS Outlook**

- Introduction
- Outlook Environment
- Address, Compose and Send Messages
- Message Delete & Print
- Message Reply and Forward
- Attach a File
- Managing Mail
- Move or Copy Messages to a Folder
- Scheduling Appointments
- Managing Contacts
- Managing Tasks

❖ Internet

- What is Networking?
- Types of Networking?
- Introduction to Internet
- Webpage and Website
- Search Engine
- Browsing

❖ PageMaker

- Introduction
- PageMaker Toolbox
- PageMaker Palettes
- Creating Documents
- Document Operations
- Creating and Using Templates
- Creating and Using Frames
- Paragraph Formatting
- Modifying Character Attributes
- Importing Text
- Adding Bullets and Numbering
- Importing Graphics
- Editing and Cropping Images
- Color Palette
- Applying Fill and Stroke Color
- Printing Document

❖ Photoshop

- Introduction
- Menu Bar, Status Bar and Toolbox
- Working with Layers
- Merging Layers and Locking Layers
- Blending Modes, Opacity and Fill
- Adjusting Canvas Size and Rotation
- Creating Text, Applying Styles

- Image Size and Resolution
- Patch Tool Image Correction
- Transforming of Images
- Color Palette
- Using Filters for Effect Render, Glass, Wood Texture

❖ CorelDraw

- Introduction
- The Drawing Area
- Drawing Objects and Lines
- Working with Text
- Importing File
- Modifying Objects
- Adding a Graphic Image
- Working with Text Object
- Formatting Objects
- Paragraph Text Formatting
- Wrapping Text
- Creating and Editing Text Style
- Working with Templates
- Drawing and Editing Curves and Lines
- Inserting and Editing ClipArt from Web
- Creating Symbols
- Inserting Special Characters
- Printing Options

❖ Tally.ERP 9**Basics of Accounting**

- Introduction
- Accounting Principles, Concepts and Convention
- Double Entry System of Book Keeping
- Types of Accounts
- Golden Rules of Accounting
- Mode of Accounting
- Financial Statements

- Recording Transactions of Sample Data

Fundamentals of Tall.ERP 9

- Introduction
- Getting Functional with Tally.ERP 9
- Creation / Setting up of Company in Tally.ERP 9
- Company Features
- Configurations

Creating Accounting Masters

- List of Accounts
- Groups
- Ledgers
- Voucher Types
- Creating Chart of Accounts
- Lab Exercises

Creating Inventory Masters

- Stock Group
- Stock Categories
- Units of Measure
- Godowns
- Stock Items
- Voucher Types
- Creating Inventory Masters
- Lab Exercises

Voucher Entry

- Accounting Vouchers
- Recording Accounting Vouchers
- Inventory Vouchers
- Recording Inventory Vouchers
- Invoicing
- Lab Exercises

Basic Reports

- Financial Statements
- Accounting Books & Registers
- Inventory Books & Reports
- Exception Reports
- Lab Exercises

Multilingual Capabilities

- Configuring Tally.ERP 9 for Multilingual Capabilities
- Creating Masters
- Entering Transactions
- Transliteration
- Generating Reports

Tally.ERP 9 Technological

Advantages

- Tally Vault
- Security Controls
- Tally Audit
- Backup and Restore
- Split Company Data
- Export and Import of Data
- ODBC Connectivity
- Web Enabled, Print Preview and Online Help
- Printing Reports

Advanced Accounting

- Bill-wise Details
- Cost Centres and Cost Categories
- Voucher Classes
- Cost Centre Class
- Multiple Currencies
- Interest Calculation
- Budgets & Controls
- Scenario Management
- Banking
- Stock Summary
- Trial Balance
- Lab Exercises

Advanced Inventory

- Order Processing
- Reorder Levels
- Tracking Numbers
- Batch-wise Details
- Additional Cost Details
- Bill of Material (BOM)
- Price Levels and Price Lists
- Stock Valuation
- Zero Valued Entries
- Inventory Ageing Analysis

- Different Actual and Bill Quantities
- Lab Exercises
- Value Added Tax (VAT)**
 - Basic Concepts in VAT
 - Configuring VAT
 - Creating Masters
 - Entering Transactions
 - Accounting for Return of Goods
 - Rate Difference in Purchase / Sales
 - Accounting for Interest Transactions
 - Exempt Transaction under VAT
 - Purchase from Unregistered Dealers
 - Claiming ITC on Capital Goods
 - Inter State Branch transfers
 - VAT Reports
 - Lab Exercises
 - VAT for Composite Dealers
- Central Sales Tax (CST)**
 - Basic of Central Sales Tax (CST)
 - Enabling CST in Tally.ERP 9
 - Recording Interstate Transactions in Tally.ERP 9
 - Payment of CST
 - CST Reports
 - Lab Exercises
- Tax Deducted at Source (TDS)**
 - Basic concepts of TDS
 - Configuring TDS
 - Creation of Masters
 - Recording Transactions
 - TDS Reports
 - Lab Exercises
- Tax Collected at Source (TCS)**
 - Basic concepts of TDS
 - Configuring TCS
- Creation of Masters
- Recording Transactions
- TCS Reports
- Lab Exercises
- Service Tax (ST)**
 - Basic of Service Tax
 - Configuration
 - Creating Masters
 - Recording Transactions
 - Accounting for Advance Receipts
 - Accounting for Opening Service Tax Credit
 - Adjustment of Input Service Tax Credit
 - Payment of Service Tax
 - Service Tax Reports
 - Lab Exercises
- Excise for Dealers**
 - Basic Concepts
 - Enabling Dealer Excise in Tally.ERP 9
 - Creating Masters
 - Recording Transactions
 - Excise Reports
 - Accounting for Returns of Goods
 - Lab Exercises
- Excise for Manufactures**
 - Basic Concepts of Excise Duty
 - Configuring Excise in Tally.ERP 9
 - Creation of Masters
 - Recording Transactions
 - Excise Reports
 - Lab Exercises
- Payroll Accounting**
 - Configuring Payroll in Tally.ERP 9
 - Creating Payroll Masters
 - Processing Payroll in Tally.ERP 9

