

SRI RAAM

Computer Education

An ISO 9001:2008 Certified Institute
Skill Development and Placement Institute

BEST IT TRAINING INSTITUTE

Laxmi Nagar, Delhi



Duration:
2 Years

ADCA Course



SINCE : 2004



CONTACT DETAILS



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Advance Diploma in Computer Application

► Computer Basics

- ✓ Introduction to Computer
- ✓ Introduction to Operating System
- ✓ Notepad
- ✓ WordPad
- ✓ Microsoft Paint
- ✓ Microsoft Word
- ✓ Microsoft Excel
- ✓ Microsoft PowerPoint
- ✓ Internet & Email

► Advance Excel

- ✓ Mathematical Functions
- ✓ Statistical Functions
- ✓ Financial Functions
- ✓ Data Collection Method With Data
- ✓ Quality, Collaboration & Security
- ✓ What-If Analysis
- ✓ Timeline & Slicer
- ✓ Text Functions
- ✓ Date & Time Functions
- ✓ Logical Functions
- ✓ Lookup & Reference Functions
- ✓ Single/Multidimensional Analysis
- ✓ Advanced Chart Technique
- ✓ Filters
- ✓ Pivot Table & Chart
- ✓ Report Development

► Fundamental Accounting

- ✓ Introduction of Accounting
- ✓ Accounting Fundamentals:
 - ③ Basic Accounting Principles
 - ③ Journal Ledger
 - ③ Trial Balance
 - ③ Bank Reconciliation
- ✓ Final Accounts
- ✓ Computerized Accounting in Tally & Busy
 - ③ Practical Exposure of Accounting
 - ③ Finalization in Tally & Busy
- ✓ Taxations in Tally
 - ③ VAT, TDS, Service Tax in tally
 - ③ Balance Sheet Finalization in Tally
 - ③ Payroll
 - ③ MIS
 - ③ Project
- ✓ Income Tax & 'e' Filing of ITR'S, CST, VAT, & E-Filing of Returns, TDS & E-Filing TDS Returns.
 - ③ Service Tax & E-Filing of Service Tax Returns, Overview of Excise.

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► TallyPrime with GST

- ✓ Basics of Tally Prime & ERP9
- ✓ Company Info Menu
- ✓ Accounting Information
- ✓ Inventory Information
- ✓ Voucher Entry
- ✓ Advanced Accounting Features
- ✓ Payroll Management in Tally Prime
- ✓ Taxation
- ✓ Data management & Administration
- ✓ Reports
- ✓ Online Taxation Return
- ✓ Introduction to GST
- ✓ GST (Goods & Services Tax)

► BUSY Software

- ✓ Busy With GST Implementation more Details:
 - ① Company Info Menu
 - ① Accounting Information
 - ① Inventory Information
 - ① Voucher Entries
 - ① Advanced Billing Features
 - ① Taxation
 - ① Data management & Administration
 - ① Reports

► WordPress & HTML, CSS (Basics)

- ✓ Install WordPress
- ✓ Install Theme on localhost
- ✓ Create page in WordPress
- ✓ Create & Publish Post
- ✓ Create Post & Add Categories
- ✓ Limit Post per page
- ✓ Create a separate page for blog posts
- ✓ Setup a Homepage
- ✓ Approve, Edit or delete comments
- ✓ Enable and Disable Comments
- ✓ Permalink Setting
- ✓ New WordPress widgets section
- ✓ Add image gallery
- ✓ Change Logo and Title
- ✓ Adding mobile menu using free plugin
- ✓ Change Block Editor to Classic Editor
 - Show recent posts with thumbnails
 - Add RSS Feed on your WordPress
 - WP News and scrolling
 - Add testimonials showcase slider
 - Optimize and Compress WordPress images
 - Move localhost to live server
 - Add custom link to WordPress
 - Add social media icons

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► **WordPress & HTML, CSS (Basics)**

