



DCM

(DIPLOMA IN COMPUTER MANAGEMENT)

DETAILS AND SYLLABUS



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DCM Courses Details, Fees, Durations, syllabus, Admission institutes.....	3
What is DCM (Diploma in Computer Management).....	4
<i>The DCM course is good for:.....</i>	4
DCM Course Details at Vedantsri Institutes ...	4
Key Highlights of DCM Course:.....	4
DCM Course Duration:	5
DCM Course Duration Details	5
DCM Course Syllabus at Vedantsri Institute	5
DCM Course Fees at Vedantsri Institute.....	9
DCM Course Admission Process.....	10
CONTACT & REGISTRATION.....	12

DCM Courses Details, Fees, Durations, syllabus, Admission institutes

Computer education has become very important for every student today. The Diploma in Computer Management (DCM) course is designed for students who want to learn computer and office skills in a short time and start a job or self-work. In this course, students learn computer basics, MS Office, internet use, basic accounting, and business communication in a practical way. This helps them work confidently in a real office environment. This course is provided by Vedantsri Institute with professional and practical training.



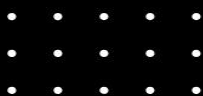
**COMPUTER
INSTITUTES**

DCM COURSE DETAILS

OUR COURSES

- Computer Fundamentals
- Operating System
- MS Office Training
- Database Basics
- Project Work

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What is DCM (Diploma in Computer Management)

A diploma in computer management is a short-term computer course. This course helps students learn computer basics and office work. It is useful for students who want a job after a short time.

The DCM course is good for:

- *College Students*
- *School students*
- *Housewives*
- *Professionals who are beginners in computer education*

DCM Course Details at Vedantsri Institutes

The DCM course at Vedantsri Institute is created to give both theoretical and practical knowledge.

Key Highlights of DCM Course:

- *Simple and easy learning method*
- *Practical computer training*
- *Job-oriented syllabus*

- *Experienced trainers*
- *Regular practice sessions*
- *Certificate after course completion*

DCM Course Duration:

The duration of the DCM course at Vedantsri Institute is planned according to student learning capacity.

The DCM course is designed in a flexible way so that students from different backgrounds can join easily.

DCM Course Duration Details

- *Minimum Duration: 6 months*
- *Maximum Duration: 12 month*

DCM Course Syllabus at Vedantsri Institute

The DCM syllabus vedantsri institutes covers all important computer and management topics. The syllabus is divided into easy modules so students can understand step by step.

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1.Computer Fundamentals:

- ***Introduction to computers***
- ***Types of computers***
- ***Hardware and software***
- ***Input and output devices***
- ***Operating system basic***

2. Operating System:

- ***Windows basics***
- ***File and folder management***
- ***Control panel***
- ***System settings***

3. MS Office Training:

This is one of the most important parts of the DCM course.

MS Word:

- ***Document creation***
- ***Formatting tools***

- ***Tables and images***
- ***Page setup***

MS Excel:

- ***Data entry***
- ***Formulas and functions***
- ***Charts and graphs***
- ***Data analysis basics***

MS PowerPoint

- ***Presentation design***
- ***Slide formatting***
- ***Animations***
- ***Professional presentations***

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- ***MS PowerPoint***

- *Presentation design*
- *Slide formatting*
- *Animations*
- *Professional presentations*

4. Internet and Email

- *Internet basics*
- *Web browsing*
- *Search engines*
- *Email creation and usage*
- *Online safety tips*

5. Database Basics

- *Introduction to databases*
- *Data storage concepts*
- *Basic database handling*

6. Accounting Basics

- *Introduction to accounting*
- *Business transactions*
- *Computerized accounting basics*

7. Business Communication

- *Office communication skills*
- *Email writing*
- *Basic spoken English*
- *Professional behavior*

8. Project Work

- *Practical project*
- *Real-time computer work*
- *Office-based assignments*

DCM Course Fees at Vedantsri Institute

The fees for the DCM course at Vedantsri Institute are kept affordable so that students from all backgrounds can join.

Fees Details:

- *Fees are reasonable and student-friendly*
- *Flexible payment options available*
- *No hidden charges*

Exact fees may depend on:

- *Course duration*
- *Batch type*
- *Additional practical sessions*

DCM Course Admission Process

The admission process for the DCM course at Vedantsri Institute is simple and smooth.

Admission Steps:

- 1. Visit Vedantsri Institutes*
- 2. Fill the admission form*
- 3. Submit required documents*
- 4. Pay course fees*
- 5. Start classes*

Eligibility for DCM Course:

The DCM course is open for many types of students.

