

COMPUTER COURSE SYLLABUS

ADCA (1 YEAR)

150 HOURS

TOPICS	CONTENT	THEORY (IN HOURS)	PRACTICAL (IN HOURS)	TOTAL HOURS
COMPUTER FUNDAMENTALS	1. INTRODUCTION TO COMPUTER 2. NUMBER SYSTEM	5	5	10
ENGLISH TYPING	1. INTRODUCTION 2. OBJECTIVES 3. LEARNING COMPETENCIES 4. TYPES OF KEYS 5. TYPING ERGONOMICS	2	10	12
INTERNET & EMAIL	1. INTRODUCTION TO INTERNET 2. INTERNET SAFETY 3. CREATING AN E-MAIL ACCOUNT 4. COMPOSING AND SENDING MESSAGES	3	5	8
DTP	1. CANVA 2. PHOTOSHOP 3. VIDEO EDITING 4. IMAGE EDITING 5. PAINT 3D	5	10	15
CMD	1. WHAT IS MS DOS 2. FEATURES OF DOS 3. TYPING OF DOS COMMANDS 4. USES OF DOS COMMANDS	2	5	7
MS OFFICE	1. MS WORD 2. MS POWER POINT 3. MS EXCEL 4. MS ACCESS	15	45	60
HTML	1. INTRODUCING HTML 2. HTML TAGS AND ELEMENTS 3. HTML FORMATTING 4. HTML TABLES 5. HTML LISTS	2	8	10
C PROGRAMMING	1. INTRODUCTION TO C LANGUAGE 2. THE C COMPILATION MODEL 3. C PROGRAM STRUCTURE 4. VARIABLES	2	3	5
TALLY ERP 9	1. FINANCIAL ACCOUNTANCY	8	12	20
HARDWARE & NETWORKING, REVISION	1. ASSEMBLING COMPUTER 2. INSTALL THE POWER SUPPLY 3. INSTALL RAM 4. INSTALL MOTHERBOARD 5. INSTALL DRIVES 6. INSTALL EXTERNAL CABLES		3	3
TOTAL		44	106	150