# GURUKUL INSTITUTE OF MANAGEMENT & INFORMATION TECHNOLOGY

## Advance Diploma in Computer Application (ADCA) With (Tally Prime)

This is one year course covering all the aspects of computers fundamentals, detail study of operating systems & MS-Office, handling of internet & e-mail, Desk Top Publishing, web designing including lab and project works. The objective of this course is to train you to handle the day-to-day office work, create & design websites and work in the field of Desk top publishing.

**Advance Diploma in Computer Application (ADCA)**

Duration: 1 Year

Eligibility: 10th

**Code: CAC09**

| MODULE 1 | MODULE 2 |
|---|---|
| Computer concept & Fundamentals | Photoshop |
| Operating System (DOS, Window) | Web-Programming |
| MS –Office(Word ,Excel, PowerPoint, Access) | MS- DOS |
| Introduction to Internet & Email | Lab 2 |
| Lab 1 | |

| MODULE 3 | MODULE 4 |
|---|---|
| Tally prime | Computer Hardware & Networking |

### FEE STRUCTURE

**For General Candidates: ₹ 11,000/-**

One-time Fee: ₹ 10000/-for GC

Two-time Fees: ₹ 5200x2/- for GC

Three-time Fees: ₹ 4500x2+1600/- for GC

**For SC/ST Candidates: ₹ 10,000/-**

One-time Fee: ₹ 9000/- for SC/ST

Two-time Fees: ₹ 4700x2/- for SC/ST

Three-time Fees: ₹ 3500x2+2600/- for SC/ST

### Installment Amount

Registration Amount : ₹ 3500/-

Installment in next five months : ₹ 1500x5/-

### Documents Required for ADCA COURSE

1. 10TH MARKSHEET XEROX
2. AADHAAR CARD XEROX
3. ONE COLOR PHOTOGRAPH (Passport Size)

TATA KANDRA MAIN ROAD CHHOTA GAMHARIA NEAR BHARAT PETROLEUM, SERAIKELLA KHARSAWAN
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