



DOT-NET Institute
[An ISO Certified Institute]

Advance Diploma in

**COMPUTER
APPLICATION**

ADCA



21
years of
Excellence

35000+
Batches

70000+
Students

1200+
Certified
Teachers

www.dotnetinstitute.co.in Call Us : 011 4004 0815

DOTNET Institute





Know Your Course

ADCA

Dear Students,

Before joining any course, you should know more about that like, how your course will be helpful for you and your career. Here we are providing you with all the benefits of your **ADCA** course.

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Why ADCA Course ?



ADCA : Advance Diploma in Computer Application is a most popular course in the computer for all who want to learn computer skills or work on the computer because in this digital or computer world you cannot do anything without the knowledge of computer.



For All type
of Jobs



For Setup
own business



For Work from
Home

Who can do ADCA Course?



Just completion of 10th or 12th everyone should do this course. Whether you are



Student



Job aspirant



Professional



Housewife



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Know More About Course

- About Advance Diploma in Computer Application -ADCA
- Job Opportunities
- Why from DOTNET Institute ?
- Benefits of ADCA
- Job Sectors



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About Advance Diploma in

Computer Application (ADCA)

Advance Diploma in Computer Application (ADCA) is the most popular one-year Diploma Course on the computer for any stream student who has completed his/her 12th can join the ADCA Course

This course helps to provide information related to technologies and research in the field of computer application. It provides advance knowledge of computer applications which demands a skilled person for handling computer applications. Any stream students can join the ADCA it has 3 Semesters with duration of 12 months in our DOT-NET Institute.



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Benefits of Advance Diploma in

Computer Application (ADCA)

After completion of the ADCA course student will able to join any computer jobs with private and government sectors. The certification of this course is fully valid for any government and private department worldwide. ADCA is the only best option for the student to learn computer skills with affordable fees.



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Job Opportunities

There are a lot of job options after completion of the ADCA Course. Here we are providing the top 9 Jobs in the Computer which you can join after the completion of ADCA Course!



Computer operator



DATA entry Operator



DTP Operator



Office Executive



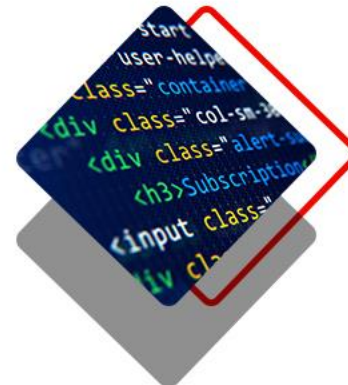
Graphic Designer



Front office Executive



Photo Editor



HTML Coder



Customer support



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Job Sectors

It is very important for you to know that after the completion of course which sector or companies will be available for job. Here we are explaining all about job sector availability after course completion.



Information Technologies



Manufacturing



Hospitality Management



Marketing and Advertising



Media and Internet



Public service and administration



Teacher training and Education



Banking Sector



FMCG etc



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Why from DOTNET Institute ?

DOTNET Institute is only institute to provide training with practical assignments or professional ways of training. We provide training to our students as per the requirement of companies because nowadays companies want such types of employees who start work for them on the very first day or first hours.

21
YEARS OF
EXCELLENCE



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21
years of
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1200+
Certified
Teachers

35000+
Batches

70000+
Students



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21
years

21 years of Excellency
in computer education.



Certified by the Government
of India and State Government.



ISO Certify Institute.



Latest Software operating system and
application with high configuration
systems in the computer lab.



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Provide Professional Training by professional trainers.



Training with practical assignments and project work as per company requirements.



Test process (Online | Oral | Practical) after completion of every module.



The monthly reward for two best performers of the month with an appraisal certificate and DOTNET momento in the DOTNET Institute.



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Training provided Offline and Online (Download Mobile App Free: <https://bit.ly/2B4WJvw>) mode



Provide course material as softcopy in PDF format free with every course.



Live Projects and assignment work tasks.



Student Development Program to build interpersonal skills.



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Internship Program with professional courses.



10 Days Job placement training after completion of every course.



Job Placement after job placement training.



After passing two – time Annual Scholarship Exam, The Top 3 Students will get 100% Scholarship on DOTNET Courses.



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Learn and Earn program with your course at DOTNET Institute. If you have the ability to do something different DOTNET institute provides you learn and earn program for students.



DOTNET Institute arrange 2 annual trips and picnics.



