



(A Venture of Chandigarh ETC Services Pvt. Ltd.)

An ISO 9001:2015 Certified Organisation with Completely Online Management System

Website : www.citcchandigarh.com

Course: Diploma in Office Automation

Batch Name: DOA

Eligibility: 12th

Course Start: 1st of Every Month

Course Duration: 350 Hours

Courses / Modules Paper

Module 1:

Paper 1	Paper 2
Fundamentals, MS-Office	Internet

Module 2:

Paper 1	Paper 2
Digital Services, Business Management	Tally ERP9, Accounting Concepts (Payroll)

Module 1:

Paper 1: Fundamentals, MS-Office

1: Fundamentals of Computer

- 1.1 Introduction to Computer
- 1.2 Block Diagram of Computer
- 1.3 Classification of Computer
- 1.4 Characteristics of computer
- 1.5 Generations of Computer
- 1.6 Uses of Computer
- 1.7 Input Devices
- 1.8 Output Devices
- 1.9 Computer Memory
- 1.10 Computer Hardware
- 1.11 Computer Software
- 1.12 Operating System

2: Number System

- 2.1 Introduction
- 2.2 types of Number Systems
- 2.3 Conversion of Number system

3 : Windows-7

- 3.1 Introduction to Windows
- 3.2 User Interface of Microsoft Window 2007
- 3.3 Changing Desktop Background
- 3.4 Changing Window Color
- 3.5 Changing Screen Saver
- 3.6 Changing Screen Resolution
- 3.7 Changing Data/Time
- 3.8 Making Empty Recycle Bin
- 3.9 Restoring Deleted File
- 3.10 Hard Drives
- 3.11 File and Folder Views
- 3.12 Copying File and Folder
- 3.13 Opening a File and Folder
- 3.14 Deleting a File and Folder
- 3.15 Renaming File and Folder
- 3.16 Working with Calculator
- 3.17 Working with Paint
- 3.18 Working with Notepad
- 3.19 Windows 7 vs Windows 10

Microsoft Word

1: MS Word Home Tab

- 1.1 Introduction
- 1.2 Elements of MS Word
- 1.3 Explaining the Ribbons

2: MS Word Insert Tab

- 2.1 Insert
- 2.2 Pages
- 2.3 Tables
- 2.4 Illustrations
- 2.5 Links
- 2.6 Headers and Footers
- 2.7 Text Group
- 2.8 Symbols

3: MS Word Mailing

- 3.1 Create
- 3.2 Start Mail Merge

4: MS Word References

- 4.1 Table of Contents
- 4.2 Footnotes
- 4.3 Citation and Bibliography
- 4.4 Caption
- 4.5 Index
- 4.6 Table of Authorities

5: MS Word Review

- 5.1 Proofing
- 5.2 Comments
- 5.3 Tracking
- 5.4 Changes
- 5.5 Compare
- 5.6 Protect

6: MS Word Views

- 6.1 Document View
- 6.2 Show/Hide
- 6.3 Zoom Group
- 6.4 Window
- 6.5 Macro

Microsoft Excel

7: Introduction to Excel

- 7.1 Introduction
- 7.2 History of Excel
- 7.3 Uses of MS Excel
- 7.4 Important Components of Excel
- 7.5 Excel Window Overview
- 7.6 Font
- 7.7 Alignment
- 7.8 Clip Board
- 7.9 Number Formatting
- 7.10 Conditional Formatting
- 7.11 Format as Table
- 7.12 Cell Styles
- 7.13 Cells
- 7.14 Editing

8: MS Excel: Data

- 8.1 Get External Data
- 8.2 Sort and Filter
- 8.3 Data Tools

9: MS Excel: Insert

- 9.1 Tables
- 9.2 Illustrations
- 9.3 Charts
- 9.4 Links
- 9.5 Spark-Lines
- 9.6 Text Group

10: MS Excel: Page Layout

- 10.1 Themes
- 10.2 Page Setup
- 10.3 Scale to Fit
- 10.4 Sheet Options
- 10.5 Arrange

11: MS Excel: Review

- 11.1 Proofing
- 11.2 Comments

11.3 Changes

12: MS Excel: View

- 12.1 Workbook Views
- 12.2 Show/Hide
- 12.3 Zoom
- 12.4 Window Group
- 12.5 Macros

