Advance Diploma in Computer Application
(MS OFFICE, TALLY WITH GST, WEB DESIGNING, PYTHON LANGUAGE)

Course Overview

This course is designed to aim at imparting a Basic to Advance Level IT Literacy programme with MS-office, Tally with GST, Language, Web Designing & Basic Hardware Course for the common man. If you are Looking for a job in Teaching, MIS Executive, Accounting Taxation, Data Entry Operator. We will suggest a course that makes your career bright in Office Management. ADCA is one such course in Accounting, MS-office, Language which can help you climb your career ladder at a faster pace.

Duration: 1 Year

Job Prospects

Once you finish a professional course in software like MS-office, Web Designing, Hardware, Language & Tally, your chances of getting hired for the job profile of an Office Manager by a multinational corporation or a company of your own choice will increase exponentially

Job Profiles

- Programmer
- Computer Teacher
- Data Entry Operator
- Accounts Executive
- MIS Executive
- Web Designer
- Tally Operator

Course Content

Module 1: Fundamentals of Computer

- MS-Windows
- Microsoft-Word 2019
- Microsoft-Excel 2019
- Microsoft-PowerPoint 2019
- Internet

Module 2: Tally with GST

- Basic of Accounting
- Introduction to Tally Prime
- Voucher
- Cost Category and Cost Centre
- Inventory Control
- Order Processing
- Advanced Voucher Class, Point of Sale, Price Level, Price List.
- Bill of Material
- Budget and Export

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- Financial Reports
- Goods and Services Tax
- Implementation of GST for Goods and Services
- TDS and TCS Voucher Entries

Module 3: Python Language

- Introduction to Programming
- Algorithms and Flowcharts to Solve Problems
- Introduction to Python
- Operators, Expressions and Python Statements
- Sequence Data Types
- Functions
- File Processing
- Scope and Modules
- NumPy Basics

Module 4: Web Designing

- Introduction to Web Design
- Editors
- HTML
- CSS
- CSS Framework
- JavaScript
- Angular JS
- Photo Editor
  - Photoshop
- Web Publishing and Browsing
  - Publish
  - Hosting