

# Diploma in Software Application (DSA with Advance Excel)

**Duration:** 6 Months

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## Course Overview

The **Diploma in Software Application (DSA with Advance Excel)** is designed to provide students with comprehensive knowledge and practical skills in computer applications, office productivity, business accounting, and advanced data analysis. The course covers **Windows OS, MS Office, Tally Prime, Advanced Excel, and AI tools**, preparing learners for careers in accounting, administration, finance, and data management. Through practical training, learners will gain confidence in using Tally Prime for accounting and Advanced Excel for business analytics, reporting, and decision-making.

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## Course Objectives

1. To build a strong foundation in computer operations using Windows OS.
  2. To develop proficiency in MS Office applications for professional office productivity.
  3. To provide hands-on training in financial accounting with Tally Prime.
  4. To train students in Advanced Excel for data analysis, reporting, and automation.
  5. To introduce AI tools for automating routine tasks in documentation, accounting, and data handling.
  6. To prepare learners for jobs in accounting, office management, finance, and data analysis.
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## Course Outcomes

After successful completion of this course, students will be able to:

1. Operate computers efficiently and manage files using Windows OS.
2. Create professional documents, spreadsheets, and presentations using MS Office.
3. Manage accounting, taxation, payroll, and reports using Tally Prime.
4. Perform advanced data analysis, dashboards, and automation using Advanced Excel.
5. Use AI tools for productivity in business, accounting, and reporting.
6. Gain employment opportunities as **Accountant, Data Analyst (Excel-based), Office Assistant, MIS Executive, or Finance Professional**.

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## Course Syllabus

### Module 1: Windows Operating System (2 Weeks)

- Introduction to Operating Systems
- Windows Desktop, File & Folder Management
- Control Panel & System Settings
- Basic Troubleshooting

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### Module 2: MS-Office (6 Weeks)

- **MS Word** – Document Formatting, Mail Merge, Templates
- **MS Excel (Basic)** – Formulas, Functions, Charts, Data Management
- **MS PowerPoint** – Creating Professional Presentations
- **MS Outlook** – Email Communication & Scheduling
- Integration of Word, Excel & PowerPoint

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### Module 3: Financial Accounting with Tally Prime (8 Weeks)

- Introduction to Accounting Concepts
- Company Creation & Chart of Accounts
- Voucher Entries (Payment, Receipt, Sales, Purchase, Journal, Contra)
- Inventory Management – Stock Groups, Items, Godowns
- GST & Taxation in Tally Prime
- Bank Reconciliation
- Payroll Management
- **Cost Centers & Cost Categories**
- **Order Processing** – Sales Orders, Purchase Orders, Delivery & Receipt Notes
- Financial Reports – Balance Sheet, P&L, Trial Balance

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### Module 4: Advanced Excel (6 Weeks)

- Data Validation, Conditional Formatting
  - Lookup Functions (VLOOKUP, HLOOKUP, XLOOKUP)
  - Text, Date & Time Functions
  - Logical & Statistical Functions
  - Pivot Tables & Pivot Charts
  - What-If Analysis (Goal Seek, Data Tables, Scenario Manager)
  - Power Query & Data Cleaning
  - Macros & Basic VBA for Automation
  - Creating Dashboards & MIS Reports
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#### **Module 5: AI Tools for Productivity (2 Weeks)**

- AI in Documentation & Email Writing
  - AI in Excel – Automated Data Cleaning & Analysis
  - AI Tools for Report Generation & Summarization
  - AI for Accounting – Automated Invoice Processing & Error Checking
  - Hands-on Practice with AI Productivity Tools
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#### **Module 6: Project Work & Assessment (2 Weeks)**

- **Tally Prime Project** – Business Accounts with GST, Payroll, Cost Centers & Order Processing
  - **Advanced Excel Project** – Dashboard & MIS Reporting for Sales/Finance Data
  - **AI Tools Integration Project** – Automating Reporting & Documentation
  - Final Viva & Course Completion
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By the end of 6 months, students will gain **dual expertise in Accounting (Tally Prime)** and **Data Analysis (Advanced Excel)** with modern AI skills – making them highly employable in **finance, accounts, MIS, and administration roles**.