



Course Syllabus: Advanced Diploma in Computer Applications (ADCA)-12 Months

The Advanced Diploma in Computer Applications (ADCA) is a comprehensive one-year course designed to provide in-depth knowledge and practical skills in various aspects of computer applications. Below is a detailed syllabus for a 12-month ADCA course:

90 Minutes Class Per Day | Exam-Online | SEM-1 & SEM-2 | Free classes for 3 months after completion of the course.

Month 1-3: Basics of Computer Applications and Office Automation

Month 1: Computer Fundamentals and Windows Operating System

- **Week 1:** Introduction to Computers
 - Computer components, hardware vs. software
 - Types of computers and their applications
- **Week 2:** Operating Systems
 - Overview of Windows OS
 - Installing and configuring Windows
- **Week 3:** File Management
 - Creating, copying, moving, and deleting files and folders
- **Week 4:** System Maintenance and Troubleshooting
 - Disk cleanup, software updates, antivirus

Month 2: Microsoft Office Suite - Part 1

- **Week 1-2:** Microsoft Word
 - Document creation and formatting
 - Advanced features: mail merge, templates, tables
- **Week 3-4:** Microsoft Excel
 - Spreadsheet basics, data entry, and formatting
 - Formulas, functions, charts, and graphs

Month 3: Microsoft Office Suite - Part 2

- **Week 1-2:** Microsoft PowerPoint
 - Creating presentations, slide design, animations
 - Advanced features: transitions, multimedia
- **Week 3-4:** Microsoft Access
 - Database concepts, creating and managing databases
 - Queries, forms, and reports

Month 4-6: Advanced Office Tools and Internet Applications

Month 4: Advanced Excel and Data Management

- **Week 1-2:** Advanced Excel Functions
 - Pivot tables, VLOOKUP, HLOOKUP
 - Data validation, conditional formatting
- **Week 3-4:** Data Analysis and Visualization
 - Using Excel for data analysis
 - Creating dashboards and data visualizations

Month 5: Internet and Web Technologies

- **Week 1-2:** Internet Basics
 - Understanding the internet, browsers, and search engines
 - Email setup and management
- **Week 3-4:** HTML and CSS
 - Basics of HTML and web page structure
 - Introduction to CSS for styling web pages



Month 6-7: Basics of Accounting and Introduction to Tally GST

Month 7: Month 1: Introduction to Tally and Basic Accounting

Week 1: Introduction to Accounting and Tally

- **Day 1-2:** Basics of Accounting
 - Fundamental accounting concepts
 - Types of accounts, golden rules of accounting
- **Day 3-4:** Introduction to Tally ERP 9
 - Overview of Tally interface
 - Creating a new company in Tally
- **Day 5:** Basic Configuration in Tally
 - Setting up company features
 - User and security controls

Week 2: Masters in Tally

- **Day 1-2:** Creating and Managing Ledgers
 - Types of ledgers, ledger creation
 - Groups and subgroups
- **Day 3-4:** Inventory Management
 - Stock groups, stock categories, stock items
 - Units of measure, godowns
- **Day 5:** Practical Session
 - Hands-on practice creating ledgers and inventory items

Week 3: Voucher Entries in Tally

- **Day 1-2:** Types of Vouchers
 - Sales, purchase, payment, receipt, journal, contra vouchers
- **Day 3-4:** Recording Transactions
 - Voucher entry and alteration
 - Practical examples and exercises
- **Day 5:** Practical Session
 - Comprehensive voucher entry practice

Week 4: Financial Reports in Tally

- **Day 1-2:** Generating Reports
 - Trial balance, profit and loss account
 - Balance sheet, cash flow statement
- **Day 3-4:** Customizing Reports
 - Configuring and customizing report formats
- **Day 5:** Practical Session
 - Generating and analyzing financial reports

Month 8: GST in Tally

Week 1-2: Introduction to GST

- **Day 1-2:** Overview of GST
 - GST concepts, types of GST (CGST, SGST, IGST, UGST)
 - GST rates and HSN/SAC codes
- **Day 3-4:** GST Registration and Compliance
 - GSTIN, GST return filing process
 - Important GST forms and due dates
- **Day 5:** GST in Tally
 - Configuring GST in Tally

Week 2-4: Setting Up GST in Tally

- **Day 1-2:** GST Configuration
 - Enabling GST, setting up tax rates
 - Creating GST ledgers
- **Day 3-4:** GST Masters
 - Defining GST tax details in masters
 - GST stock items, stock groups, stock categories
- **Day 5:** Practical Session
 - Configuring GST for different scenarios



Month 9-10: Graphic Design and Multimedia

- **Week 1-2:** Introduction to Graphic Design
 - Basics of graphic design, color theory
 - Using design software (Adobe Photoshop/CorelDRAW)
- **Week 3-4:** Multimedia Applications
 - Audio and video editing basics
 - Introduction to multimedia software (Adobe Premiere/Final Cut Pro)

Month 10-11: Web Development

- **Week 1-2:** Advanced HTML and CSS
 - Forms, tables, responsive design
- **Week 3-4:** Advanced HTML and CSS
 - 2D Animation, Landing Page
 - Plug-in Installation, C-Panel, Host, Server Many More..

Month 11-12: Miscellaneous Classes

- **Week 1-2:** Introduction Typing Hindi & English
 - Basic Typing English
 - Basic Typing Hindi
- **Week 3-4:** Computer Based Typing Practice
 - Doc, XLS, GoogleSheet,
 - Data Entry Typing Practice

Additional Resources and Activities

- **Weekly Assignments and Quizzes:** To reinforce learning
- **Practical Labs:** Hands-on sessions for all major topics
- **Practical Assignments:** Hands-on tasks related to weekly lessons

Fee Structure

Total Package Cost: Rs.11,960/-

Monthly Fees:

- **Registration Fee:** Rs.1500/- (One Time Payment)
- **Installment Payment:** Rs.1685/- (1685 x 6 Installment)
- **RFID Card & Exam Fee:** Rs.350/- (One Time Payment)

Payment Options

- **Full Payment: Rs.10,166/-** (includes a 15% discount if paid upfront, making it Rs.10,166/-)

Benefits Included:

- **Access to Online Learning Portal:** 24/7 access to course materials, assignments, and additional resources
- **Free Wi-Fi:** Available at the training center
- **Certificate of Completion:** Issued upon successful completion of the course
- **Job Placement Assistance:** Support in finding relevant job opportunities after course completion

This ADCA course is designed to equip students with the essential skills and knowledge required to excel in various computer application fields, providing a solid foundation for both further studies and career opportunities.

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