Provide Course Certificate and Performance Sheet.



End of the training process with all assignments, projects, tests, job training, etc. DOTNET arrange Farewell party for students and distribute certificate and performance sheet with it.



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Learn with
Our Experienced Trainer

MR. SURENDRA GUSAIN

Founder CEO, DOTNET Institute



DOTNET Institute



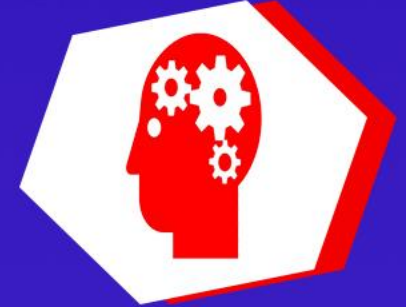
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DOTNET Training Process



1. Technical Training



2. Skills Finding
Process



3. Extra Curriculum



4. Career Building

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Technical Training



- Theoretical
- Practical
- Assignment and Task
- Test



Skills Finding Techniques

- A** DOTNET Management and trainer will observe students deeply.
- B** We will Identify student's strengths and weakness.
- C** Make a strategy for every course with students.
- D** What students want to be after completion of the course.
- E** We will work with students as per his/her skills.
- F** DOTNET directors will provide sessions to develop student from time to time.
- G** We will make our students professional in their fields.

Extra Curriculum

- Extra Curriculum
- PD Classes
- Extra Classes
- SDP & Job Training

Career Building



A. Project work



B. Internship



C. Job Placement



D. Certification



What will you learn in this Advance Diploma Course ?

Duration :

Long Term Mode: 15 Months : 1 Hr. Per day (Monday – Saturday)

Short Term Mode : 7 Months : 2 Hr. Per day (Monday – Saturday)

Semester 1



Operating System

Fundamentals

Keyword Fingering

Window 7/8/10

Using USB Pen Drive

Using Internet Connection



Microsoft Office

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Microsoft Access



Web Links

Basic HTML

Introduction of Browser

Internet and E-mail

Digital Awareness



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What will you learn in this Advance Diploma Course ?

Duration :

Long Term Mode: 15 Months : 1 Hr. Per day (Monday – Saturday)

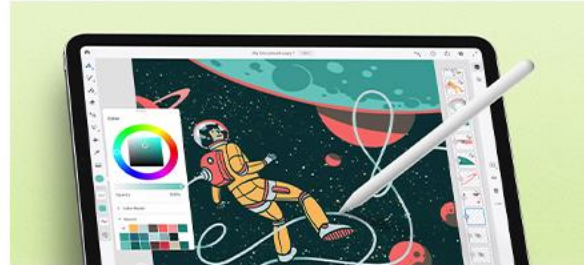
Short Term Mode : 7 Months : 2 Hr. Per day (Monday – Saturday)

Semester 2



Desktop Designing (DTP)

CorelDRAW
Adobe Photoshop
Image Ready
InDesign
Image Format



Professional Graphic Work

Project work of Graphic Designing
Books / Magazine / Banners
Logo Design / Adobe Acrobat



Financial Accounting

About Tally ERP 9
Latest Updates
Sales / Purchase
Order Process Entries



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What Will You Learn In This ADCA Course

Duration

Long Term Mode: 15 Month : 1 Hrs. Per day (Monday – Saturday)

Short Term Mode : 7 Month : 2 Hrs. Per day (Monday – Saturday)



Advanced Office Automation

Advanced Microsoft Excel
Office Documentation Ms Word
Digital Presentation MS PowerPoint
Digital Skills



