

## ADCA (Advance Diploma in Computer Application)

**Course Code : 102**

**Duration : 1 Year**

**Eligibility : 8<sup>th</sup> Pass**

Sl. No.	Installment	Amount	Installment	Amount
1	Registration Fee	200/-	Registration	200/-
	1 <sup>st</sup> Installment	350/-	One Time	4000/-
2	2 <sup>nd</sup> Installment	350/-		
3	3 <sup>rd</sup> Installment	350/-		
4	4 <sup>th</sup> Installment	350/-		
5	5 <sup>th</sup> Installment	350/-		
6	6 <sup>th</sup> Installment	350/-		
7	7 <sup>th</sup> Installment	350/-		
8	8 <sup>th</sup> Installment	350/-		
9	9 <sup>th</sup> Installment	350/-		
10	10 <sup>th</sup> Installment	350/-		
11	11 <sup>th</sup> Installment	350/-		
12	12 <sup>th</sup> Installment	350/-		
	<b>Total Fee</b>	<b>4400/-</b>	<b>Total Fee</b>	<b>4200/-</b>

## Syllabus :

### 1. Introduction of Computer :

- Block Diagram of Computer
- Types of Computer
- Types of Input and Output Devices

### 2. Introduction to Operating Systems (Ms-Dos/MS-Windows) : What is operating System, its significance, Commands of DOS, Features/ Application of windows

### 3. Word Processing

#### Introduction of MS Word

**Office Button:** Open Save, Save As, Print Preview, Print

**Insert :** Table, Picture, Shape, Chart, Header Footer, Text Box, Equation,

**Page Layout :** Page Setup, Watermark, Page Color & Borders.

**Mailings :** Create Mail Merge

**Review & View**

#### Project Work

4. **Worksheet :** Introduction, Use of Formula, Tab Button /Icons for preparing simple Mini Project.
5. **Presentation :** Introduction, Use of Tools/Icons for preparing simple presentation on Power Point.
6. **Database Operation :** Create Database using MS Access, Create Table and Creating Report
7. **Introduction to Internet :** What is network, How to sent & receive messages, Use of Search Engines, Surfing different web site, Creating mail ID, Use of Briefcase Sending / Replying emails.

8. **Photoshop** : Use of All Tools/Icons with preparing mini project,  
**Menu Bar : File, Edit, Image, Layer, Select, Filter, View, Window**
9. **Coral Draw** : Use of All Tools/Icons with preparing mini project,  
**Menu Bar : File, Edit, View, Layout, Arrange, Effects, Bitmaps, Text, Table, Tools**
10. **Page Maker** : Use of All Tools/Icons with preparing mini project
11. **Account with Tally** : Introduction of Accounting, Create a Account, create a ledger, create inventory, Journal Entry, Trail Balance, Day book, Applied VAT & CST
12. **Internet** : Introduction of Internet, Basics of Computer Networks (LAN, WAN), Concept of Internet, Basics of Internet , Services on Internet, Basics of E-mail, Create & Operate Mail ID, Advance email Feature, Introduction of Search Engine, Introduction of You Tube & Downloading etc.
13. **Project Work** :

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