Advanced Diploma in Computer Applications (3 Years Program)
ADCA

First Semester

6 Months = Days-182, Working Days=140 Days, Teaching/ Practical=Hrs 1 Hrs / Day
Project / Assignment

DCA-I
First Semester

Paper	Subjects	Hrs	Days	Marks
DCA101	Computer Fundamental & Operating Systems	15	15	25
	Lab Work : DOS & Linux Commands, Windows Applications	20	20	--
DCA102	Computer Architecture & Internet Applications	15	15	25
	Lab Work : Number System/ Boolean Algebra/ Logic Gates / Internet.	10	10	--
DCA103	Word Processing Application	20	20	25
	Lab Work : MS Word Practice Session	20	20	--
DCA104	Electronic Spreadsheet Application	20	20	25
	Lab Work : MS Excel Practice Session	20	20	--
ASG101	Assignment I based on 101,102,103,104	--	--	50
Total		140	140	150

First Semester - Detailed Syllabus

Unit I: Computer Fundamental / Windows

Understanding a computer system, History of computer, characteristics of computer, Generation of computer, Types of computer, Hardware, Input Device, Memory & Storage Device, Output Devices, Basic Architecture of Computer, Software, System Software, system Software, Operating System, Computer Languages & Language Processor, Application Software, MS Dos, Microsoft Windows Operations,

Unit II: Computer Architecture & Internet Applications

Introduction, Decimal Number system, Binary Number system, Octal Number system, Hexadecimal Number system, Conversion Techniques with Remainder Method & Expansion Method, Logical Operators, Gates, Logic Circuits, Introduction of Internet & www, Communication Protocol, Web Browser, Website, Internet Service Provider, E-mail.

Unit III: Word Processing Application

Understanding Microsoft Word, Creating New Document / Opening an Existing Document, Formatting Tool, Changing Case of Text, Creating Columns of Text, creating a Drop Cap, Changin page Background, Adding

Page & Column Breaks, Adding Page Numbers, Hyperlink, Bookmark, Header & Footer Page Setup, Spelling & Grammer, Endnote & Footnote, Mail Merge, Micros, Page Layout, Track Changes.

Unit IV: Electronic Spreadsheet Application

Understanding Microsoft Excel, Format Cell, Conditional Formatting, Pivot Table Report, Adding Graphs / Charts, Cell Referencing, Page Setup, Formulas, Arranging Data – Sort, Filtering Data, Working with Subtotals, Data Analysis with Goal Seek, Scenario Manager & Data Table. Protect Worksheet & Workbook.