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Enlightens Your Path

# BRILLIANT MAKERS

(A Centre for I.T, Tally and Spoken English)

Geeta Nagar, Near SBI Bank, Rishikesh [www.brilliantmakers.org](http://www.brilliantmakers.org)

# ADCA

## (Advance Diploma in Computer Applications)

Duration – 12 Months

**Course Contents:**

Daily Classes – 2 H

### Module 1

- 1. Computer Fundamental** (Basics of Computer, Important Definitions, Keyboard Shortcuts, Multi User Handling, File handling, Notepad, Wordpad, Paint, Windows Accessories, Backup & Restore )
- 2. MS Word** - Documentation, Letter Writing, Resume, Etc.
- 3. MS Excel** -Data cleaning, 50+ functions, Graphic & charting, Pivot table, Import & Export Data etc.
- 4. MS PowerPoint** -Photo Album, Animated Presentation, Slide Transitions, Data Presentation, Product Designing etc.
- 5. MS Onenote** – School & Office Notes, Research, Plans, Organize Notes,
- 6. Designing with MS Publisher** - Pamphlets, Banners, Book Cover, Advertisement & Festive Post, Birthday & Greeting Card etc.
- 7. Basics of Computer Hardwares.**
- 8. Software Installation.**
- 9. Internet** – Email, Search Engine, Social Media, Video Calling, Google Form, Ticket Booking, Web Browsing, PAN Card Services, Govt Portal Service- EPFO, E-Shram, Umang, Digilocker, Parivahan; Form Filling Etc.
- 10. HTML**
- 11. Basic Accounting, Maintaining Ledger & Cash Book, Summarizing Accounts.**

### Module 2

- 4. Computerized Tally** - Ledger Creation, Matching Reports, Interest, Cost Centre, Inventory, and Payroll.
- 5. MS Access** - Creating Database, Designing Table, Data Validation, Functions, Queries, Forms, Reports Etc.
- 1. C Language** – Basics of Programming, Data Types, Operators, Loop, Array etc.
- 2. Photo Editing Software** – Editing Tools, Color Matching, Layers, Social Media Post, YouTube thumbnails etc.
- 3. Introduction to Software Language**

### Complementary Courses with ADCA

Hindi Typing, English Typing, Spoken English

### Special Features

Online Monthly Tests, Mock Sessions, Assignments, PDF Books