



SELF-PACED

DIPLOMA IN COMPUTER APPLICATION WITH SOCIAL MEDIA SPECIALIZATION



COURSE OVERVIEW

DCA, Diploma in Computer Applications, is a one-year diploma course in the field of Computer Applications that focuses on various applications of computers, such as MS Office, Internet and Web technologies, Windows Operating System, Visual Basic.Net, Financial Accounting with Tally, Social Media Management and other generic subjects necessary.

COURSE OBJECTIVE

DCA extensively deals with the theoretical and practical aspects of Computer software and its applications. DCA courses focus on imparting knowledge to its students on various subjects like Windows Operating System, MS Office, Programming with Visual Basic .Net, Accounting with Tally, Creating Linked In and Twitter Ads and Programming Languages

SKILLS YOU WILL LEARN

Understand functions, components of a computer system, storage devices & their physical structure & working. Understand the basic workings of DOS & Linux Operating Systems. Understand creation, printing a document & excel sheet in MS Office Ability to use advanced features in MS Word-like inserting word art, shapes, clipart, charts, smart arts Manage Database in MS Access Familiarity with the use of FTP Know internet languages like HTML, DHTML, XML, .NET, PHP, JAVA, Java Script, AJAX, VB.NET, C# & CSS. Understand the basic concepts of accounting and inventory Tally configuration. Understand programming concept coding, debugging & testing of the program.

PROGRAM HIGHLIGHTS

Instructor - Mr. Shubhjeet Dutta , Dr.Pooja Bijlani, Mayank Batra

Duration - 12 Months

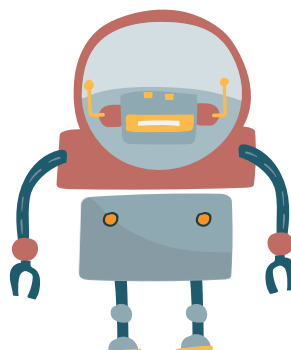
Eligibility - 10+2

No. of Lectures - 125

Placement training - N/A

Language - Hinglish

Shareable certificate - Yes



PROGRAM SYLLABUS

Module 01 Fundamentals of Computers and IT

- Session 1 Introduction to Computers
- Session 2 History of Computers
- Session 3 Generation of Computers
- Session 4 Classification of Computers
- Session 5 Understanding Hardware
- Session 6 Modern I/O devices & Storage
- Session 7 Memory
- Session 8 Software
- Session 9 Human ware & Firmware
- Session 10 Interacting with Computer
- Session 11 Malicious Programs
- Session 12 Typing Skills

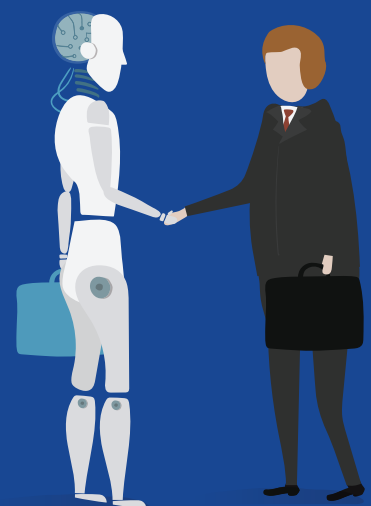


Module 02 Operating System- Windows

- Session 1 Introduction
- Session 2 Understanding Desktop and its features
- Session 3 Using Windows App : Calculator
- Session 4 Using Windows App : Notepad
- Session 5 Using Windows App : Paint
- Session 6 Using Windows App : WordPad
- Session 7 Using File Explorer
- Session 8 Performing primary settings

Module 03 Computer in Office (MS-Word, MS-Excel & MS PowerPoint)

- Session 1 Introduction to Word Processing and MS Word
- Session 2 Working with Text and File
- Session 3 Formatting
- Session 4 Page Layout and Breaks
- Session 5 Working with Tabs and Lists
- Session 6 Inserting illustrations
- Session 7 Style and Themes
- Session 8 Working With Tables
- Session 9 Miscellaneous Features
- Session 10 Using Mail Merge
- Session 11 Introduction and facts
- Session 12 Entering and Editing information
- Session 13 Creating and Formatting Spreadsheet
- Session 14 Working With Sheets
- Session 15 Using Formula
- Session 16 Working with Data (part 01)
- Session 17 Working with Data (part 02)
- Session 18 Excel Functions
- Session 19 Working with Charts



Session 20 Pivot Tables
Session 21 What if Analysis
Session 22 Introduction to PowerPoint
Session 23 Creating Presentation
Session 24 Editing Contents
Session 25 Formatting Contents
Session 26 Using Transition and Animation
Session 27 Customising Slide Design
Session 28 Using Hyperlink and Action Buttons