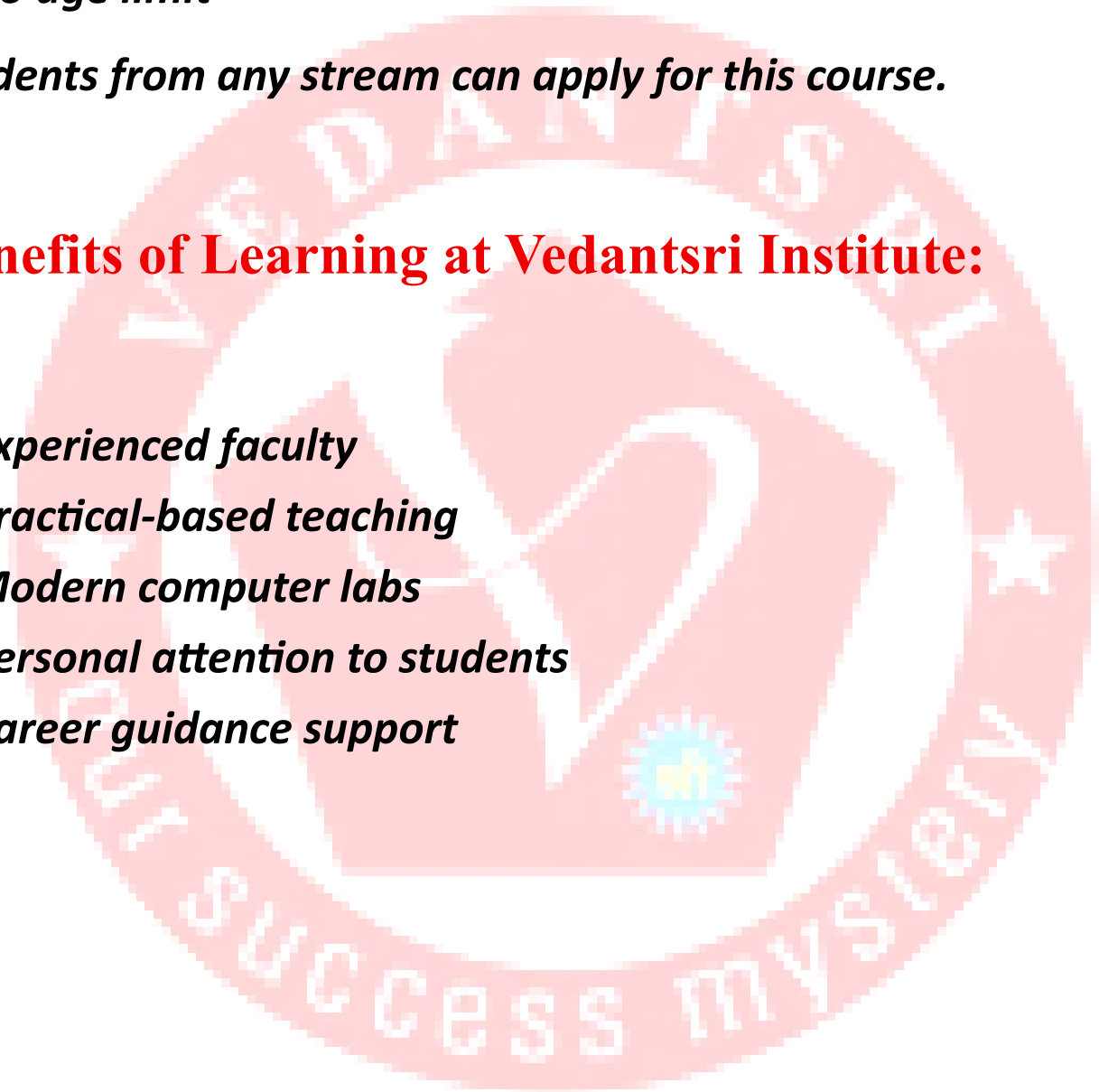
Professionals

- ***Minimum qualification: 10th pass (preferred)***
- ***Basic reading and writing skills***
- ***No age limit***

Students from any stream can apply for this course.

Benefits of Learning at Vedantsri Institute:

- ***Experienced faculty***
- ***Practical-based teaching***
- ***Modern computer labs***
- ***Personal attention to students***
- ***Career guidance support***



CONTACT & REGISTRATION:

Get Started Today! Vedant Sri Computer Education Your Gateway to a Successful IT Career

Contact Details:

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- **Email:** vedantsri0@gmail.com
- **Website:** [Computer Training Institute in Varanasi - VedantSri Classes](#)
- **Second Website:** [VedantSri Computer Institute Varanasi](#)

