

Diploma in MDCA

Duration - 18 Months

MDCA stands for **Master Diploma in Computer Application** and is a skill-oriented computer program that offers studies about computers and their applications. You will learn to use various types of computer applications such as Computer Operating systems, Internet Browsing, Email, MS Office, Photo Editing, Graphic Designing, Software, Computer Hardware, O.S. and so on. In this computer course, you will learn about programming and know how to make computer software with the help of various programming languages.

1. Microsoft Office

Microsoft Word

- + Paragraph Formatting, Decorative
- + Formatting, Border and Shading
- + Style and Editing Feature, Table and Macro
- + Header and Footer, symbol and text Formatting and Tabs Setting
- + illustration and Links, editing (find and replace, Go To)
- + Page Setup and Page Background
- + Table Of Contents, End notes and Footnotes-
- + Comment, Track Change, Protection
- + View Letter Mailing, envelop making

Microsoft Excel

- + Introduction, Alignment, Number
- + Formatting Cell Reference, Paste Special
- + Transpose, Mixed Cell Reference
- + Naming Cell Range, Conditional Formatting
- + Goal Seek, Scenario, Solver, Subtotal
- + Consolidate, View, Header and Footer
- + Printing Setting, Save Workspace, Macro
- + Group and Outline, Custom List text function
- + MIS with Pivot Table Math Functions
- + Lookup and Reference Functions
- + Financial Function, Loan Amortization
- + Sheet

Microsoft PowerPoint

- + Introduction, Slide Design, Animation
- + Sound and videos Add in slide show
- + Slide rehearse timings
- + Add Narration during slide show
- + Broadcasting slide show
- + Control slide with the help of Action function

2. DESKTOP PUBLISHING

ADOBE PHOTOSHOP

- + introduction to PHOTOSHOP
- + lasso tool
- + magic wand
- + transforming selection
- + shapes
- + modifying shapes
- + using layers image adjustment
- + color balance hue and saturation
- + curves image retouching, filters
- + blending slicing
exporting

COREL DRAW

- + introduction to coral draw,
- + interface: working with menus
- + toolbar,
- + dockers document slip
drawing and coloring, text,
- + extruding text skewing and rotating
- + object using blending,
- + contorting envelopes, lenses,
- + power clip, fill
- + special effects,
- + print & publishing

3. WEB DESIGNING

HTML

- + introduction internet,
- + understanding browsers,
- + starting with html, html
page's structure,
- + defining web layout (head
body)
- + head tag with
background,
- + background with images
and text color,
- + text formatting,
- + text attributes,
- + knowing images format for
web design with links
- + internal links,
- + external links

CSS

- + introduction to
cascading styles
sheets,
- + types of style
sheets (inline,
internal and
external),
- + class selector
- + id selector,
- + absolute
relatives
positioning,
- + inking menu

JavaScript

- + introduction to
JavaScript,
- + adding java script
with html files,
- + variables in java
script,
- + declaring java
script
variables,
- + scope of the variables

4. TALLY PRIME

- ✚ What are Tally Prime,
- ✚ overview of software,
- ✚ introducing gateway and its elements,
- ✚ creating of company,
- ✚ importance of tax information in ledger,
- ✚ generating inventory books & reports,
- ✚ introducing Bom -bill of materials,
- ✚ cost center and cost categories,
- ✚ bill of materials (Bom),
- ✚ salary slip generation, pf, ESI, gratuity bonus,
- ✚ professional tax, TDS payable computation & reconciliation,
- ✚ TDS receivable computation & reconciliation,
- ✚ why GST in an indirect tax, GST components,
- ✚ GST and sac issues and challenges,
- ✚ vat concept interplay with GST,
- ✚ gstr-1, gstr-2, gstr-3b, why e-way bill, generation of e-way bill, generation & filling of gstr-3b, e-way.

5. ADVANCE EXCEL

- ✚ About Advance Excel, Tabs & Ribbons, Workbook, Workspace & Sheets.
- ✚ Cell Referencing: Relative, Mix & Fix,
- ✚ Creating & Formatting Options.
- ✚ Conditional Formatting, Data Sorting & Searching, Filter & Data Validation.
- ✚ IF Conditions, VLOOKUP, Hookups, Index, Match, Sum product, Text Functions.
- ✚ Financial Functions, Data Analysis, Pivots & Charts, Name Manager & Trace.
- ✚ What if Analysis, Text to Columns, Consolidate, Subtotal, External Data.
- ✚ Freeze Panes, Print Setup, Share Workbook, Security Features etc.

6. COMPUTER HARDWARE

- ✚ Types of Computers
- ✚ Generations of Computer
- ✚ Computer Components Identification
- ✚ Computer Assembling & Disassembling
- ✚ Components in Portable Computer
- ✚ Devices Installation and Configuration
- ✚ Common IDE, SATA, SCSI and Peripheral Devices
- ✚ Types of Motherboards and their Components
- ✚ Popular CPU Chips
- ✚ Types of Memory (RAM, ROM), DDR1, DDR2, DDR3, DDR4 & DDR-5
- ✚ Types of HDD & SSD
- ✚ Types of Monitors
- ✚ Types of Keyboards & Mouses
- ✚ About of popular Printer
- ✚ Windows Installation Such as windows 10 and windows 11
- ✚ Printer Technologies, interface and options / upgrades, Troubleshooting
Common Computer Problems

7. OPERATING-SYSTEM (O.S)

- ✚ What is O.S. & Software Execution
- ✚ O.S. Structures & Process Management
- ✚ Memory Management, Virtual Memory & Memory Allocations
- ✚ IO Management & Disk Management
- ✚ File System Interface & File System Implementation
- ✚ File System Management
- ✚ Windows & Linux Installation & Upgradation
- ✚ User & Group Management
- ✚ Software Installations & Uninstallation
- ✚ Windows Drivers Installation
- ✚ Control Panel Management
- ✚ Data Recovery & Data Security
- ✚ Troubleshooting Common Operating System Problems

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