Module 04 Communication Skills and Personality Development

Session 1 Definition & Importance
Session 2 Reading
Session 3 Writing
Session 4 Speaking
Session 5 Listening
Session 6 Thinking
Session 7 Pronunciation
Session 8 Barrier to Effective Communication
Session 9 Communication Styles - Being Assertive
Session 10 Art of Saying No - Refusing Skills
Session 11 Learn Writing Skills
Session 12 Definition & Importance of Non-Verbal Communication Skills (Body language)
Session 13 Posture
Session 14 Gestures
Session 15 Eye Contact
Session 16 Facial Expression
Session 17 Tone
Session 18 Fidgety Movements
Session 19 Tips to Improve Body Language
Session 20 Definition & Importance
Session 21 Develop Networking Skills
Session 22 Definition & Importance of Networking Skills
Session 23 Develop Networking Skills
Session 24 Definition and Its Importance of Public Speaking Skills
Session 25 Overcoming Fear
Session 26 Extempore
Session 27 Group Discussion-1
Session 28 Group Discussion-2
Session 29 Tips to improve Group Discussion
Session 30 Presentation
Session 31 Interview Preparation (Before the Interview)
Session 32 Interview Preparation (During the Interview)
Session 33 After the Interview
Session 34 Online Interview
Session 35 Activity-Live Interview

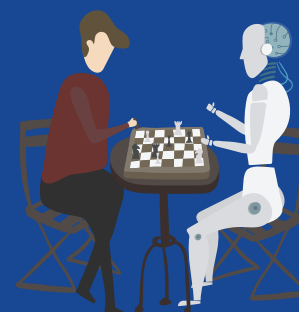


Module 05	Safety Practices in the Work Environment
Session 1	Safety Signs and Color at work.
Session 2	First Aid and Artificial Respiration.
Session 3	Safe Lifting and Carrying Techniques.
Session 4	Fire and Fire Extinguishers.
Session 5	Safe Working Measures.
Session 6	Managing Health and Safety at Work.
Session 7	Personal Hygiene.
Session 8	Public and Home Safety.
Session 9	Common Food Borne Diseases and Infections.



Module 06	Introduction to Internet and Web Technology
Session 1	Introduction to Internet
Session 2	TCP/IP – Internet Technology and Protocols
Session 3	Internet Connectivity
Session 4	Internet Network
Session 5	Services of the Internet (Definition and Functions)
Session 6	Electronics Mail
Session 7	Web Publishing
Session 8	World Wide Web
Session 9	Browsers

Module 07	Introduction to Financial Accounting with Tally
Session 1	Meaning of Accounting
Session 2	Terminologies Used in Accounting
Session 3	Concepts of Accounting
Session 4	Double Entry System of Accounting
Session 5	Golden Rules of Accounting
Session 6	Introduction of Tally Prime
Session 7	Features of Tally Prime
Session 8	Versions of Tally
Session 9	Downloading and Installation of Tally Prime
Session 10	Working Tally Prime in Educational Mode, Company
Session 11	Creation, and Setting up Company Features in Tally Prime
Session 12	Alter Company Details
Session 13	Shut the Company
Session 14	Backup of Company Data, Restoring of Company Data
Session 15	Backup and Restoring of Company Data in tally
Session 16	Budget meaning
Session 17	Creation of Budget, Recording Transactions
Session 18	Display Budgets and Variances Reports for Group Budget
Session 19	Introduction to GST , Why GST
Session 20	GST Tax Structure
Session 21	E-Way Bill , Components of E-Way Bill
Session 22	Creation of Company and Activating GST
Session 23	GST Modes of Payment
Session 24	Direct Tax and Indirect Tax system in India



Module 08 Programming with Visual Basic .Net
 Session 1 Dot Net Framework
 Session 2 Visual Studio
 Session 3 Integrated Development Environment
 Session 4 Language Blocks
 Session 5 Control Statement
 Session 6 Working With Forms
 Session 7 Working With Forms
 Session 8 GUI Programming with Windows
 Session 9 Working With Menu
 Session 10 Object-Oriented Programming



Module 09 Introduction to Entrepreneurship
 Session 1 The Concept of Entrepreneurship
 Session 2 Theories of Entrepreneurship
 Session 3 Growth of Entrepreneurship
 Session 4 Nature and Importance of Entrepreneurs
 Session 5 The Classification and Types of
 Session 6 Nature and Scope of Management
 Session 7 Planning (Concept, Process and Types)
 Session 8 Concept of Organization
 Session 9 Motivation
 Session 10 Leadership
 Session 11 Communication
 Session 12 Accounts for Small Enterprise
 Session 13 Entrepreneurship Development Institutions
 Session 14 AISECT Model of Entrepreneurship
 Session 15 How to Step up an Aisect Centre
 Session 16 Training for Self-Employment



Module 10 Social Media Management
 Session 1 Why was Social Media built? (The root cause)
 Session 2 The concept behind Social Media.
 (The inception formulae)
 Session 3 Creating a good presence on all the Digital
 Platforms (Practicals)
 Session 4 Creating Batch Content - Canva (Practicals)
 Session 5 Automating the posts - FCS (Practicals)
 Session 6 Importance of Hashtags & researching via tools
 (Practicals)
 Session 7 Content Calendar (Practicals)
 Session 8 National & International Case Studies for viral
 content (Practicals)
 Session 9 Do's & Dont's of managing a Social Media account
 Session 10 Leveraging LinkedIn for your career &
 personal branding (Practicals)



Module -11 Project



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