



# P.S COMPUTER ACADEMY

ISO CERTIFIED: ISO 9001:2015

*Delete* your Fears,  
Install your *Skills*

## COMPUTER & STOCK MARKET ACADEMY

All Types of  
Diploma Courses

Call For More Info  
📞 9769601717



Maharashtra Chawl No 2, Shop No 1, Gate No 7, Opp. Aadhar Center,  
Malwani, Malad (West), Mumbai-400095

# DFA (DIPLOMA IN FINANCIAL ACCOUNTING)

## ADV - MS-OFFICE

INTRODUCTION OF COMPUTER  
TYPING / MS PAINT / NOTE PAD  
WORD PAD  
MS WORD  
MS EXCEL  
MS POWER POINT  
MS ACCESS  
MS OUTLOOK  
**INTERNET & CYBERNATED**  
GMAIL(CC, BCC)  
AADHAR CARD, PAN CARD  
VOTER ID CARD  
GOOGLE DRIVE  
TRAIN TICKET BOOKING  
DRIVING LICENSE, PASSPORT  
USE OF PENDRIVE  
PRINTING SETTINGS

## TALLY PRIME

INTRODUCTION OF TALLY PRIME  
GOLDEN RULES OF ACCOUNTS  
FUNDAMENTALS OF ACCOUNTS  
ACCOUNTING FEATURES  
TRANSACTION VOUCHERS  
(PURCHASE, SALES, PAYMENT, RECEIPT)  
JOURNAL ENTRIES  
ORDER PROCESSING  
PRICE LIST, MULTI CURRENCY  
TAXATION  
(TDS, TCS, SERVICE TAX, VAT)

## ADV - EXCEL

**ADV. EXCEL MODULE -1**  
INTRODUCTION OF ADV EXCEL  
MARKSHEET, BILL SLIP, SALARY SLIP  
PIVOT TABLE  
POINT SALARY SHEET  
ATTENDANCE OF EMPLOYEES  
MONTHLY STOCK MANAGEMENT  
**MODULE - 2**  
D COUNT, DCOUNTA, DEPRECIATION  
SUM PRODUCT, SUM IF  
V & H LOOKUP  
ALL MENU BAR  
AGE CALCULATION  
DASHBOARD  
DATA VALIDATION  
WHAT - IF ANALYSIS  
EXPORT AS PDF

## ADV. TALLY PRIME

INTRODUCTION OF TALLY PRIME  
ALL TOPICS OF TALLY PRIME (UNIT III)  
GOODS & SERVICE TAX (GST)  
(CGST, SGST, IGST)  
PAYROLL STRUCTURE  
MEMORANDUM ENTRY  
BATCH WISE DETAILS  
INTEREST CALCULATION  
POINT OF SALES (POS)  
PRINT & DATA EXPORT  
INVOICE

DURATION - 8 TO 9 MONTHS



# DIP (DIPLOMA IN IT PROFESSIONAL)

## ADV - MS-OFFICE

INTRODUCTION OF COMPUTER  
TYPING / MS PAINT / NOTE PAD  
WORD PAD  
MS WORD  
MS EXCEL  
MS POWER POINT  
MS ACCESS  
MS OUT LOOK  
INTERNET (IN ADV LEVEL)  
ASSIGNMENT PROJECT  
100+ FORMULA  
BILL SLIP  
SALARY SLIP  
POINT SALARY SHEET



## GRAPHIC DESIGNING

INTRODUCTION OF GRAPHIC DESIGN  
COREL DRAW  
PHOTOSHOP  
IN DESIGN  
ILLUSTRATOR  
PRINT MEDIA WORK  
PROJECTS / BRANDING PRODUCT

DURATION - 8 TO 9 MONTHS



## WEB DESIGNING

HTML , HTML-5  
CSS  
PHOTOSHOP  
JQUERY  
BOOT STRAP  
WEB HOSTING (FTP)  
FLASH  
MAINTAINANCE  
JAVA SCRIPT

# DCA (DIPLOMA IN COMPUTER APPLICATION)

## ADV - MS-OFFICE

INTRODUCTION OF COMPUTER  
TYPING / MS PAINT / NOTEPAD  
WORD PAD  
MS-WORD  
MS-EXCEL (100 + FORMULA)  
MS-POWER POINT  
MS-ACCESS  
MS-OUT LOOK  
INTERNET (IN ADV LEVEL)  
AADHAR, PAN, VOTER ID, PASSPORT,  
DRIVING LICENSE  
TICKET BOOKING, NET BANKING  
INTRODUCTION OF STOCK MARKET  
ASSIGNMENT PROJECT