Microsoft Power Point

13: Power Point: Home

- 13.1 Starting MS Power Point
- 13.2 Elements of MS Power Point
- 13.3 Clip Board
- 13.4 Slides
- 13.5 Font Group
- 13.6 Paragraph
- 13.7 Drawing Groups
- 13.8 Editing Group

14: Power Point: Insert

- 14.1 Insert: Introduction
- 14.2 Tables
- 14.3 Illustrations Group
- 14.4 Links
- 14.5 Text Group
- 14.6 Media Group

15: Power Point: Design

- 15.1 Page Setup
- 15.2 Adding Themes to Presentation
- 15.3 Changing Slide Background
- 15.4 Variants

16: Power Point: Animation

- 16.1 Animations: Introduction
- 16.2 Timing Group
- 16.3 Add Custom Animation to Objects
- 16.4 Add Animations to Text
- 16.5 Custom Animation as Exact Effect
- 16.6 Motion Path under Custom Animation
- 16.7 Removing Animation
- 16.8 Transition to This Slide Tab
- 16.9 Advance slide

17: Power Point: Slide Show

- 17.1 Slide Show: Introduction
- 17.2 Slide Show Starting from the Beginning
- 17.3 Setup Group

18: Power Point: Review

- 18.1 Proofing
- 18.2 Comments
- 18.3 Protect Presentation

19: Power Point: View

- 19.1 View: Introduction
- 19.2 Presentation View Group
- 19.3 Show/Hide
- 19.4 Zoom
- 19.5 Color Tab
- 19.6 Window Tab
- 19.7 Macro

Microsoft Access

20: MS Access-Overview

- 20.1 What is MS Access?
- 20.2 Advantages and Features of MS Access
- 20.3 Difference between Access and Excel
- 20.4 Architecture of MS Access
- 20.5 MS Access Objects
 - Tables
 - Queries
 - Forms
 - Reports
- 20.6 Other MS Access Objects
 - Macro
 - Module
- 20.7 Creating MS Access Database
 - Create Blank Database
- 20.8 Data Types Used in MS Access
 - Short Text
 - Long Text
 - Number
 - Date/Time
 - Currency

- AutoNumber
- Yes/No
- Reports

21: MS Access-Creating Tables

- 21.1 Create Tables
- 21.2 Storing Data in Tables
- 21.3 Table Design View

22: MS Access-Query Data

- 22.1 What is Query in MS Access?
- 22.2 Create Select Query
- 22.3 Query Criteria
- 22.4 Action Queries
 - Append
 - Update
 - Delete
 - Make-Table
- 22.6 Parameter Queries
- 22.7 Alternate Criteria

23: MS Access-Relating Data

- 23.1 Introduction
- 23.2 Normalization
- 23.3 Defining Relationships
- 23.4 Types of Relationships
 - One-to-Many Relationships
 - Many-to-Many Relationships
 - One-to-One Relationships
 - Make-Table
- 23.5 Creating Relationships

24: MS Access-Grouping Data

- 24.1 Aggregate Query
- 24.2 Aggregate Query Functions
 - Sum
 - Avg
 - Min
 - Max
 - Count
 - StDev
 - Var
- 24.3 Concatenation of Data
- 24.4 Summarizing Data
 - Cross Tab Query

25: Joins and Query Wizard

- 25.1 What is Join?
- 25.2 Types of Joins in Access
 - The Inner Join
 - The Outer Join
 - The Left Outer Join
 - The Right Outer Join
 - Self Join
- 25.3 Concatenation of Data
- 25.4 Summarizing Data
 - Cross Tab Query
- 25.5 Query Wizard
 - Duplicated Query wizard
 - Unmatched Query Wizard

26: MS Access- Forms

- 26.1 Creating Forms
- 26.2 Two Basic Types of Forms
 - Bound Forms
 - Unbound Forms
- 26.3 Types of Bound Forms
 - Single Item Form
 - Multiple Item Form
 - Bound Forms
 - Split Forms
- 26.4 Creating Forms
- 26.5 Form Design
- 26.6 Modify Form
 - Themes
- 26.7 Navigation Form
- 26.8 Form Controls
 - Combo Box
 - Text Box
 - Label
 - Tab Control
 - Hyperlink
 - Check Box
 - List Box
 - Attachment
 - Image

27: MS Access- Reports

- 27.1 Creating Report
- 27.2 Create Report by Report Design
- 27.3 Formatting Reports

