

Advance Diploma in Computer Application

Registration Charges: Rs. 2000/-
Total Course Fees: Rs. 24000/-
Study Material Charges: Rs. 0/-
Total Examination Charges: Rs. 2000/-
Grand Total: Rs.28000/-

Course Duration: 12 Months

MODULE-I IT TOOLS & BUSINESS SYSTEM	MODULE-II WEB DESIGNING
❖ Introduction to Computer ❖ Computer & Basic Concepts Computer Hardware & Software (Fundamentals of Computer) ❖ Computer Organization, Number System & Operating System ❖ Typing ❖ MS DOS (Microsoft Disk Operating System) ❖ Paint (A small Graphic package) ❖ Word Pad (A small writing Package) ❖ Note Pad (A small writing Package) ❖ MS-Word (Word Processing) ❖ MS-Excel (Spreadsheet) ❖ MS-Power Point (Presentations Graphics) ❖ MS-Access (Database Management System) ❖ Introduction to Internet (Workshop) • Introduction to WWW • Basic Concept of Internet & Web Browsers • Search Engines, Map & Any Location • E mail Create & Using/Maintain • Blogs, Concept of Cloud Storage • Chatting & Video Chatting • Social Networking Concepts • Online Ticket, Online Form fill & Online Payment • Introduction to Internet Security ❖ E-mail, Social Networking, E-Commerce & Digital Networking ❖ Digital Financial Tools & Application ❖ Overview of Future skills & Cyber Security ❖ Printout ❖ Image & Photo scan ❖ Printer Soft, Installation ❖ Presentation ❖ Project making ❖ Module Test	❖ Effective Web page in HTML • Basic of HTML • Creating web page using HTML • Working with Graphics an Links • Data Presentation in Table, Links, Inserting Image ❖ Developing Web Layout using Dream weaver • Getting Started in Dream weaver • Designing for the online Environment • Page Layout: CSS and Templates • Creating links, Inserting Text, Inserting Text, Inserting images • Presenting Content Online • Setting up a Website ❖ Project Making ❖ Module test
MODULE-IA SOFT SKILLS (PERSONALITY DEVELOPMENT)	MODULE-III ADVANCE POWER POINT (ANIMATION & SOUND EDITING)
❖ Personality Development • Manners and Etiquettes • Building Confidence • Developing Presentation Skill • Dress code and Color Pattern	❖ Making Animation using Flash • Working with Layers • Symbols and Basic Animation • Motion & Shape Twining • Basic Action and introduction to Buttons • Creating Movements & Interactivity with Basic Action Scripting ❖ Working with Audio using Sound forge • Working with Audio files • Creating a selection • Editing Sound, Markers & Regions • Presentation ❖ Project Making ❖ Module Test

**MODULE-IV
ADVANCE EXCEL WITH MIS**

❖ **Advance Excel with MIS**

- Advance Formula
- Sorting & Filter
- Data Analytics
- Lookup Formula
- Data Lookup
- Working with Dates
- Date & Time calculation
- MIS Reporting
- Data Validation
- Pivot Tables
- Chart
- Scenario Manager
- Subtotal
- Mathematical Calculation
- Math With Condition
- Macros Editing
- Logical Statements & Formula
- Text Formulas
- Data Cleaning
- What if Analysis
- Essential Shortcuts
- VBA Concept
- VBA Code Writing
- Looking Condition

**MODULE-VI
GRAPHIC & DESKTOP DESIGNING**

❖ **Coral Draw**

- Understanding the interface
- Page layout & Creating Graphics
- Creating artistic Shapes
- Editing Text & Transformations
- Working with Effects
- Exporting the artwork

❖ **Adobe Photoshop**

- Exploring the Photoshop Environment
- Painting & re-touching image
- Working with Layers and Selection Techniques
- Masks & Filters

❖ **Adobe Illustrator**

- Working with Colors
- Constructing Basic Shapes & Brushes
- Transformation Techniques
- Design Basics

❖ **Project**

❖ **Module Test**

**MODULE-V
TALLY ERP-9 & PRIME A/C WITH GST**

❖ **Tally (Basic & Advance) with GST**

- Introduction to Accounting
- Types of Accounting(Financial, Cost, Management)
- Creating A Company
- Company Configuration
- Setting up a New Company
- Ledger/ Creating Groups
- Account Heads/ Voucher Entry
- Payment/ Receipt Voucher Contra Entry
- Purchase/ Sales register
- Creating Cost Centers
- Profit & Loss Account
- Balance Sheet
- Bank Reconciliation
- Interest Calculation, Printing of Account
- Bank & cash Books
- Display of Account Cost Ratio
- Analysis, Creating Trial Balance
- Viewing Statement of Account
- Company Configuration & Controls

❖ **Inventory Info**

❖ **Introduction to Tax**

❖ **Introduction to GST (Good & Service)**

❖ **Frame work of GST**

❖ **GST Returns**

❖ **E-Way Bill in GST**

❖ **Project Making**

❖ **Module Test**

**MODULE-VII
Software Programming**

❖ **PYTHON / C++ Programming**

- Introduction to Object Oriented Programming (C++)
- Tokens, Expression
- Data types & Control structure
- Introduction to Class
- Objects, Constructor & Deconstruct or
- Functions in C++
- Functions Overloading
- Operator Overloading
- Inheritance, Multiple & multilevel in heritage
- Introduction to Virtual function
- Classes & Polymorphic
- File Operations using stream Classes
- Exception handling
- Introduction to Templates

❖ **Introduction of Oracle (SQL)**

❖ **Project**

❖ **Module Test**