



SHASTRI ACADEMY OF EXCELLENCE

SYLLABUS

ADCA

Advance Diploma In Computer Application

Eligibility : 12th

DURATION : 12 Months

Semester - I

- Computer Fundamentals
- Operating System
- MS-Office (MS-Word, MS- Excel, MS-Power Point)
- Internet & Networking
- Photoshop
- Lab-I

Semester - II

- Web Development
- Computer Programming in C
- Computer Programming in Python
- Lab-II

Detailed Syllabus Semester - I

Introduction to Computer Fundamentals:

Introduction to Computer System, Computer Software & Hardware, Computer Memory, Input and Output Devices, Processing Device, Interaction between User and Computer, Introduction to Free and Open Source Software, Definition of Computer Virus, Types of Viruses, Use of Antivirus software.

Basics of Operating System

Definition of Operating System, Objectives, types, and functions of Operating Systems
Working with Windows Operating System: Introduction, The Desktop, Structure of Windows, Windows Explorer, File and Folder Operations, The Search, The Recycle Bin, Configuring the Screen, Adding or Removing New Programs using Control Panel, Applications in windows (Paint, Notepad, WordPad, Calculator)

Introduction to MS-Office:

MS-Word: Introduction, Starting MS-Word, MS-Word Screen and its Components, Elementary Working with MS-Word

MS-Excel: Introduction, Starting MS-Excel, Basics of Spreadsheet, MS-Excel Screen and Its Components, Elementary Working with MS-Excel, Basic Formulas.

MS- Powerpoint: Introduction, Starting MS-PowerPoint, Basics of PowerPoint, MS-PowerPoint Screen and Its Components, Elementary Working with MS PowerPoint.

Internet and Networking:

Introduction, Internet evolution, Working of Internet, Use of Internet Introduction about WWW, Definition of DNS (Domain Name System) , IP Address.

Definition of Networks, Types of Network , Topologies, Protocols (FTP,HTTP,HTTPS,SMTP,POP3,TCP/IP).

Photoshop: Introduction to Photoshop, Features of photoshop, working in photoshop.

Semester - II

Web Development:

Introduction about HTML, Tags and Attribute, Types of Tags, Font Tag and properties, background color and image properties, creating list, Forms, Tables, Images insertion , border properties, text properties, in web page.

Programming in C:

Introduction about C, C Character Set , Constants, Variables and Key words, Data Types, Operators, arithmetic expression, Decision and Control Structure (if ,if-elses, forms of if-elses statement , Types of Loops , case and switch) Arrays and Functions .

Programming in Python:

Introduction about python, features of python, uses and application of python, installation of python IDLE, Python Modes, first program in Python. Python Tokens, variables & Constants, keywords, Data Types, Operators, print & range methods, conditional statements (if, elif), Looping Statements (for, while).