

ADCA - Syllabus

(Advance Diploma in Computer Application)

Duration: 6 Months

Fees: ` 8000/-

Free:- Notes, Notebook, Pen, ID, Syllabus, Project work

1. Computer Fundamental Concept
2. Introduction to Hardware
3. Operating System (Window 7)
4. Paint * Notepad * WordPad *
5. MS-Office (* Word * Excel * PowerPoint *)
6. Internet
 - Email ID Creating
 - Sending & Reply Email
 - Online Form Filling
7. E-Commerce (E-Business)
8. GST Billing
9. Tally.ERP9 (Financial Accounting)
10. Photoshop
11. Corel Draw
12. HTML
13. C, C++ (Language)
14. English Spoken
15. Printing & Scanning * Interview Training *
16. Practical Assignment * Project Work/ Viva *

