BRIGHT
Computer Education

DIPLOMA IN COMPUTER APPLICATION
(DCA)

Application Software is a single or group of programs that allow access for specific tasks to be performed. Users of a computer should familiarize themselves with the variety of applications that are available. The purpose of computer applications is that it can greatly simplify a task for a user. Ways applications can help are to create and modify word processing, spreadsheets, databases, presentations, along with graphics and multimedia.

OFFICE EXECUTIVE

- Introduction Of Computer
- Ms Word
- Ms Excel
- Ms Power Point
- Internet Concepts
- Outlook Express

SPOKEN ENGLISH

- Basics of Communication
- English Grammar
- Sentence Making using Tenses
- Writting Letter, Eassay, Story
- Speaking English for Real World
- Personality Developmnet
- Group Discussion,
- Interview Preparation

TALLY ERP

- Basics of Accounting
- Types of Accounts,
- Golden Rules of Accounting,
- Accounting Principles,
- Concepts and Conventions,
- Double Entry
- Mode of Accounting,
- Financial Statements,
- Recording Transactions
- Creation Company
- Inventory in Tally.ERP
- Voucher Entry in Tally.ERP
- Bank Reconciliation
- Order Processing
- Reorder Levels
- GST (GOODS AND SERVICE TAX)
- TDS
- Payroll capabilities

CAREER OPTIONS

- OFFICE EXECUTIVE
- ADMINISTRATOR
- ACCOUNT MANAGER
- STORE IN CHARGE
- DATA MANAGER
- SYSTEM ADMINISTRATOR
- SYSTEM ENGINEER
- HARDWARE ENGINEER

- WEB DESIGNER
- GRAPHICS DESIGNER
- UI DESIGNER
- UX DESIGNER
- WEB DEVELOPER
- TECHNICAL SUPPORT
- HELP DESK TECHNICIAN

GRAPHIC DESIGN

- Intro. to the Graphic Design
- Intro. to the Softaware
- Elements & Principles of Design
- Creating images for web
- Color Spectrum
- Various aspects of Design

PHOTOSHOP
- Basic Photo Corrections
- Working with Selections
- Layer Basics
- Correcting and Enhancing
- Digital Photographs

COREL DRAW
- Corel Draw learning tools
- Corel Basics Tools
- Corel Techniques

ILLUSTRATOR
- Selecting and Aligning
- Creating and Editing Shapes
- Transforming Objects
- Pen and Pencil Tools

FLASH
- Flash Overview
- The Flash Interface
- Basic Objects
- Project

WEB DESIGN

- Intro. to Web Design
- Domain Names & DNS
- Client and Server
- Static& Dynamic
- HTML & DHTML
- CSS
- Java Script
- Create Web Sites
- Web Hosting By FTP
- Dreamweaver
- HTML 5
- CSS 3
- Bootstrap
- Website Development
- **Project**

What Will you Learn:
- Template Design
- Web Image Design
- Poster Design
- Logo Creation
- Printing Media Design
- Static Website
- Responsive Website
- Website Design
- Album Creation

COMPUTER HARDWARE (A+)

Basic Concepts of Hardware
- Hardware Components
- Operating System
- Operating System Troubleshooting & Diagnostics
- Software Installation & Number System
- Electricity and power systems
- Networking
- Security

COMPUTER NETWORKING (N+)

Basic networking concepts,
- The OSI model, Network adapters, Introducing protocols,
- Network cabling and devices, Internetworking components,
- Remote and WAN connectivity, TCP/IP fundamentals,
- TCP/IP addressing and subnetting, Name resolution,
- Firewalls and proxies, connectivity, Network clients
- Monitoring and troubleshooting a Windows server
- Fault tolerance and disaster recovery, Routine maintenance