

ADIT – Advanced Diploma in Information Technology

Duration: 12 Months

Mode: Offline / Practical Training

Total Course Fee: ₹18,000

COMPLETE ADIT SYLLABUS

Module 1: Computer

Fundamentals

Students will learn the complete basics of computers and information technology.

Topics:

- Introduction to Computers
- History and Generations of Computers
- Types of Computers
- Hardware and Software
- Input Devices
- Output Devices
- CPU and Motherboard
- RAM and ROM
- Storage Devices
- Operating System Basics
- Computer Languages
- Number System Basics
- Introduction to IT
- Basic Computer Security

Module 2: Windows

Operating System

Topics:

- Introduction to Windows
- Desktop and Taskbar
- Start Menu
- Files and Folders

- Creating and Managing Files
- Copy, Cut, Paste and Move Files
- Rename and Delete Files
- Control Panel and Settings
- Installing and Uninstalling Software
- User Accounts
- Basic System Settings
- Windows Security
- Basic Troubleshooting

Module 3: Microsoft Office

MS Word

Topics:

- Introduction to MS Word
- Creating Documents
- Text Formatting
- Fonts and Paragraph Formatting
- Page Setup
- Margins and Orientation
- Headers and Footers
- Tables
- Pictures and Shapes
- SmartArt
- Styles
- Mail Merge
- Printing Documents

Practical Work:

- ✓ Resume Creation
- ✓ Professional Letter
- ✓ Application
- ✓ Certificate
- ✓ Invoice



MS Excel – Basic to

Advanced

Basic Excel:

- Workbook and Worksheet
- Rows and Columns
- Formatting
- Basic Formulas
- Cell References



Advanced Excel:

- SUM
- AVERAGE
- MIN and MAX
- COUNT and COUNTA
- IF Function
- Nested IF
- VLOOKUP
- HLOOKUP
- XLOOKUP
- INDEX & MATCH
- Text Functions
- Date and Time Functions
- Logical Functions
- Conditional Formatting
- Data Validation
- Sorting and Filtering
- Charts and Graphs
- Pivot Tables
- Pivot Charts

Practical Projects:

- ✓ Student Result Sheet
- ✓ Attendance Sheet
- ✓ Salary Sheet
- ✓ Invoice System
- ✓ Business Report
- ✓ MIS Report

MS PowerPoint

Topics:

- Creating Presentations
- Slides and Layouts
- Themes and Templates
- Images and Graphics
- Tables and Charts
- SmartArt
- Animations
- Transitions
- Slide Show
- Professional Presentation Design

Practical Project:

- ✓ Business Presentation
- ✓ Educational Presentation

MS Access

- Introduction to Database
- Tables
- Fields and Records
- Queries
- Forms
- Reports
- Basic Database Management

Module 4: Internet & Digital Skills

Topics:

- Introduction to the Internet
- Web Browsers
- Search Engines
- Effective Google Searching



ADIT

Cortex Skills Institute

- Email Creation and Management
- Sending Professional Emails
- Attachments
- Google Drive
- Cloud Storage
- Online Forms
- Document Uploading
- Digital Payments Awareness
- Online Government Services Basics
- Internet Security
- Cyber Safety

- Rejection In / Out
- POS

Inventory Management

- Stock Groups
- Stock Categories
- Stock Items
- Units of Measurement
- Inventory Reports

GST

- Introduction to GST
- CGST
- SGST
- IGST
- GST Ledgers
- GST Purchase Entry
- GST Sales Entry
- GST Invoice

Practical Work:

- ✓ Company Accounting
- ✓ GST Billing
- ✓ Purchase and Sales Records
- ✓ Financial Reports



Page | 3



Module 5: Tally Prime with

GST

Accounting Fundamentals

- Introduction to Accounting
- Types of Accounts
- Debit and Credit Rules
- Journal Entries

Tally Prime

- Introduction to Tally Prime
- Company Creation
- Company Features
- Groups
- Ledger Creation
- Voucher Entry
- Contra Voucher
- Payment Voucher
- Receipt Voucher
- Journal Voucher
- Purchase Entry
- Sales Entry

Module 6: Graphic Designing

Students will learn the basics of professional graphic designing.

