GIC Computer Centre

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SYLLABUS

DCA

(Diploma in Computer Application)
[Duration: **6 Month**, Fee: ₹**2,400** or 1000+(500X4)]

Fundamental of Computer (CF)
Microsoft Disk Operating System (MS DOS): Internal Commands, External Commands, Batch File Wild Cards
MS Windows 10: Windows Concept, Features, Desktop, Start Menu, My Computer, Recycle
Bin, Keyboard Shortcuts, Windows
Paint, Notepad, WordPad etc., Windows Explorer, Entertainment, System Tools
MS Word: Concept of Word processing, Introduction of MS Word Features, Key-board
Shortcuts, Editing & Formatting documents, Table, Advance features of MS Word, Mail
Merge, Macro
MS Excel: Worksheet basics, working with formulas and cell referencing, Auto Sum,
Formatting to Worksheet, Previewing and Printing Worksheet, Graphs and charts, Functions,
Macros
MS Access: Concept of Database, Table, Sorting and Filtering, Relationship between Tables,
Query, Form, Report, Macro, Database security
MS PowerPoint: Introduction, Use of Standard Formatting, drawing toolbars, Editing
slides, changing templates, Slide Layouts, Inserting Clipart & Pictures into slide, Slide
Transitions, Animation, Inserting sound and movies into slides
Internet, E-mail and Multimedia Concept of HTML (Hyper Text Markup Language)
Assignment, Project on Data Entry & Conversion Work

DDTP

Diploma in Desktop Publishing
[Duration: **3 Month**, Fee: ₹**2,800** or (1100X3)]

Concept of MS-Word

Mobile Downloading
Page Maker
Photoshop
Corel DRAW

CFA (Tally)

Certificate in Financial Accounting
[Duration: **3 Month**, Fee: ₹**2,800** or (1100X3)]

Concept of Financial Accounting
Introduction to Tally
Company Creation, Accounting and Inventory,
Accounting and Inventory Master Creation
Entering Vouchers, Accounting for Payroll,
Value Added Tax (VAT),
Tax Deduction at Sources (TDS)
Understanding CST & GST, Tally ERP/Prime with GST
Service Tax, Keyboard Shortcuts
Assignment & Project work

ADCA

Advance Diploma in Computer Application
[Duration: **12 Month**, Fee: ₹6,500 or 1500+(1000X6)]

DCA Full Curse
CFA Full Course
DDTP Full Course
Basic Programming
C++

CTTC

Computer Teachers Training Course
[Duration: **12 Month**, Fee: ₹7,500 or 2500+(1000X6)]

DCA Full Curse
CFA Full Course
DTP Full Course
Concept of HTML (Hyper Text Markup Language)
Programming Logic & Technique (PLT)
Concept of C
Programming in C++

Free Programming Class and Interview preparation on More than 6 Month Course