## TALLY PRIME

INTRODUCTION OF TALLY PRIME  
GOLDEN RULES OF ACCOUNTS  
FUNDAMENTALS OF ACCOUNTS  
ACCOUNTING FEATURES  
TRANSACTION VOUCHERS  
(PURCHASE, SALES, PAYMENT, RECEIPT)  
JOURNAL ENTRIES  
ORDER PROCESSING  
PRICE LIST, MULTI CURRENCY  
TAXATION  
(TDS, TCS, SERVICE TAX, VAT)

DURATION - 11 TO 12 MONTHS



## ADV - EXCEL

ADV. EXCEL MODULE -1  
INTRODUCTION OF ADV EXCEL  
MARKSHEET, BILL SLIP, SALARY SLIP  
PIVOT TABLE / CHART  
POINT SALARY SHEET  
ATTENDANCE OF EMPLOYEES  
MONTHLY STOCK MANAGEMENT  
MODULE - 2  
D COUNT, DCOUNTA, DEPRECIATION  
SUM PRODUCT, SUM IF  
V & H LOOKUP  
ALL MENU BAR  
AGE CALCULATION  
DIGITAL CLOCKS  
DASHBOARD  
DATA VALIDATION  
WHAT – IF ANALYSIS  
EXPORT AS PDF

## GRAPHIC DESIGNING

INTRODUCTION OF GRAPHIC DESIGN  
COREL DRAW  
PHOTOSHOP  
IN DESIGN  
ILLUSTRATOR  
PRINT MEDIA WORK  
ART WORK  
PACKAGING & BANNERS  
MAGZINES & COVER PAGES  
WEB MEDIA WORK  
PROJECT / BRANDING PRODUCT



# ADV. DCA (DIPLOMA IN COMPUTER APPLICATION)

## ADV - MS-OFFICE

INTRODUCTION OF COMPUTER  
TYPING / MS PAINT / NOTEPAD  
WORD PAD  
MS-WORD  
MS-EXCEL (100 + FORMULA)  
MS-POWER POINT  
MS-ACCESS  
MS-OUT LOOK  
INTERNET (IN ADV LEVEL)  
AADHAR, PAN, VOTER ID, PASSPORT,  
DRIVING LICENSE  
TICKET BOOKING, NET BANKING  
INTRODUCTION OF STOCK MARKET  
ASSIGNMENT PROJECT



## ADV - EXCEL

ADV. EXCEL MODULE -1  
INTRODUCTION OF ADV EXCEL  
MARKSHEET, BILL SLIP, SALARY SLIP  
PIVOT TABLE / CHART  
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AGE CALCULATION  
DIGITAL CLOCKS  
DASHBOARD  
DATA VALIDATION  
WHAT – IF ANALYSIS  
EXPORT AS PDF



DURATION - 11 TO 12 MONTHS



## WEB DESIGNING

INTRODUCTION OF  
WEB DESIGNING  
HTML, HTML-5  
CSS  
JAVASCRIPT  
JQUERY  
BOOT STRAP  
PHOTOSHOP  
USER INTERFACE DESIGN  
WEB HOSTING(FTP)



## CCC

INTRODUCTION TO COMPUTER  
OPERATING SYSTEM  
UNDERSTANDING  
EDUBUNTU/UBUNTU  
MS WORD  
LIBRE OFFICE WRITER  
MS EXCEL  
LIBRE OFFICE CALC  
MS POWERPOINT  
LIBRE OFFICE IMPRESS  
INTRODUCTION TO  
INTERNET, WWW AND WEB  
E-MAIL, SOCIAL NETWORKING  
AND GOVERNANCE SERVICES  
DIGITAL FINANCIAL TOOLS AND  
APPLICATION  
FUTURISTIC IT TECHNOLOGY &  
CYBER SECURITY  
10 SOLVED AND 4 UNSOLVED  
SAMPLE PAPERS

## GRAPHIC DESIGNING

INTRODUCTION OF  
GRAPHIC DESIGN  
COREL DRAW  
PHOTOSHOP  
IN DESIGN  
ILLUSTRATOR  
PRINT MEDIA WORK  
ART WORK  
PACKAGING & BANNERS  
MAGZINES & COVER PAGES  
WEB MEDIA WORK  
PROJECT / BRANDING PRODUCT

