



# **DCM (DIPLOMA IN COMPUTER MANAGEMENT)**

## **DETAILS AND SYLLABUS**



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# 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.*



VEDANTSRI  
COMPUTER  
INSTITUTES

## DCM COURSE DETAILS

### OUR COURSES

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

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+91 8808888478  
[www.vedantsri.net](http://www.vedantsri.net)

# 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.*

***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.***

## **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**

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- **Website:** [Computer Training Institute in Varanasi - VedantSri Classes](http://Computer Training Institute in Varanasi - VedantSri Classes)
- **Second Website:** [VedantSri Computer Institute Varanasi](http://VedantSri Computer Institute Varanasi)