Topics:

- Introduction to Graphic Design
- Design Principles
- Color Theory
- Typography
- Image Editing
- Poster Design
- Social Media Posts
- Banner Design



- Visiting Card Design
- Certificate Design
- Brochure Design

Software:

- Canva
- Adobe Photoshop
- CorelDRAW

Practical Projects:

- ✓ Instagram Posts
- ✓ Business Posters
- ✓ Visiting Cards
- ✓ Certificates
- ✓ Advertising Designs



Module 7: Python

Programming

Introduction to Python

- What is Programming?
- Introduction to Python
- Installing Python
- Python IDE
- Python Syntax

Python Basics

- Variables
- Data Types
- Input and Output
- Operators
- Type Conversion

Decision Making

- IF Statement
- IF-ELSE Statement
- ELIF Statement
- Nested IF

Loops

- FOR Loop
- WHILE Loop
- Nested Loops

Data Structures

- Strings
- Lists
- Tuples
- Sets
- Dictionaries

Functions

- Creating Functions
- Function Arguments
- Return Statement

Advanced Basics

- Modules
- File Handling
- Exception Handling
- Object-Oriented Programming Basics

Python Projects:

- ✓ Calculator
- ✓ Student Management System
- ✓ Quiz Application
- ✓ Password Generator
- ✓ Billing System
- ✓ Basic Data Management Program

Program

Module 8: Web Designing

HTML

- Introduction to Websites
- HTML Structure
- Headings
- Paragraphs
- Links
- Images
- Lists
- Tables
- Forms

CSS



- Introduction to CSS
- Colors
- Backgrounds
- Fonts
- Borders
- Margin and Padding
- Layout Design
- Responsive Website Basics

JavaScript Basics

- Introduction to JavaScript
- Variables
- Data Types
- Operators
- Functions
- Events
- Basic Interactivity

Practical Projects:

- ✓ Personal Portfolio Website
- ✓ Business Website
- ✓ Institute Website Sample

Module 9: Computer Hardware & Maintenance

Topics:

- Introduction to Computer Hardware
- Motherboard
- CPU
- RAM
- ROM
- Hard Disk
- SSD
- SMPS
- Keyboard and Mouse
- Printer Basics

- Computer Assembly Basics
- Software Installation
- Windows Installation
- Driver Installation
- Basic Troubleshooting
- Computer Maintenance

Module 10: Cyber Security & Internet Safety

Topics:

- Introduction to Cyber Security
- Cyber Threats
- Viruses and Malware
- Phishing Awareness
- Strong Password Practices
- Two-Factor Authentication
- Safe Internet Browsing
- Social Media Safety
- Email Security
- Data Privacy Basics
- Backup and Recovery Basics

Page | 5



Module 11: Career & Professional Skills

This module will help students prepare for jobs and professional opportunities.

Topics:

- Resume Preparation
- Professional Email Writing
- Interview Preparation
- Communication Skills



- Personality Development
- Basic English for Workplace
- Online Job Searching
- LinkedIn Profile Basics
- Job Application Process
- Introduction to Freelancing
- Digital Portfolio Creation
- Accounts Assistant
- Tally Operator
- Billing Executive
- Computer Teacher Assistant
- IT Support Assistant
- Junior Graphic Designer
- Social Media Design Assistant
- Junior Web Designer
- Website Assistant
- Python Programming Intern
- Data Management Assistant

Module 12: Final Project & Practical Training

Students will complete practical projects based on the complete course.

Final Projects:

- ✓ Professional Resume
- ✓ Advanced Excel Project
- ✓ Tally Prime with GST Project
- ✓ Graphic Design Portfolio
- ✓ Python Programming Project
- ✓ Personal Portfolio Website
- ✓ Professional PowerPoint Presentation

Career Opportunities After ADIT

After completing the course, students can apply for roles such as:

- Computer Operator
- Data Entry Operator
- Office Assistant
- MIS Executive
- Excel Executive