28: MS Access- Macros & Built-in Functions

- 28.1 What are Macros?
- 28.2 Creating a Macro
- 28.3 Formatting Reports
- 28.4 Built-in Functions
 - Date & Time Functions
 - DateDiff() Function
 - Format() Function
 - Iif() Function

Paper 2: Internet

1: Internet

- 1.1 Introduction
- 1.2 Surfing
- 1.3 E-Mails
- 1.4 Credit Account
- 1.5 Sending and Receiving mails
- 1.6 Web Browsers
- 1.7 Google Drive
- 1.8 Search Engines

Module 2:

Paper 1: Digital Services, Business Management

1: Digital Services

- 1.1 Introduction
- 1.2 Net Banking
- 1.3 Debit Card/ Credit Card Transactions
- 1.4 E-Wallet
- 1.5 UPI
- 1.6 Fraud E-mails
- 1.7 Spam
- 1.8 Trojan Virus

2: Business Management

- 1.1 Introduction
- 1.2 Business
- 1.3 Services
- 1.4 Market
- 1.5 Finance
- 1.6 Target Client
- 1.7 Key Deliverable

Paper 2: Tally ERP9, Accounting Concepts

1: Accounting Info: Functioning of Software

- 1.1 Introduction
- 1.2 Book Keeping
- 1.3 Objectives of Book keeping
- 1.4 What is accounting?
- 1.5 Accounting Process
- 1.6 Advantages of Accounting
- 1.7 Limitations of Accounting

2: Basic Accounting Terms

- 2.1 Accounting Terms

3: Accounting Principles & Assumptions

- 3.1 Introduction
- 3.2 Generally Accepted Accounting Principles
- 3.3 Basis of Accounting
- 3.4 Accounting standards
- 3.5 Benefits of accounting standards

4: Accounting Equations

- 4.1 What is Accounting Equations?
- 4.2 Breaking down Accounting
- 4.3 Illustrations

5: Accounting Vouchers

- 5.1 Introduction
- 5.2 Vouchers
- 5.3 Cash Memo

- 5.4 Cash Receipt
- 5.5 Payment Receipt
- 5.6 Purchase Voucher
- 5.7 Sales Vouchers
- 5.8 Debit Note
- 5.9 Credit Note
- 5.10 Difference between Debit & Credit note

20: Payroll in Tally ERP9

- 20.1 Introduction
- 20.2 Payroll Info
- 20.3 Employee Group
- 20.4 Employee Creation
- 20.5 Payroll Unit

6: Accounting Rules

- 6.1 Introduction
- 6.2 Account

7: Journal

- 7.1 Definition
- 7.2 Practical Questions

8: Ledger

- 8.1 What is Ledger?

9: Cash Book

- 9.1 Introduction
- 9.2 Features
- 9.3 Kind of Cash Book
- 9.4 Practical Questions

10: Trial Balance

- 10.1 Trial Balance

11: Final Accounts

- 11.1 Introduction
- 11.2 Trading Account
- 11.3 Profit & Loss Account

12: Introduction to Tally ERP9

- 12.1 How to install Tally ERP9
- 12.2 Activate License
- 12.3 Work on Education Mode

13: Company Formation

- 13.1 Creating a Company
- 13.2 Tally vault Password
- 13.3 Select Company
- 13.4 Alter & Modify Company
- 13.5 Shut a Company
- 13.6 Gateway of Tally



14: Ledger Creation

- 14.1 Introduction
- 14.2 Main Functions
- 14.3 Groups by Defaults
- 14.4 Creating Groups
- 14.5 Creating Ledgers

15: Voucher Entries

- 15.1 Introduction
- 15.2 Accounting Vouchers
- 15.3 Contra Vouchers
- 15.4 Payment Vouchers
- 15.5 Receipt Vouchers
- 15.6 Journal
- 15.7 Purchase
- 15.8 Sales
- 15.9 Debit note and Credit note

16: Course Centres and Budgets

- 16.1 Introduction to Cost Centres
- 16.2 Budgets

17: Inventory Info

- 17.1 Introduction
- 17.2 Inventory Information
 - To Create Stock Group
 - Create Stock Items
 - Displaying and Altering Stock items

18: Purchase Order

- 18.1 Purchase Order

19: Sales Order

- 19.1 Sales Order