

ADVANCED DIPLOMA IN COMPUTER APPLICATIONS

Complete Professional Training Course Syllabus

CATEGORY	DURATION	COURSE FEE	CERTIFICATION
Advanced Diploma	12 Months	₹11,999 ₹15,000	Industry Certified

Course Overview: Advanced diploma covering modern computer applications, ranging from fundamental office automation tools to advanced financial accounting, desktop publishing, and live industry projects.

KEY COURSE FEATURES

- **Comprehensive Modules:** In-depth coverage of MS Office, Tally Prime, Desktop Publishing (DTP), and Internet architectures.
- **Practical Training:** Hands-on lab sessions mimicking real-world professional environments.
- **Live Projects:** End-to-end industry assignments to build a portfolio and apply theoretical knowledge.
- **Career Readiness:** Tailored skill sets targeted towards executive roles in office administration, accounting, and digital management.

COURSE CURRICULUM BREAKDOWN

Semester 1: Office Automation & Fundamentals

Module 1: Computer Fundamentals & OS

Introduction to Computers & Components • Evolution & Generations of Computers • Input/Output Devices & Storage • Operating Systems (Windows 10/11 Configuration) • File & Folder Management, Control Panel Settings

Module 2: Microsoft Office Suite (Basic to Advanced)

MS Word: Advanced formatting, Mail Merge, Tables, Layouts, Document Security • **MS Excel:** Formulas & Functions (VLOOKUP, HLOOKUP, IF conditions), Data Validation, Pivot Tables, Charts • **MS PowerPoint:** Professional Presentations, Slide Masters, Animations, Transitions

Module 3: Internet Technologies & Network Basics

Web Browsing & Search Engine Optimization Concepts • Email Management, Cloud Storage (Google Drive, OneDrive) • E-Commerce, Digital Payments & Cyber Security Practices

Semester 2: Professional Accounting, DTP & Projects

Module 4: Financial Accounting with Tally Prime

Accounting Principles & Concepts • Company Creation & Ledger Management • Voucher Entries, Inventory Management • GST (Goods and Services Tax) Computation & Invoicing • TDS, Banking Integration, Financial Reports (P&L, Balance Sheet)

Module 5: Desktop Publishing (DTP) & Design

CorelDRAW: Vector Graphic Designing, Logo Creation, Brochure & Banner Formats • **Adobe Photoshop:** Image Editing, Retouching, Color Corrections, Digital Image Layouts • PageMaker Essentials & Print Setup Layouts

Module 6: Capstone Lab Projects & Practical Evaluation

Live Accounting Data Sheet Compilation • Corporate Branding Design Project • Viva-Voce and Comprehensive Practical Lab Assessment