



Enlightens Your Path

# BRILLIANT MAKERS

(A Centre for I.T, Tally and Spoken English)

Geeta Nagar, Near SBI Bank, Rishikesh [www.brilliantmakers.org](http://www.brilliantmakers.org)

# DCTTC

## (Diploma in Computer Teacher Training Course)

Duration – 12 Months

### Course Contents:

Daily Classes – 2 H

#### Module 1

1. **Computer Fundamental** (Basics of Computer, Important Definitions, Keyboard Shortcuts, Multi User Handling, File handling, Notepad, Wordpad, Paint, Windows Accessories, Backup & Restore )
2. **MS Word** - Documentation, Letter Writing, Resume, Etc.
3. **MS Excel** -Data cleaning, 50+ functions, Graphic & charting, Pivot table, Import & Export Data etc.
4. **MS PowerPoint** -Photo Album, Animated Presentation, Slide Transitions, Data Presentation, Product Designing etc.
5. **MS Onenote** – School & Office Notes, Research, Plans, Organize Notes, etc.
6. **Designing with MS Publisher** - Pamphlets, Banners, Book Cover, Advertisement & Festive Post, Birthday & Greeting Card etc.
7. **Basics of Computer Hardware.**
8. **Software Installation.**
9. **Internet** – Email, Search Engine, Social Media, Video Calling, Google Form, Ticket Booking, Web Browsing, PAN Card Services, Govt Portal Service- EPFO, E-Shram, Umang, Digilocker, Parivahan; Form Filling Etc.
10. **HTML+ CSS**
11. **Basic Accounting, Maintaining Ledger & Cash Book, Summarizing Accounts.**

#### Module 2

1. **Accounting With Tally Prime** - Ledger Creation, Matching Reports, Interest, Cost Centre, Inventory, Payroll, Order Processing, POS, Batch wise, and Invoicing etc.
2. **Fundamental of GST** – Basics of GST, ITC Set Off, Recording B2B, B2C, Credit Note Invoices in Tally Prime, Composition Scheme etc.
3. **Taxation in Tally Prime**- TDS & TCS
4. **Hindi Typing, English Typing**
5. **C Language** – Basics of Programming, Data Types, Operators, Loop, Array etc.
6. **MS Access** - Creating Database, Designing Table, Data Validation, Functions, Queries, Forms, Reports Etc.
7. **Graphic Softwares** – Photoshop, CorelDraw, Page-makers
8. **Introduction to Python**
9. **Introduction to Software Language**
10. **Spoken English** – Tenses, Sentence Making, Conversation, GD, Debates, Public Speaking etc.