- Accounting for Employer PF Contributions
- Accounting for Employer ESI Contributions
- Accounting for Income Tax
- Payment of Professional Tax
- Generating Payroll Reports
- Lab Exercises
- Job Order Processing**
 - Features of Job Order Processing
 - Configuring Job Order Processing
 - Job Order Processing
 - Job Order Reports
 - Lab Exercises
- Job Costing**
 - Configuring Job Costing
 - Creating Masters for Job Costing
 - Recording Transactions
 - Job Costing Reports
 - Lab Exercise
- Tally.NET and Remote Capabilities**
 - Overview of Tally.NET
 - Configure Tally.NET Features
 - Connect Company on Tally.NET Features
 - Create Remote Users
 - Authorize Remote Users
 - Remote Access
- Application Management and Controls**
 - Concept of Control Centre
 - Installing & Activating Tally.ERP 9
 - Logging to Control Centre
 - Managing Accounts using Control Centre
- Online Help and Support**
 - Features of Support Centre

- Accessing the Support Centre
- Using Support Centre

❖ C Programming Language

Introduction

- Why C
- C Compiler, Operating System
- Structure of C Program
- Compilation
- Header Files

Data Types and Keywords

- Overview of Data Types
- Use of Data Types
- Modifiers, Qualifiers, Format Specifiers
- Rules for Identifiers
- Constants and Variables
- Keywords

Operators

- Types of Operator and their Application
- Operator Precedence and Associativity
- Operator Notation

Input/output in C

- I/O Operations
- Formatted and Unformatted I/O

Control Structure

- Decision Control Structure (If... Else)
- Selection Control Structure (Switch, Case)
- Jumping Control Structure (Goto)
- Repetition Control Structure (While, Do..While and For)

Function

- Importance of Function
- Types of Function
- Function Calling Conventions

- Recursion

Storage Class

- Properties of Storage Class
- Scope
- Implementation

Array

- Why Array
- Types of Array
- Array and function

Pointer

- Pointer and Address
- How Pointer Works
- Application of Pointer
- Pointer and Array
- Pointer and Function

Dynamic Memory Allocation

- What is DMA
- DMA Functions

Preprocessor

- Introduction
- Types of Preprocessor Directive

Structure and Union

- What is Structure?
- Implementation of Structure
- Structure and Array
- Structure and Function
- Structure and Pointer
- What is Union?

Files

- What is File?
- Types of File
- File Operations
- File I/O Functions

Command Line Arguments

- What is Command Line Argument
- Use of Command Line Argument

❖ **Web Designing**

Introduction

- Introduction to Web Design
- Scripting Language

- Server and Client

HTML5

- Introduction
- History of HTML
- HTML Tags with Example

Photoshop

- Introduction
- Menu Bar, Status Bar and Toolbox
- Working with Layers
- Merging Layers and Locking Layers
- Blending Modes, Opacity and Fill
- Adjusting Canvas Size and Rotation
- Creating Text, Applying Styles
- Image Size and Resolution
- Patch Tool Image Correction
- Transforming of Images
- Color Palette
- Using Filters for Effect Render, Glass, Wood Texture

CSS3

- Introduction to Style Sheet
- Types of Style Sheet
- Inline, Embedded, Extended Properties
- CSS3 Modules
- Bootstrap Framework

Flash

- Animation Concepts
- Working with Tools
- Creating Basic Animation Frame by Frame
- Creating Symbols for Animation
- Motion between Animation
- Movie Clips
- Creating Web Banners
- Creating Web Buttons

- Creating Web Advertisement
- Creating Interactive Web Presentation

Dreamweaver

- Exploring Dreamweaver Interface
- Planning and Setting Website Structure
- Working with Panels
- Understanding Views
- Formatting Text
- Creating Web Page
- Hyperlinking Pages
- External Linking
- Anchor and Email Link
- Inserting Table
- Setting Table Properties
- Working with Images
- Image Linking
- Working with Forms
- Validating Forms
- Working with Templates
- Creating Interactive Website

JavaScript

- Introduction
- JavaScript Declaration
- Statements, Comments, Variables and Operators
- Popup Box
- Functions
- Control Structure
- Events
- Windows Objects

Jquery

- Introduction
- Features
- Steps to Use Jquery
- Functions
- Jquery Validation
- Jquery UI
- Fancy Box
- Light Box

- JSON

AJAX

- Introduction
- How Ajax Works
- Data Transmission using Ajax
- Ajax Declaration
- Different Types of Examples



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