Extra Curriculum

Welcome Classes
PD Classes
Extra Classes
SDP & Job Training

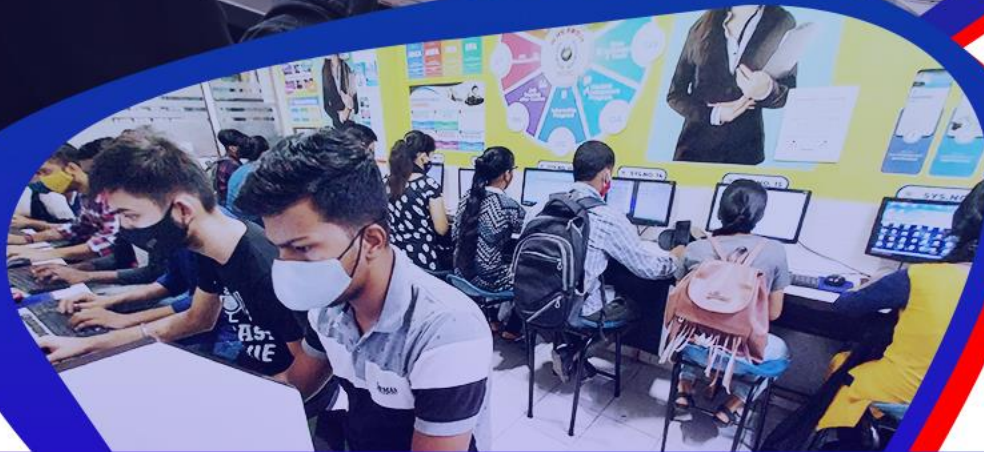


Career Building

Project work
Internship
Job Placement
Certification

Know your Responsibility!

1. Do not bunk your class.
2. Do not take more leave.
3. Participate in all types of **DOTNET** activities.
4. Always try to win the best performance reward.
5. Be well discipline and follow the **DOTNET** Rules.
6. Pay your course fee on time.



