



MODERN COMPUTER INSTITUTE

BALBHADRAPUR, SUPAUL

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ADCA

Advance Diploma in Computer Application

Duration : Twelve Months (DCA+CFA+DTP=ADCA)

Module - 1 Operating System & IT (DCA)

- ★ Fundamental
- ★ MS-DOS
- ★ MS-Windows 7/8/10
- ★ Networking
- ★ Multi Media
- ★ HTML
- ★ Hardware Maintenance

Module - 2 Office Package & Database

- ★ MS-Word
- ★ MS-Excel
- ★ MS-Power Point
- ★ MS-Access

Module - 3 Accounting Package (CFA)

- ★ Accounting Introduction
- ★ Accounts Only
- ★ Accounts with Inventory (GST)
- ★ Projects

Module - 4 Desktop Publishing (DTP)

- ★ Adobe Pagemaker
- ★ Adobe Photoshop Cs3
- ★ CorelDraw
- ★ Digital Studio Works