- ✓ What is Post Type and Create custom post type
- ✓ Add contact form 7
- ✓ Display contact form 7
- ✓ Install & Setup easy WP SMTP in WordPress with contact form 7
- ✓ Add date picker in contact form 7 using free plugin
- ✓ Add Google translator
- ✓ Add Google Map
- ✓ Add a Pre-loader to my website
- ✓ Remove sidebar
- ✓ Disable Automatic Updates
- ✓ Reset password from phpMyAdmin
- ✓ Disable comments
- ✓ Setup FAQ section on your WordPress
- ✓ Add social share buttons
- ✓ Change the WordPress admin username
- ✓ Add custom fonts
- ✓ Change the footer copyright credits
- ✓ Edit text editor with elementor
- ✓ Create column layouts with elementor
- ✓ Add text heading with elementor
- ✓ Add image with elementor
- ✓ Add Video with elementor
- ✓ Add MAP with elementor
- ✓ Add TABS with elementor
- ✓ Add image carousel slider with elementor
- ✓ Add progress bar with elementor
- ✓ Add Counter with elementor
- ✓ HTML Basics
- ✓ CSS Basics

► **Adobe Photoshop**

- ✓ Getting to know the work area
- ✓ Photoshop Image Manipulation
- ✓ Color Basics
- ✓ Photoshop Tools
- ✓ Transforms
- ✓ Layer Basics
- ✓ Working with Selections
- ✓ Masks and Channels
- ✓ Action
- ✓ Text Editing and Special Effects
- ✓ Photoshop Special Effects and Filters
- ✓ Creating links within an Image

► **Adobe Illustrator**

- ✓ Getting to know the work area
- ✓ Selection and Aligning
- ✓ Creating and Editing Shapes
- ✓ Transforming Objects
- ✓ Drawing
- ✓ Color Modes
- ✓ Working with Type
- ✓ Working with Brushes
- ✓ Working with Symbols

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► **Adobe Illustrator**

- ✓ Introduction And Premiere Interface
- ✓ Frames And Project Window, Source
- ✓ Window And Timeline Window
- ✓ New Document, New Sequence, Same
- ✓ Sequence And Custom Sequence
- ✓ Selection Tools And Track Selection Tool
- ✓ Motion And Effect Control Options
- ✓ Transition
- ✓ Key Frames
- ✓ Pen Tool For Draw Shapes And Using
- ✓ Masking
- ✓ Masking
- ✓ Rolling Text (Credits)
- ✓ Crawling Text (News)
- ✓ Audio Volume Increase And Decrease
- ✓ Using Pen Tool And Selection Tool
- ✓ Remove Green Screen(Ultra Key)
- ✓ Export And Rendering
- ✓ Applying Effects And Adjustment Layer
- ✓ Hide Face In Video And Mask Tracking
- ✓ Leave Color Effect
- ✓ Color Grading
- ✓ Color Grading Using Photoshop
- ✓ Add And Remove Markers
- ✓ Video In Text (Track Matt Key)
- ✓ Download And Apply Transition From Internet

► **Python - Core & Advance**

- ✓ Python- An Introduction
- ✓ Python Variables & Data Types
- ✓ Operators
- ✓ Python Conditional Statements
- ✓ Python Looping Concept
- ✓ Python Control Statements
- ✓ Python Data Type Casting
- ✓ Python Number
- ✓ Python String
- ✓ Python List
- ✓ Python Tuple
- ✓ Python Dictionary
- ✓ Python Sets
- ✓ Python Data & Time
- ✓ Python Function
- ✓ Module
- ✓ File Handling (Input/Output)
- ✓ Exception Handling
- ✓ OOPs Concepts
- ✓ Multithreading
- ✓ Python Mail Sending Program
- ✓ Regular Expression
- ✓ Database Connection
- ✓ Interacting With Networks
- ✓ GUI (Graphical User Interface)
- ✓ Python Web Scraping
- ✓ Python for Image Processing

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▶ SQL

- | | |
|---|----------------------------|
| ✓ Introduction to Basic Database Concepts | ✓ Aggregate Functions |
| ✓ Introduction to SQL Server | ✓ Joins and Set Operations |
| ✓ Introduction to SQL | ✓ Working with Constraints |
| ✓ DDL and DML Statements | ✓ Implementing Views |
| ✓ Working with Queries (DQL) | ✓ Backup and Restore |

▶ Spoken English

Our Recruiters



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Many More

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