

# ADCA( Advance Diploma in Computer Application)

Duration : 1 Year

Eligibility : 12<sup>th</sup> Pass

## Semester- 1

### DCA( Diploma In Computer Application )

- **FUNDAMENTAL OF COMPUTER**

- A. Introduction Of Computer
- B. Input, Output, Storage Device
- C. Computer Memory & Software
- D. Generation Of Computer
- E. Computer Storage Unit & Number System

- **WINDOWS**

- **MICROSOFT WINDOWS**

- A. Mspaint
- B. Notepad
- C. Wordpad
- D. Dos (Disk Operating System)

- **MICROSOFT OFFICE**

- A. Microsoft Office Word
- B. Microsoft Office Excel
- C. Microsoft Office Powerpoint
- D. Microsoft Office Access
- E. Microsoft Office Outlook
- F. Microsoft Office Onenote

- **BASIC OF INTERNET**

- A. Introduction About Network
- B. Email, Facebook, Twitter, Whatsapp Etc
- C. Online Exam, Online Shopping, Online Form Fillup Etc.

- **PROJECT ASSIGNMENT**

- **SHORTCUT KEYS**

### TallyPrime Basic

- a. Introduction to Tally. ERP9
- b. Creating a Company
- c. Altering and Deleting Company
- d. Ledger
- e. Groups
- f. Bill- wise details
- g. Cost centers & Cost categories
- h. Create Group company
- i. Split Company Data
- j. Voucher types and class
- k. Budget and controls
- l. Backup and restore
- m. Company features
- n. Configurations
- o. Banking features
- p. Cheque printing
- q. BRS (Bank Reconciliation statement)
- r. Generate various financial reports and bills
- s. Non -Accounting Vouchers

- t. Scenario Management
- u. Security Levels & Control
- v. Multi –Currency
- w. Maintain Multiple Mailing details for company and ledgers
- x. Outstanding Management
- y. Project Assignment
- z. Short cut keys

## Semester- 2

### Computer Hardware

#### Part-I:

1. Basic Electronics,
2. Atomic Structures,
3. Electronic Components,
4. Semi-Conductors,
5. Measuring Instruments,
6. Basic Digital Electronics(Number Systems, Digital Logical Gates etc.)

#### Part-II:

1. Computer Architecture,
2. Mother Board and its all components,
3. Computer Components (Input/Output Devices, Primary andSecondary Memory, Power Supply, Monitor).
4. Computer Assembling,
5. Make your own Computer,
6. Operating System Installation,
7. Windows
8. Software Installation,
9. Trouble Shooting,
10. BIOS Setups
11. Identifications of Components.

#### Part-III

1. Advanced Digital Electronics,
2. Binary Codes,
3. Boolean Algebra Laws,
4. Combinational and Inhibit Circuits
5. Adder and Subtractor
6. Flip-Flops and Timing Circuits
7. Digital Integrated Circuits
8. Multiplexer
9. De-Multiplexer,
10. Shift Registers,
11. Counters,
12. Add on cards ,
13. Advanced
14. Trouble Shooting and Maintenance.

### DTP(Desktop Publishing)

#### PageMaker/InDesign

- Page layout Basics

- Understanding Tools & Workspace
- Creating:
  - Labels, Pamphlets
  - Bill books, Viz. Cards
  - Greetings Cards, Kankotri
  - Advertisements, etc.
- Books & Booklets
- Column Style Documents
- Shortcuts To Work Efficiently

## CorelDRAW

- Understanding Tools & Workspace
- Drawing Shapes & Graphics
- Logos & Artistic Text
- Multicolor Designs:
- Viz. Cards & Greetings Cards
- Book Covers, Brochures
- Advertisements
- Banner
- Web Graphics
- Shortcuts To Work Efficiently

## Adobe Photoshop

- Understanding Tools & Workspace
- Image/Photo Editing-Mixing-Enhancements
- Creating Modeling & Wedding Photographs
- Creating Digital Images & Backgrounds
- Converting Color To B/W And B/W To Color
- Filters & Automated Options
- Creating Web Graphics
- Shortcuts To Work Efficiently

BCSA<sup>TM</sup>