



ADVANCE DIPLOMA IN COMPUTER APPLICATION

CCC+O'LEVEL Preparation free

COURSE DETAIL BY ACI



UNIT – I (THEORY+MCQ)



- Fundamental of Computer (Theory + MCQ)

- DEVELOPMENT
- TYPES OF COMPUTER
- MEMORY
- INPUT & OUTPUT CHART
- HARDWARE & SOFTWARE
- OPERATING SYSTEM
- ETC...

- Internet (Theory + Practical)

- TCP/IP/HTTP
- VPN/DNS/DHPC
- IETHERNET/EXTRANET
- WEBPAGE/WEBSITES/INTERNET SURFING
- Network (LAN,MAN,WAN,PAN)
- GMAIL
- E-GOVERNENCE
- MORE TRICKS AND TIPS ABOUT INTERNET/GMAIL



UNIT – II(MSOFFICE) THEORY+ PRACTICAL



- M.S.WORD(2019)
- M.S. EXCEL (2019)
- M.S. POWERPOINT(2019)
- M.S. ACCESS (2019)

- M.S.WORD
 - LETTER DRAFTING
 - BOOK DRAFTING
 - FORMAT DRAFTING
 - HINDI/ENGLISH TYPING



M.S. EXCEL



- M.S. EXCEL
 - DATA ENTRY
 - FORMAT DESINING
 - BASICS FORMULA OR FUNCTION(+, -, *, /)
 - CONDITIONAL STATEMENT
 - ADVANCE FORMULA OR FUNCTION
 - COUNT SERIES
 - SUM SERIES
 - VLOOKUP
 - HLOOKUP
 - XLOOKUP
 - INDEX + MATCH
 - DYNAMIC SUM/AVERAGE/MAX/MIN/OR MORE
 - ADVANCE TOPIC IN EXCEL
 - SORT & FILTER
 - CUSTOMISE DATA IN EXCEL
 - CONDITIONAL FORMATTING
- ADVANCE FILTER
- CONDITIONAL FILTER
- PIVOT CHART
- PIVOT TABLE
- CHART
- 3D DATA REPRESENTATION
 - WITH CHART
 - SLICER OR MORE
- SHARE WORK EXPERIENCE WITH STUDENTS
 - LIKE HOW TO FACE PROBLEM DURING DATA ENTRY
 - HOW TO SOLVE YOUR PROBLEM
 - HOW TO MANAGE DATA
 - HOW TO UNDERSTAND ABOUT FORMAT DRAFTING
- PROJECTS
 - DATA ENTRY
 - SALARY SHEET
 - ATTENDENCE SHEET
 - ADVANCE MARKSHEET
 - 3D REPRESENTATION
 - FORMAT DRAFTING (50+)
- 50+ TIPS AND TRICKS FOR YOUR WORK LOOKS LIKE PROFESSIONALS



P.P.T(POWERPOINT)



- IN PPT WE CAN DRAW DIFFERENT TYPES OF SLIDES
 - EDUCATIONAL PURPOSE SLIDES FOR STUDENTS
 - PRODUCT ADVERTISEMENT SLIDES FOR JOB SEEKERS
 - 3D PRESENTATION FOR SEMINAR
- 20+ BASIC SLIDES
- 20+ ADVANCE SLIDES
- 20+ PROFESSIONALS SLIDES



UNIT-III

TALLY + G.S.T.



- TALLY
 - JOURNAL ENTRIES AND MANNUAL ACCOUNTING
 - LEDGERS
 - GROUPS
 - VOUCHERS
 - FEATURES OF TALLY
 - 50+ CONFIGURATION OF FEATURES
 - PRACTICAL FOR ALL OF ABOVE
- G.S.T.
 - THEORY
 - PRACTICAL
- PAYROLL(SALARY MANAGEMENT SYSTEM)
- FEATURES OF TALLY
 - DISCOUNT VOUCHER
 - COST CENTER
 - BATCH WISE DETAILES
 - ACTUAL AND BILLED QUANTITY
 - ZERO VALUE TRANSECTION
 - DEBIT OR CREDIT NOTE
 - PARTNERSHIP ENTRIES
 - STOCK MANAGEMENT
 - GODOWN
 - STOCK JOURNRL OR MORE
- 50+ MOST IMPORTANT SHORTCUTS OF TALLY



UNIT-IV

HTML+CSS



- HTML
 - 20+ WEBSITES WEBPAGES
- CSS
 - 100+ EFFECT
 - DYNAMIC WEBPAGES
 - USER FORM
 - NAVBAR
 - WEBSITES PAGES
 - PSEUDO IN CSS
 - ETC...
- 5+ PROJECTS



UNIT-V

COREL DRAW/PHOTOSHOP



- COREL DRAW
 - BASIC DRAWING
 - POSTERS
 - BANNERS
 - ADVERTIMENT BANNERS
 - SCHOOL PAPER DRAFTING
 - ID CARDS
 - 3D EFFECT
 - LOGO DESIGN
 - PROFESSIONAL BANNER OR POSTER
- PHOTOSHOP
 - UNDERSTAND ABOUT TOOLS
 - MANU AND OPTIONS
 - USES IN PHOTO
 - 20+ EFFECT ON PHOTO WITH PHOTOSHOP
 - 20+ PROFESSIONAL EDITING TOOLS
 - OR MORE...



UNIT-VI

PYTHON



- ALL ABOUT PYTHON PROGRAMMING
 - BASICS TO ADVANCE LEVEL
 - 25+ PROGRAM
 - 5+ PROJECTS



EXTRAS WITH ADCA

NO EXTRA CHARGES APPLIED
ALL ABOUT ADDED IN ADCA



IF YOU WANT
TO LEARN
YOU HAVE TO
GIVE 1 HOUR
EXTRA

HERE ALL ABSOLUTLY FREE

- LIBRE OFFICE FOR CCC PREPARATION
- JAVASCRIPT FOR O'LEVEL PREPARATION
 - BASICS(VARIABLE/CONSTANT/DATA TYPES/OPERATOR
 - CONDITIONAL STATEMENT
 - FLOW CONTROL
 - IMPLIMENTATION IN HTML WEBPAGES
 - 5+ PROJECT WITH HTML OR CSS
- ONE EXTRA PROGRAMMING CONCEPT LIKE
 - KOTLIN(WEB DEVELOPMENT)
 - C++
 - JAVA
 - DSA(DATA STRUCTURE ALGORITHM)



CLASSES INFORMATION



- 1 HRS DAILY CLASSES
 - 3 DAYS THEORY
 - 3 DAYS PRACTICAL
- EVERY SUNDAY YOU HAVE EXTRA CLASSES(THEORY+PRACTICAL)
- EVERY MONTH TEST (WRITTEN AND PRACTICAL)



FEE DETAILS



- IF YOU MADE ONE TIME PAYMENT
 - YOU HAVE TO PAY ONLY 5500/-
- IF YOU WANT TO PAY PER MONTH
 - YOU HAVE TO PAY 500/-per month
 - Admission Charges 100Rs.
 - Examination fee 1000 after completing one year (before annual examination)
 - $6000+100+1000=7100/-$ only