

### Advanced Diploma in Computer Applications Training Topics Syllabus

<u>COMPUTER FUNDAMENTALS</u>	<u>MICROSOFT OFFICE APPLICATIONS</u>
<ul style="list-style-type: none"> <li>• Introduction to Computers and Computer Systems</li> <li>• Basic Components of a Computer (Hardware and Software)</li> <li>• Types of Computers (Analog, Digital, Hybrid)</li> <li>• Operating System Concepts</li> <li>• Input and Output Devices</li> <li>• Storage Devices (Primary and Secondary)</li> </ul>	<ul style="list-style-type: none"> <li>• Microsoft Word:</li> <li>• Document creation, formatting, and editing</li> <li>• Tables, headers, footers, and page layout</li> <li>• Mail merge, referencing, and collaboration tools</li> <li>• Microsoft Excel:</li> <li>• Spreadsheets, data entry, and formatting</li> <li>• Basic Formulas and Functions (SUM, AVERAGE, etc.)</li> <li>• Data Analysis Tools (Charts, Pivot Tables, etc.)</li> <li>• Conditional Formatting and Data Validation</li> <li>• Microsoft PowerPoint:</li> <li>• Creating presentations</li> <li>• Inserting multimedia, transitions, and animations</li> <li>• Presentation techniques and tips</li> </ul>
<u>INTERNET FUNDAMENTALS</u>	<u>BASIC PROGRAMMING CONCEPTS</u>
<ul style="list-style-type: none"> <li>• Introduction to the Internet and its applications</li> <li>• Web Browsers and Search Engines</li> <li>• Email and Online Communication Tools</li> <li>• Social Media, Blogs, and Content Management Systems</li> <li>• Web Security and Safety Measures</li> <li>• Internet of Things (IoT) Basics</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction to Programming Languages (C, C++, Python, etc.)</li> <li>• Understanding Algorithms and Flowcharts</li> <li>• Data Types, Variables, and Operators</li> <li>• Control Statements (if, else, switch)</li> <li>• Loops (for, while, do-while)</li> <li>• Functions, Arrays, and Pointers</li> <li>• Introduction to Object-Oriented Programming (OOP)</li> </ul>
<u>WEB DESIGNING AND DEVELOPMENT</u>	<u>SOFTWARE INSTALLATION AND MAINTENANCE</u>

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<ul style="list-style-type: none"> <li>• HTML (HyperText Markup Language):</li> <li>• Basics of HTML tags, attributes, and formatting</li> <li>• Forms, tables, and links</li> <li>• CSS (Cascading Style Sheets):</li> <li>• Styling HTML elements</li> <li>• Layout design (flexbox, grid system)</li> <li>• JavaScript Basics:</li> <li>• Client-side scripting</li> <li>• Event handling, functions, and DOM manipulation</li> <li>• Introduction to Web Hosting and Domain Management</li> <li>• Introduction to Responsive Web Design</li> </ul>	<ul style="list-style-type: none"> <li>• Installing and Configuring Operating Systems (Windows, Linux)</li> <li>• Installing Software Applications</li> <li>• System Updates and Security Patches</li> <li>• Basic Troubleshooting and System Maintenance</li> <li>• Backup and Restore Data</li> </ul>
COMPUTER NETWORKING BASICS	DIGITAL MARKETING BASICS
<ul style="list-style-type: none"> <li>• Introduction to Networking Concepts</li> <li>• Types of Networks (LAN, WAN, MAN, etc.)</li> <li>• IP Addressing and Subnetting</li> <li>• Network Devices (Router, Switch, Hub)</li> <li>• Introduction to Networking Protocols (TCP/IP, HTTP, FTP, DNS)</li> <li>• Wireless Networking and Wi-Fi Concepts</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction to Digital Marketing</li> <li>• Search Engine Optimization (SEO)</li> <li>• Social Media Marketing</li> <li>• Email Marketing</li> <li>• Google Ads and Online Advertising Basics</li> </ul>
CYBER SECURITY	BASIC ACCOUNTING CONCEPTS AND TALLY
<ul style="list-style-type: none"> <li>• Importance of Cybersecurity</li> <li>• Types of Cyber Threats (Viruses, Malware, Phishing, etc.)</li> <li>• Basic Security Measures (Antivirus, Firewalls)</li> <li>• Online Privacy and Data Protection</li> <li>• Safe Internet Practices</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction to Accounting Principles</li> <li>• Use of Tally for Accounting and Financial Management</li> <li>• Creating Ledgers, Vouchers, and Reports in Tally</li> <li>• Stock Management and Inventory in Tally</li> </ul>

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PROJECT WORK	SOFT SKILLS AND COMMUNICATION
<ul style="list-style-type: none"><li>• Practical Implementation of Learned Concepts</li><li>• Creating a Web Page or a Small Program</li><li>• Database Management Project</li><li>• Data Analysis with Excel or Access</li><li>• Preparing and Presenting a Final Project Report</li></ul>	<ul style="list-style-type: none"><li>• Professional Email Writing and Communication</li><li>• Team Collaboration and Time Management</li><li>• Interview Preparation and Resume Writing</li><li>• Basic Presentation Skills</li><li>• Conflict Resolution and Problem Solving</li></ul>

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