



## Syllabus: Advanced Diploma in Computer Applications (ADCA)

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- **Duration:** 1 Year (Two Semesters)
  - **Eligibility:** 12th Pass
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### Evaluation Scheme

- **Full Marks (per semester):** 200
  - **Theory (per semester):** 100 Marks
  - **Practical/Project Works:** 80 Marks
  - **Internal Assessment/Viva:** 20 Marks
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### Course Syllabus

This advanced diploma course is designed to provide students with a robust and comprehensive skill set, covering advanced office applications, programming fundamentals, financial accounting, and desktop publishing.

#### SEMESTER I

##### Module 1: Advanced Office Suite & Automation

- **MS Word:** Professional document formatting, styles, templates, Table of Contents, Mail Merge, and Macros.
- **MS Excel:** Advanced functions (Logical, Lookup, Database), PivotTables & PivotCharts, Data Analysis tools, and creating dashboards.
- **MS PowerPoint:** Creating interactive presentations with advanced animations, master slides, and multimedia integration.

##### Module 2: Advanced Database Management

- **MS Access:** Relational database design, advanced queries, creating complex forms and reports, and introduction to SQL commands.

##### Module 3: Web Design with JavaScript

- **HTML5 & CSS3:** Creating structured and styled websites, responsive design principles.
- **JavaScript:** Introduction to programming logic, variables, functions, DOM manipulation, and creating interactive web elements.



## SEMESTER II

### Module 4: Programming Concepts

- **Programming in C:** Fundamentals of C programming, data types, operators, control structures (if, loops), functions, and arrays.

### Module 5: Financial Accounting Software

- **Tally Prime:** Company creation, chart of accounts, voucher entry, inventory management, bank reconciliation, and generating financial reports.
- Introduction to GST and TDS transactions in Tally.

### Module 6: Desktop Publishing (DTP)

- **Adobe Photoshop:** Image editing, photo retouching, layers, and creating graphics for web and print.
- **CorelDRAW:** Vector graphics, logo design, creating brochures, flyers, and visiting cards.

### Module 7: Final Project

- A comprehensive project that requires students to apply skills from both semesters to solve a real-world problem.
- **Example Project:** Create a complete business identity for a startup, including a logo (CorelDRAW), financial setup (Tally), a simple website (HTML/CSS/JS), and a business proposal document (MS Word).