



MAA SARASWATI EDUCATION

**BALAJI COMPUTER**

**& TECHNICAL INSTITUTE – GUTHANI (SIWAN) 841435.**

COMPUTER

Duration :- 12 Month

ADCA

(Advance Diploma in Computer Application)

Semester :- I Information Technology (CCA)

- ❖ IT Fundamentals
- ❖ MS-Windows 7/8/10
- ❖ Binary Number (Octal, Decimal & Hexadecimal Number)
- ❖ Window Based - Notepad / Paint / WordPad
- ❖ Internet
- ❖ Multi-Media
- ❖ Hardware Maintenance
- ❖ Project Work

Semester :- II Official Package (Microsoft) (DCA)

- ❖ MS-Word  
(Letter, Paper, Cash Memo, Tables, Charts, Shapes, Picture, Clipart & Other)
- ❖ MS-Excel  
(Row or Column, Charts, Describe Minimum 100 - 150 Function & Other)
- ❖ MS-PowerPoint  
(Photo Album, Video, Audio, Animations, Slide Show, Transitions , Other)
- ❖ MS-Access  
(Create Database, Table Design, Query Design, Form Design, Reports, Other)
- ❖ MS-Outlook (Auto Account Setup for E-mail Account & Other.)

Semester :- III Desktop Publishing (DTP)

- ❖ Adobe PageMaker  
(Create Marriage Invitation Card , Pamphlet Design, Handbill, Receipt, Other)
- ❖ Adobe Photoshop / Photoshop  
(Create Best Photo, Color Setting, Adjustment, Layer, Filter, Liquify, Other)

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### ❖ **CorelDRAW Graphics – CorelR.A.V.E 3**

(Create any Design as Logo, Graphics, Vector Graphics, Imaging & Other)

### **Semester :- IV Accounting Package (CFA)**

#### ❖ **Accounting Information**

(Conform of CR or DR, Basic Accounting, Create/Delete/Alter of Company)

#### ❖ **Accounts Only**

(Groups, Ledgers, Voucher Types, Contra, Payment, Receipt, Journal, Sales, Purchase, Features, Configure etc...)

#### ❖ **Accounts with Inventory**

(Stock Groups, Stock Items, Unit, Unit of Measure, Voucher Types, Stock)

#### ❖ **Payroll**

(Pay Heads, Employee Groups, Employee, Units – Work, Attendance, Production Types, Payroll Vouchers etc.....)

#### ❖ **Taxation**

(Excise, VAT, GST, Service Tax, TDS, Tax Collected at Source & FBT)

#### ❖ **Other Topic**

(Balance Sheet, Liabilities, Assets, Profit & Loss, Stock Summary, Ratio Analysis, Trial Balance, Account Book, Inventory Books, Budgets etc...)

### **Project Work & Assignment.**

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