

DCGA (Diploma Course In Graphice Office Automation)

	Name : PAWAN M. KONDE		Course : DCGA	Mob No.:		
	IMS NO. :	346	Admission Date : 12-04-2022	Start Date : 13-04-2022	End Date : 13-10-2022	
DATE	TOPICS NAME			DAYS REQUIRE	STUDENT SIGN	FACULTY SIGN
	<u>MS OFFICE</u>					
	BASIC APPLICATION					
	PAINT			1		
	NOTEPAD			1		
	WORDPAD			1		
	MS WORD					
	HOME TAB			1		
	INSERT TAB			2		
	DESIGN TAB			1		
	PAGE LAYOUT TAB			1		
	REFERENCES TAB			1		
	MAILINGS TAB			1		
	REVIEW TAB			1		
	VIEW TAB			1		
	MS EXCEL					
	INTRODUCTION OF MS EXCEL AND FORMULS (TOTAL, AVERAGE, MAX,MIN,UPPER,LOWER, PROPER,COUNT, GRADE, Etc....)			2		
	HOME TAB			1		
	INSERT TAB			2		
	PAGE LAYOUT TAB			1		
	FORMULAS TAB			1		
	DATA TAB			1		
	REVIEW TAB			1		
	VIEW TAB			1		
	MS POWER POINT					

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DATE	TOPICS NAME	DAYS REQUIRE	STUDENT SIGN	FACULTY SIGN
	HOME TAB	1		
	INSERT TAB	1		
	DESIGN TAB	1		
	TRANSITIONS TAB	1		
	ANIMATIONS TAB	1		
	SLIDE SHOW TAB	1		
	REVIEW TAB	1		
	VIEW TAB	1		
	INTERNET & OUTLOOK	3		
	BASIC HARDWARE	3		
	<u>GRAPHIC DESIGN</u>			
	CORELDRAW			
	INTRODUCTION OF CORELDROW (RECTANGLE, 3-POINT RECTANGLE, ELLIPSE, 3-POINT ELLIPSE, POLYGON, STAR, COPIEX STAR, GRAPH PAPER SPIRAL, BASIC SHAPES, FLOW CHARTS SHAPES, BANNER SHAPES, CALLOUT SHAPES.	1		
	PIC TOOL, FREE HAND PICK, SHAPE TOOL (F10), SMUDGE BRUSH, ROUGHEN BRUSH, FREE TRENDS FORM, SMEAR, TWIRL, ATTRACT, REPEL.	1		
	CROP, KNIFE, ERASER, VIRTUAL SEGMENT DELET, ZOOM, PEN, FREEHAND, 2-POINT LINE, BEZIER, ARTISTIC MEDIA, PEN, B-SPLINE, POLYLINE, 3-POINT CURVE, SMART FILL, SMART DROWING.	1		
	TEXT, TABLE, PAALLEL DIEMENSION, HORIZONTAL OR VERTICAL DIMENTION, ANGULAR DIMENSION, SEGMENT DIMENSION, 3-POINT CALLOUT, STRAIGHT-LINE CONNECTOR, RIGHT-ANGLE CONNECTER, RIGHT-ANGLE ROUND CONNECTER, EDIT ANCHOR.	1		
	BLEND, CONTOUR, DISTORT, PROP SHADOW, ENVELOPE, EXTRUDE, TRANSPARENCY, COLOR EYEDROPPER, ATTRIBUTES EYEDROPPER, OUTLINE PEN, OUTLINE COLOR, UNIFORM FILL, FOUNTAIN FILL, PATTERN FILL, TEXTURE FILL, POST SCRIPT FILL, COLOR, INTERACTIVE FILL, MESH FILL.	1		

