

# **DCA/ADCA Course Syllabus (1 Year )**

ADCA is one of the most popular and demanded Computer course in Advanced Diploma. ADCA (**Advanced Diploma in Computer Application**) is a full one-year AND 2 year diploma program that provides advanced computer knowledge in depth. It includes technical, theoretical, and practical's aspects. This course helps you learn about various computer applications such as HTML, Operating System, MS Office, Internet Applications, DBMS, and many more.

## **DCA/ADCA Course Syllabus ( 1 Year )**

The course is dividing into two semesters. Semester 1 for 6-month Duration and Semester 2 for rest 6 month

### **Semester1 –**

- Computer Fundamentals
- Microsoft Window XP/ Vista
- Microsoft PowerPoint
- Microsoft Office
- Microsoft Database Access
- Microsoft Excel
- Microsoft Word
- Email and Internet
- Computer Network and Multimedia Concept
- Introduction to Computers
- Principal of Programming
- Word Processing and Spreadsheet
- System Analysis and design
- Computer Graphics

### **Semester2 –**

- Corel draw
- Tally 5.4
- Visual Basic
- Photoshop CS
- C Programming
- C++ programming

- Project Management
- Unix Operating System
- Financial Accounting System
- Management Information Systems

## **ADCA Course Syllabus (2 Year)**

Advance Diploma in Computer Applications (ADCA)- refers to the collective hardware, software and processes that enable automation of the information processing and communication tasks in an organization. It involves using computers and software to digitize, store, process and communicate most routine tasks and processes in a standard office. DCA - ADCA is designed to fulfill the student's JOB requirements. The objective of this course is to expert the students in daily office work and teaching requirements. After completion this course, the one is capable to Write Letters, Generate Tables, Print Documents and Make Charts, E-mail documents, to get information from Internet and Teach in private schools up to senior secondary students. This course covers the syllabus of Secondary Education and most of Graduation.

This Program is divided into two phases - Basic Diploma - 1 Year / Advance Diploma - 2 Years. After completion of this course, student is rewarded with certification (ISO 9001: 2015 certified), which helps them to get appropriate job in the respective field. We assist all of our students to find their dream jobs in govt. and private sectors.

### ***Course Contents – 1<sup>st</sup> Year***

- Computer Fundamentals
- Microsoft Window XP/ Vista
- Microsoft PowerPoint
- Microsoft Office
- Microsoft Database Access
- Microsoft Excel
- Microsoft Word
- Email and Internet
- Computer Network and Multimedia Concept
- Introduction to Computers
- Principal of Programming
- Word Processing and Spreadsheet
- System Analysis and design
- Computer Graphics

- Introduction and Applications of Computers.
- Computer Fundamentals
- Office Productive Tools: MS Office
- Internet Applications
- Desktop Publishing - Corel Draw and Photoshop
- Web Designing: HTML/ CSS/ Boot Strap/ Project

## ***Course Contents – 2<sup>nd</sup> Year***

- Corel draw
- Tally 5.4
- Visual Basic
- Photoshop CS
- C Programming
- C++ programming
- Project Management
- Unix Operating System
- Financial Accounting System
- Management Information Systems
- Programming in 'C' Language
- Object Oriented Programming in 'C++'
- Pure Object Oriented Programming in Core Java
- PC Organization
- PC Assembling and Troubleshooting
- Network Essentials