Dr.Kalam Institution of Vocational Training

Advance Diploma In Computer Application(ADCA)

12 Months Course In IT PROFESSIONAL Stream

Total Fee- Rs.9400/-

S.No.	Sub Code	Sub Name	Topics	Total Hrs	Int Marks	Ext Marks	Total Mrks
1	ADCA-01	Computer Fundamentals	Computer Introduction, Input/ Output & Processing (CPU), Types of computers, History & Generation, Memory Device, Characteristics of Computer, Applications of Computer, MS Paint & Wordpad, MS DOS & Windows.	40	25	75	100
2	ADCA-02	Office Automation	MS Word(Home, Insert, References, Mailing, Review, View), MS Excel(Home, Insert, Page Layout, Formulas, Data, Review, View), MS Power Point(Design, Animation, Slideshow), MS Access(DBMS, Database), Introduction of Internet, Search Engine, Basics of Social Networking Site, Emailing, Typing Skills.	90	25	75	100
3	ADCA-03	Programming In C & C++	Basics, Variable Declaration, Definition and Scope, Data Types, Storage Classes, Input/Output, Operators, Preprocessor, Array & Strings, Control Statements, Functions, Pointers, Enum, Struct and Union. Basics (First C++ Program â€“ Hello World! OOPs (OOPs Concepts, Constructor, Destructor, Structure, How to pass and return struct from function, Enumeration, Inheritance, Polymorphism, Function Overloading, Function Overriding, Virtual Function: Run time Polymorphism, Encapsulation, Abstraction, Interfaces â€“ Abstract class, Pass and return object from function, Friend class and friend Function).	90	25	75	100

4	ADCA-04	Financial Accounting	Tally Introduction, Accounts Information(Ledgers, Groups), Various Types of Company(Traders, Processional, Opening Balance with New Company Other Options), Inventory Information(Stock Groups, Stock Items, Units of Measure), Accounting Vouchers(Receipts Vouchers, Payment Vouchers, Purchase Vouchers Sales Vouchers, Contra Vouchers, Journal Vouchers Debit Note, Credit Note, Memorandum Vouchers), Godowns, Date Management(More than one year company creation, Change Period), Payroll System, Discount Management(Cash Discount, Trade Discount, Vouchers Types, Back up, Restore), Display(Trial Balance, Day Book, Account books, Statement of Accounts, Inventory Books Statements of Inventory, Cash/fund flow, Payroll Reports, List of Accounts Exception Reports, Print Management), GST- CGST, SGST, IGST, Print Management.	120	25	75	100
5	ADCA-05	Graphics Designing	Photoshop Framework, Working With Toolbar, Create Webpage in Photoshop, PSD to HTML, Banner Designing, Web Add Designing, Logo, Poster Etc.	100	25	75	100
6	ADCA-06	Project Work	Webpage Making, Styling, Presentation Making, Resume, Mail Merge, Enevolp Making, Coverpage etc. WebPage/WebSite Design with Home, About, Contact & Services Page, Logo, Poster, Advertisement, Flex Design, WebPage, Coverpage or Book Designs.	40	75	25	100

Course Details:-

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