

ADCM (Advance Diploma in Computer Management)

With CCC (Course on Computer Concept)

Course Code : 105

Duration : 1 Year

Eligibility : 8th Pass

Sl. No.	Installment	Amount	Installment	Amount
1	Registration Fee	200/-	Registration	200/-
	1 st Installment	500/-	One Time	5500/-
2	2 nd Installment	500/-		
3	3 rd Installment	500/-		
4	4 th Installment	500/-		
5	5 th Installment	500/-		
6	6 th Installment	500/-		
7	7 th Installment	500/-		
8	8 th Installment	500/-		
9	9 th Installment	500/-		
10	10 th Installment	500/-		
11	11 th Installment	500/-		
12	12 th Installment	500/-		
	Total Fee	6200/-	Total Fee	5700/-

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** :
14. **CCC**
15. **Spoken Classes**

{{{
{