

Advanced Diploma in Computer Applications (ADCA)

Duration: 12 Months

Course Fee: ₹18,000

Registration Fee: ₹300

Certification: Advanced Diploma in Computer Applications (ADCA)

MS Word

- Document Formatting
- Tables
- Mail Merge
- Templates
- SmartArt
- Reports & Certificates

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Module 1: Computer Fundamentals

Topics Covered

- Introduction to Computers
- History & Generations of Computers
- Hardware & Software
- Input & Output Devices
- Memory & Storage Devices
- Operating Systems (Windows)
- File & Folder Management
- Computer Security
- Computer Troubleshooting
- Keyboard Shortcut Keys

Practical

- Windows Operations
- File Management
- System Configuration
- Software Installation

MS Excel (Basic to Advanced)

- Formulas & Functions
- IF, VLOOKUP, XLOOKUP
- Pivot Tables
- Charts
- Conditional Formatting
- Data Validation
- Dashboards
- Macros (Introduction)

MS PowerPoint

- Presentation Design
- Animations
- Multimedia
- Professional Presentations

Practical Projects

- Resume
- Salary Sheet
- Dashboard
- Business Presentation

Module 2: MS Office & Productivity

Tools

Module 3: Internet & Email Management

Topics Covered

- Internet Concepts
- Web Browsers
- Search Techniques
- Email (Gmail)
- Email Etiquette
- Cloud Storage
- Online Forms
- Digital Payments
- Cyber Security
- Online Safety

Practical

- Professional Email Writing
- Google Search Techniques
- Online Registration Forms

- Payment
- Receipt
- Journal
- Sales
- Purchase
- Debit Note
- Credit Note

Inventory Vouchers

- Receipt Note
- Delivery Note
- Rejections In/Out
- Stock Journal
- Physical Stock

GST

- GST Setup
- GST Transactions
- GSTR-1
- GSTR-3B
- GST Reports
- GST Return Preparation
- E-Way Bill Basics
- E-Invoice Basics

Module 4: Tally Prime with GST

Accounting Fundamentals

- Accounting Principles
- Journal, Ledger, Trial Balance

Tally Prime

- Company Creation
- Ledger & Groups
- Inventory Management

Accounting Vouchers

- Contra

Module 5: Database Management System (DBMS)

Topics Covered

- Introduction to Database
- RDBMS Concepts

- Tables
- Queries
- Forms
- Reports
- Relationships
- Data Types
- Primary Key
- Foreign Key

Practical

- Student Database
- Employee Database
- Inventory Database

Module 6: Web Designing

HTML5

- Structure
- Forms
- Tables
- Multimedia

CSS3

- Styling
- Flexbox
- Grid
- Responsive Design

JavaScript Basics

- Variables
- Functions

- Events
- DOM Basics

Practical

- Personal Portfolio
- Business Website
- Institute Website

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Module 7: Graphic Designing & Multimedia

Canva

- Social Media Designs
- Posters
- Certificates
- Flyers
- Brochures

Adobe Photoshop

- Photo Editing
- Background Removal
- Retouching
- Banner Design
- Mockups

CorelDraw

- Logo Design
- Vector Graphics

Multimedia

- Video Editing Basics
- Thumbnail Design
- Social Media Creatives

Practical

- **Logo**
- **Visiting Card**
- **Instagram Post**
- **YouTube Thumbnail**
- **Banner Design**

Topics Covered

- Google Docs
- Google Sheets
- Google Slides
- Google Forms
- Google Drive
- Google Calendar
- Cloud Storage
- Online Collaboration

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Module 8: Computer Networking

Topics Covered

- Networking Basics
- LAN
- WAN
- MAN
- IP Address
- Router
- Switch
- Modem
- Network Devices
- Internet Connectivity
- Wi-Fi Configuration
- Network Security Basics

Practical

- LAN Setup
- Cable Identification
- IP Configuration

Practical

- Create Online Forms
- Shared Documents
- Team Collaboration

Module 10: AI Tools & Office Automation

Topics Covered

- Introduction to Artificial Intelligence
- ChatGPT for Productivity
- AI Content Writing
- AI Email Drafting
- AI for Excel
- AI for Presentations
- AI Image Generation
- Prompt Writing Basics

Practical

- **AI-generated Reports**

Module 9: Google Workspace & Cloud Computing

- **AI-assisted Excel Work**
- **Professional Office Documents**

- **Windows 10/11**
- **MS Word**
- **MS Excel (Advanced)**
- **MS PowerPoint**
- **Tally Prime**
- **Google Workspace**
- **Canva**

Module 11: Soft Skills & Career Development

Topics Covered

- English Communication
- Personality Development
- Resume Building
- Interview Skills
- Office Etiquette
- Business Communication
- Teamwork
- Time Management

- **Adobe Photoshop**
- **CorelDraw**
- **Visual Studio Code**
- **HTML5**
- **CSS3**
- **JavaScript**
- **MS Access / DBMS**
- **ChatGPT & AI Tools**

Module 12: Live Projects & Internship

Live Projects

- Student Management System
- Payroll Management
- Inventory Management
- GST Accounting Project
- Institute Website
- Business Dashboard
- Graphic Design Portfolio

Additional Skills

- PDF Tools
- Document Scanning
- OCR
- Cloud File Sharing
- Online Meeting Tools (Zoom, Google Meet, Microsoft Teams)
- Digital Documentation
- Basic Data Analysis
- Cyber Security Awareness

Software Covered

Career Opportunities

- Computer Operator
- Office Executive
- Data Entry Operator
- MIS Executive
- Accountant (Tally)
- GST Executive
- Back Office Executive
- Web Designer
- Graphic Designer
- Office Administrator
- Customer Support Executive
- Documentation Executive
- Computer Teacher
- Freelance Office Assistant

applications

- ✓ Use AI tools to improve productivity
- ✓ Prepare for office, IT, accounting, and administrative roles

Certification

Advanced Diploma in Computer Applications (ADCA)

Project Certificate + Course Completion Certificate (after successful assessment)

Ideal For

Students • Job Seekers • Office Professionals • Small Business Owners • Entrepreneurs • Freshers seeking IT, Office, Accounting, or Design careers.

Course Outcomes

After completing this course, students will be able to:

- ✓ Operate computers professionally
- ✓ Create office documents and reports
- ✓ Use Advanced Excel for data analysis and dashboards
- ✓ Manage accounting in Tally Prime with GST
- ✓ Design responsive websites
- ✓ Create professional graphic designs
- ✓ Work with databases and cloud