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	FILE MENU	1		
	EDIT MENU	1		
	VIEW MENU, LAYOUT MENU.	1		
	ARRANGE MENU.	1		
	EFFECTS MENU.	1		
	BITMAPS MENU	1		
	TEXT MENU	1		
	TABLE MENU, TOOLS MENU, WINDOW MENU.	1		
	FINAL EXAM			
	PHOTOSHOP			
	INTRODUCTION OF PHOTOSHOP CUSTOM SHAPE TOOL-RECTANGLE TOOL, ROUNDED RECTANGLE TOOL, ELLIPE TOOL, POLYGON TOOL, LINE TOOL, CUSTOM SHAPE TOOL.	1		
	MOVE TOOL, RECTANGULAR MARQUEE TOOL- RECTANGULAR MARQUEE TOOL, ELLIPTICAL MARQUEE TOOL, SINGAL ROW MARQUEE TOOL, SINGLE COLUMN MARQUEE TOOL ,POLYGONAL LASSO TOOL-LASSO TOOL, POLYGONAL LASSO TOOL, MAGNETIC LASSO TOOL	1		
	MAGIC WAND TOOL-QUICK SELECTION TOOL, MAGIC WAND TOOL CROP TOOL-CROP TOOL, PARSECTIVE CROP TOOL, SLICE TOOL, SLICE SELECT TOOL. EYEDRO DROP TOOL- EYEDROPPER TOOL, COLOR SAMPLER TOOL, RULER TOOL, NOTE TOOL	1		
	HEALING BRUSH TOOL- SPOT HEALING BRUSH TOOL, HEALING BRUSH TOOL, PATCH TOOL, CONTENTAWARE MOVE TOOL, RED EYE TOOL. MBRUSH TOOL- BRUSH TOOL, PANCIL TOOL, COLOR REPLACEMENT TOOL, MIXER BRUSH TOOL. PATTERN STAMP TOOL-CLONE STAMP TOOL, PATTERN STAMP TOOL. HISTORY BRUSH TOOL- HISTORY BRUSH TOOL, ART HISTORY BRUSH TOOL.	1		
	ERASER TOOL- ERASER TOOL, BACKGROUND ERASER TOOL, MAGIC ERASER TOOL. GRADIENT TOOL- GRADIENT TOOL, OAINIT BUCKET TOOL. BLUR TOOL-BLUR TOOL, SHARPEN TOOL, SMUDGE TOOL. DODGE TOOL- DODGE TOOL, BURN TOOL SPONGE TOOL.	1		

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	PEN TOOL- PEN TOOL, FREEFORM PEN TOOL, ADD ANCHOR POINT TOOL, DELET ANCHOR POINT TOOL, CONVERT POINT TOOL. HORIZONTAL TYPE TEXT- HORIZONTAL TYPE TEXT, VERTICAL TYPE TEXT, HORIZONTAL TYPE MASK TOOL, VERTICAL TYPE MASK TOOL. PATH SELECTION TOOL- PATH SELECTION TOOL, DIRECT SELECTION TOOL. HAND TOOL- HAND TOOL, ROTATE VIEW TOOL, ZOOM TOOL, SET BACKGROUND COLOR, DEFAULT FOREGROUND AND BACKGROUND COLOUR CHANGE SCREEN MODE.	1		
	FILE MENU	1		
	EDIT MENU	1		
	IMAGE MENU	1		
	LAYER MENU	1		
	TYPE MENU	1		
	SELECT MENU	1		
	FILTER MENU	1		
	VIEW MENU, LAYOUT MENU.	1		
	WINDOW MENU	1		
	FINAL EXAM			
	<u>Tally Prime & GST</u>			
	Introduction Of Tally, Difference Between ERP And Software, Types Of Account, Golden Rules Of Accounting,	1		
	Journal Entries & Discount Problems	5		
	Company Creation	2		
	Definition of Groups, Under Groups, Ledger creation	1		
	Accounting Vouchers	1		
	Inventory / Stock	3		
	Godowns	2		
	Cost Center And Cost Category	1		
	T.D.S. (Tax Deducted At Source)	2		
	Payroll	2		
	Import And Export, Convert Data To Excel, PDF, JPEG, XML	2		
	BRS (Bank Reconciliation Statement)	3		

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	GST (Goods And Service Tax), GST Introduction, GST Registration and HSN, GST Rates	2		
	CGST/SGST/IGST	2		
	FINAL EXAM	1		