

Diploma in Software Application (DSA with DTP & Graphics Designing)

Duration: 6 Months

Course Overview

The **Diploma in Software Application (DSA with DTP & Graphics Designing)** is designed to provide students with strong computer application skills combined with professional accounting and creative design knowledge. The course covers **Windows OS, MS Office, Tally Prime, Desktop Publishing (DTP), Graphics Designing, and AI Tools**, enabling learners to excel in office administration, financial management, and creative industries. Students will gain both technical and practical skills for career opportunities in accounting, office automation, and digital publishing.

Course Objectives

1. To provide students with fundamental computer operation skills and Windows OS knowledge.
 2. To train students in MS Office applications for office productivity and business use.
 3. To introduce financial accounting using Tally Prime, including taxation, payroll, cost center, and order processing.
 4. To develop creativity and design skills through DTP and professional graphic designing tools.
 5. To expose students to AI tools that enhance productivity in office work, accounting, and creative design.
 6. To prepare learners for careers in accounting, administration, publishing, and digital media.
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Course Outcomes

On completion of this course, students will be able to:

1. Operate computers efficiently using Windows OS.
2. Create professional documents, spreadsheets, and presentations with MS Office.
3. Manage accounting records, taxation, payroll, and reports using Tally Prime.
4. Design flyers, brochures, magazines, business cards, and other creative materials using DTP & graphic design tools.

5. Apply AI-based tools for automation in documentation, accounting, and graphics design.
 6. Gain employment opportunities as **Office Assistant, Accountant, DTP Operator, Graphic Designer, or Administrative Professional.**
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Course Syllabus

Module 1: Windows Operating System (2 Weeks)

- Introduction to Operating Systems
 - Windows Desktop, Taskbar, File & Folder Management
 - Control Panel & System Settings
 - Basic Troubleshooting
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Module 2: MS-Office (6 Weeks)

- **MS Word** – Document Creation, Formatting, Mail Merge
 - **MS Excel** – Formulas, Functions, Charts, Data Management, Pivot Tables
 - **MS PowerPoint** – Slide Design, Animations, Professional Presentations
 - **MS Outlook** – Email Communication & Scheduling
 - Integration of Word, Excel, and PowerPoint
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Module 3: Financial Accounting with Tally Prime (8 Weeks)

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

- Data Backup & Security
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Module 4: DTP with Graphics Designing (8 Weeks)

- Introduction to DTP and Publishing Basics
 - Page Layout & Typography Fundamentals
 - **Core DTP Software:**
 - Adobe PageMaker / InDesign – Layouts, Booklets, Magazines
 - CorelDRAW – Logos, Brochures, Business Cards, Posters
 - Photoshop – Image Editing, Retouching, Creative Design
 - Designing Print & Digital Media Materials (Ads, Flyers, Certificates, Invitations)
 - Lab Projects: Magazine Cover, Business Brochure, Visiting Card
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Module 5: AI Tools for Office, Accounting & Designing (2 Weeks)

- Introduction to AI Tools & Their Applications
 - AI Tools for Document Drafting & Email Writing
 - AI for Excel Data Analysis & Reports
 - AI Tools for Creative Design (AI-based Logo & Poster Makers, Image Enhancers)
 - Hands-on Practice with AI Productivity Tools
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Module 6: Project Work & Assessment (2 Weeks)

- **Accounting Project:** Complete Accounts of a Small Business in Tally Prime (with GST, Payroll, Cost Centers, Order Processing)
 - **Design Project:** Brochure, Poster & Magazine Layout using DTP & Graphics Software
 - **AI Integration Project:** Using AI to automate reports & design enhancements
 - Final Assessment & Viva
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☒ After 6 months, students will have **dual expertise in Accounting & Creative Designing** with modern AI skills – making them industry-ready for multiple career paths.

