

About Us



Best 100 Computer Institute INDIA-2024



Contact Us



Call or WhatsApp

+91 8009775350



Address

Infront of Gokul Lawn,
Near Sir Syed Public School,
PD Nagar, Unnao



Website

www.dciedu.com



@dotcominstitute

SCAN HERE



AN ISO 9001:2015 CERTIFIED INSTITUTE

DOTCOM

COMPUTER INSTITUTE



*"Education is the most powerful weapon
which you can use to change the world."*

— Nelson Mandela

3 Month or Short Term Courses

BCC

Basic Computer Course

- Computer Fundamentals
- Windows & Concepts of data processing
- Windows Setting, Advanced Windows
- **MS-Word, MS-Excel, MS-PowerPoint(PPT)**
- Internet & WWW and Web Browsers
- Cloud Storage ,Cyber Crime Awareness
- E- mail / Online Document Handling

CCC

Course on Computer Concepts

- Computer Fundamentals
- Windows & Concepts of data processing
- Windows Setting, Advanced Windows
- **MS-Word, MS-Excel, MS-PowerPoint(PPT)**
- **LibreOffice (Writer, Calc, Impress)**
- Internet & WWW and Web Browsers
- Cloud Storage ,Cyber Crime Awareness

Hardware Management

- PC Hardware & Architecture **1.5 Months**
- Operating Systems & Software Tools
- Troubleshooting & Maintenance
- Practical Training & Lab Work
- PC Assembling/Disassembling
- Diagnostic Experiments

Other Short-Term Courses

- **Typing {Hindi & English}**
- **Advance Excel**
- **Coral Draw + Canva**
- **MS Office (Word, Excel, PPT)**

6 Month Diploma Courses

DFA

Diploma in Financial Accounting

Basic Computer Course + Module-2

- Basic Of Accounting, Accounting Principles
- Concepts of Debit/Credit, Journal Entry.
- Ledger, Trail Balance, Final Accounting.
- Fundamentals Of Tally Prime
- Accounting Masters In Tally Prime
- Ledger & Voucher in Tally Prime
- Basic Inventory Masters In Tally Prime

DCA

Diploma in Computer Application

Basic Computer Course + Module-2

- Basic AI Knowledge
- Awareness of Cyber Crime
- Using Google Applications & Google Maps
- Online Cyber Security and Privacy
- Using UPI Payments
- Basic Online Cafe Work

TALLY PRIME with GST

- Module-2 (Basic Tally) of **DFA**
- Module-3 (Advance Tally) of **ADFA**

DTP

(Desktop Publishing)

Basic Computer Course + Module-2

- Introduction to DTP & Computers
- Coral Draw / Graphic Design Principles
- PhotoShop / Printing & Publishing

12 Month Advance Diploma Courses

ADFA

Advance Diploma in Financial Accounting

Module-1 (Basic Computer Course) + Module-2 (DFA) +

Module-3 (Advance Tally) +

- Advance Inventory Management.
- All advance Feature of Tally Prime.
- Taxation, Mobile Banking.
- GST (Using GST in Billing Work)
- Display Reports (All Kind of Reports)
- Security, Backup/ Restore company Data.
- Printing Configuration

Module-4 (Advance Excel)

- Data Filter/ Advance Filter
- Working with lookup, VLookup, HLookup.
- Pivot table & Pivot Chart
- Macros (Create & use)
- Using Mathematical / Logical Function

ADCA

Advance Diploma in Computer Application

Module-1 (Basic Computer Course) +

- MS-Word, MS-Excel, MS-PowerPoint(PPT)

Module-2 (DCA) +

- Using Google Applications & Google Maps
- Online Cyber Security and Privacy
- Using UPI Payments

Module-3 (Basic Tally) +

- Basic Of Accounting, Accounting Principles
- Fundamentals Of Basic Tally Prime

Module-4 (DTP) +

- Introduction to DTP & Computers
- Coral Draw / Graphic Design Principles
- PhotoShop / Printing & Publishing