What will you get by Our Online Classes



Lesson PDF Document



Lesson Videos



Practical Assignment



Complete Notes in PDF Format



2 Live Class Weekly



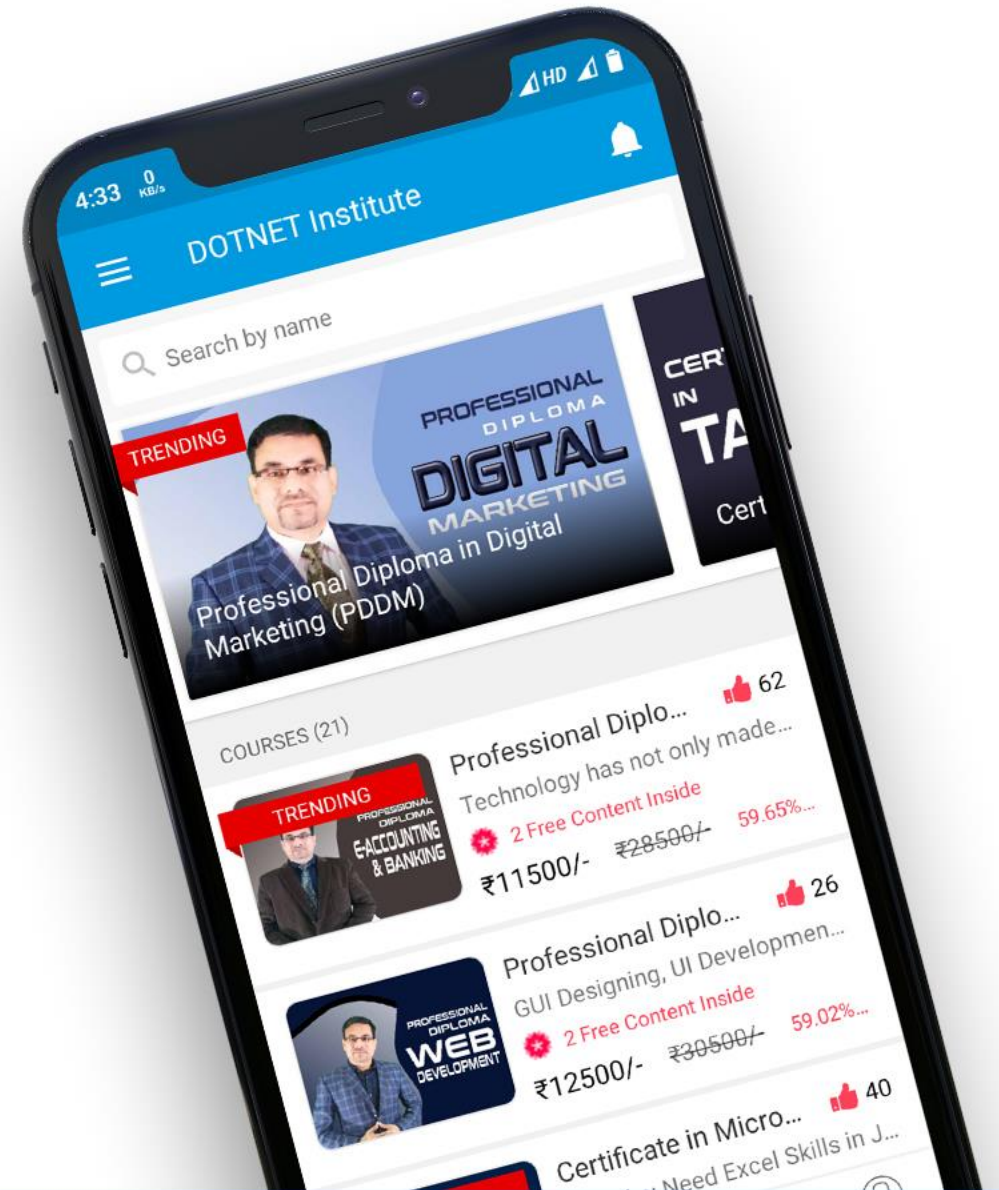
24/7 Chatbox



Online Test After Every Module



Certificate Delivered by Post



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Certification

Reg. No. S-51731 Roll No. DC-DH0159




DOT-NET COMPUTER EDUCATION

(दिल्ली प्रशासन द्वारा पंजीकृत)
(An Institute of Computer Information Technology)
C-9, Block-C, Behind Community Centre, Dilshad Garden, Delhi-110095
Website : www.dotnetinstitute.co.in

DIPLOMA CERTIFICATE

This is to certify that Mr./Miss/Ms
SANU KUMAR
Son/Daughter/Wife of Shri
UPENDER PRASAD
Completed the training on the course
"DIPLOMA IN COMPUTER APPLICATION"
of Duration 6 (SIX) Month conducted from 10/2/2020 to 9/8/2020
from DILSHAD GARDEN Centre.
We wish him/her all success in his/her life.
Date of Issue: / / Director

Reg. No. S-51731 Roll No. _____



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**CERTIFICATE
OF PROFICIENCY**

DOT-NET COMPUTER EDUCATION
humbly grants the certificate for successful
completion of
**PROFESSIONAL DIPLOMA IN
DIGITAL MARKETING**
& certifies that

has completed the levels of study by integrating the
teaching & practical work done delivered by DOT-NET Institute
his/her achievement in each level of study is
humbly confirmed

Date: _____ Director

Reg. No. S-51731



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STATEMENT OF MARKS

Ref. No. _____ Date: _____

COURSE NAME: DCA Roll No: UG-47455
COURSE DURATION: 6th MONTHS Year: 2019-20
NAME OF STUDENT: SHRI CENTRE: DILSHAD GARDEN
FATHER'S NAME: SURYA NIWAS ADMISSION DATE: 11/9/2019

NAME OF COURSE	MARKS OBTAINED				TOTAL
	THEORY	ORAL	PRACTICE	TOTAL	
FUNDAMENTALS & OR	100	40	30	170	24
MS-WORD	100	40	30	170	22
MS-EXCEL	100	40	30	170	21
MS-POWER POINT	100	40	30	170	15
MS-ACCESS	100	40	30	170	17
INTERNET/INTRANET	100	40	30	170	20
TOTAL	600	240	120	960	97

DATE OF ISSUE: 23/10/2020

Signature: _____ Director

Reg. No. S-51731 Roll No. DC-DH0159



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(An Institute of Computer Information Technology)
Patparganj - F-6, 1st Floor, Pal Market, Main Road, Mandawali, Delhi-92
Dilshad Garden - N-3/A-1, Opp. Jain Mandir, Dilshad Garden, Delhi-95
Sangam Vihar - Block D, Street No. 5/1, Ratiya Marg, Delhi-62

DIPLOMA

This is to certify that Mr./Miss /Mrs. ROBIN
Son/Daughter/Wife of Shri SURYA NIWAS.....has successfully
completed the training on the course **"DIPLOMA IN COMPUTER APPLICATION"**
of duration SIX (6).....month conducted from 11/09/2019.....to 10/02/2020
from DILSHAD GARDEN.....Centre.
I wish him/her all success in his/her life.
DATE OF ISSUE: 23/10/2020 "D.C.A." Director



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Our Placement Partners



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To get more information

watch our video on

 YouTube / DOTNET Institute



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Thank you

for more info visit our website

www.dotnetinstitute.co.in

or Call us :

011 4004 0815, 9871876405, 9555871895

Get in touch with us on our social media :



Download our mobile app :

