

# A.S.S. Institute of Technology & Management

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## ADCA

(Advanced Diploma In Computer Application)

**DURATION : 1 YEAR**

**Eligibility : 10<sup>th</sup> /12<sup>th</sup>**

**Code No. : R25103**

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### **SEMESTER-I**

- Computer Concept & Fundamentals.
- Operating System (windows, DOS).
- MS-Office (MS-Word, MS- Excel, MS-Power Point, MS-Access).
- Financial Tools and Applications.
- Email and Collaboration
- Social Sites and Applications.
- Computer Network & Internet.
- HTML & Front Page.
- Lab-I.

### **SEMESTER-II**

- Basics of Financial Accounting
- Computerized Accounting Through Tally Prime with GST
- D.T.P.( Corel Draw, Photoshop, Page Maker)
- Lab-II
- Project Work