CFA(Certificate in Financial Application)

Duration : 6 Months   Eligibility : 10th Pass

DCA(Diploma in Computer Application)

FUNDAMENTAL OF COMPUTER

   a. INTRODUCTION OF COMPUTER
   b. INPUT, OUTPUT, STORAGE DEVICE
   c. COMPUTER MEMORY & SOFTWARE
   d. GENERATION OF COMPUTER
   e. COMPUTER STORAGE UNIT & NUMBER SYSTEM

2. **WINDOWS**
3. **MICROSOFT WINDOWS**

   a. MSPAINT
   b. NOTEPAD
   c. WORDPAD
   d. DOS (Disk Operating System)

4. **MICROSOFT OFFICE**

   a. MICROSOFT OFFICE WORD
   b. MICROSOFT OFFICE EXCEL
   c. MICROSOFT OFFICE POWERPOINT
   d. MICROSOFT OFFICE ACCESS
   e. MICROSOFT OFFICE OUTLOOK
   f. MICROSOFT OFFICE ONENOTE

5. **BASIC OF INTERNET**

   a. INTRODUCTION ABOUT NETWORK
   b. EMAIL, FACEBOOK, TWITTER, WHATSAPP ETC
   c. ONLINE EXAM, ONLINE SHOPPING, MONEY TRANSACTIONS ETC.

6. **PROJECT ASSIGNMENT**

SHORTCUT KEYS

TallyPrime

1. Introduction to TallyPrime
2. Creating a Company
3. Altering and Deleting Company
4. Ledger
5. Groups
6. Bill- wise details
7. Cost centers& cost categories
8. Create Group company
9. Split Company data
10. Voucher types and class
11. Budget and controls
12. Backup and restore
13. Company features
14. Configurations of TallyPrime
15. Banking features
16. Cheque printing
17. BRS (Bank Reconciliation statement)
18. Generate various financial reports and bills
19. Non -Accounting Vouchers
20. Scenario Management
21. Security Levels & Control
22. Multi Currency
23. Maintain Multiple Mailing details for company and ledgers
24. Outstanding Management
25. Project Assignment-3 years
26. Shortcut keys