

## **ADVANCED DIPLOMA IN COMPUTER APPLICATION (ADCA)**

**DURATION : 12 MONTHS**

### **COURSE CONTENTS**

- **COMPUTER FUNDAMENTALS**
- **OPERATING SYSTEM**
- **OFFICE APPLICATION TOOLS**
  - MS Word
  - MS Excel
  - MS PowerPoint
- **MS ACCESS (DATA ENTRY)**
- **HTML/DHTML PROGRAMMING**
- **PYTHON PROGRAMMING**
  - Keywords and Identifiers
  - Variables and Data Types
  - Input & Output Functions
  - Operators in Python
  - Control Flow Statements
  - Data Structures in Python
  - Functions and Modules
  - Object-Oriented Programming
  - Classes and Objects
    - Constructors
    - Inheritance
    - Polymorphism
- **TALLY PRIME**
  - Accounts With Inventory
  - GST (Goods & Service Tax)
  - Types of GST:-
    - Within State:
      - State GST (SGST)
      - Central GST (CGST)
    - Interstate:
      - Integrated GST (IGST)
- **Pos (GST)**
- **Batch-Wise Details**
- **TDS (Tax Deducted at Source)**
- **TCS (Tax Collected at Source)**
- **Payroll**
- **ENGLISH TYPING**

# ADVANCED DIPLOMA IN COMPUTER PROGRAMMING

## COURSE CONTENTS

### # C PROGRAMMING LANGUAGE

- Fundamentals in C
- Operators and Expressions, Data types
- Functions, Control statements
- Array, Pointer, Dynamic Memory Allocation
- String, Structure, File Handling

### # C++ PROGRAMMING LANGUAGE

- Operators in C++, Control Instructions
- Arrays, Function, Pointers
- Function overloading
- Classes and Objects
- Arrays of objects
- Constructors & Destructors
- Overloading, Inheritance, Polymorphism
- Files Handling

### # JAVA PROGRAMMING LANGUAGE

- History and Features of Java
- Array, String Handling
- method in Java, Calling of method
- Classes and Object, Constructor
- Default, Parameterized, Copy
- Modifiers in Java
- private, public, protected
- Encapsulation, Inheritance
- Polymorphism
- Exception Handling in Java

### # PYTHON PROGRAMMING

- Conditional statements
- Loops, Control flow keywords
- Lists ([ ]), Tuples (())
- Dictionaries ({}), Sets ({})
- Functions
- Classes And Objects.
- Inheritance, Polymorphism
- Encapsulation

### # HTML-DHTML LANGUAGE

- HTML Tags ,HTML Attributes
- Lists, Images, Image Mapping
- Hyperlink, Table, Frame, Form



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MCA, O LEVEL QUALIFIED  
22 YEARS TEACHING EXPERIENCE

# **CERTIFICATE IN COMPUTER BASICS**

## **DURATION : 3 MONTHS**

### **COURSE CONTENTS**

#### **# COMPUTER FUNDAMENTALS**

- Basic Components of a Computer
- Types of Computers and Devices
- Input and Output Devices
- Memory and Storage Devices
- Operating System Basics
- Introduction to Windows OS
- File Management and Folders
- Basics of Internet and Email

#### **# MICROSOFT WORD**

- Creating and Saving Documents
- Editing and Formatting Text
- Font Styles and Paragraph Formatting
- Page Layout and Margins
- Inserting Tables and Pictures
- Header, Footer, and Page Numbers
- Spell Check and Grammar Tools
- Printing Documents

#### **# MICROSOFT EXCEL**

- Workbook and Worksheet Basics
- Data Entry and Editing
- Formatting Cells and Tables
- Basic Formulas and Functions
- Creating Charts and Graphs
- Sorting and Filtering Data
- Page Setup and Printing in Excel

#### **# MICROSOFT POWERPOINT**

- Creating Presentations
- Slide Layouts and Design
- Adding Text, Images, and Shapes
- Using Transitions and Animations
- Slide Show Setup and Presentation
- Inserting Audio and Video
- Saving and Printing Presentations