



ADCA Course Syllabus in PDF



The ADCA (Advanced Diploma in Computer Applications) course equips students with comprehensive knowledge of computer fundamentals, office applications, accounting software and basic programming. It prepares learners for various IT and administrative roles in today's digital world. Suitable for beginners, it's an excellent stepping stone for a career in computers and technology.

Duration:

- Typically 12 months (2 semesters)
- Total Hours: 360–480 hours, depending on institute

Eligibility:

- 10th/12th Pass (varies by institute)

ADCA Course Syllabus-Detailed

Semester 1 / Module 1: Basic Computer Fundamentals

- Introduction to Computers
 - History & Generations of Computers
 - Types of Computers
 - Characteristics & Limitations of Computers
- Computer Components
 - Hardware vs. Software
 - Input and Output Devices
 - CPU, Memory (RAM, ROM)
- Operating Systems – Basics
 - Booting Process
 - Types of OS (DOS, Windows, Linux overview)
- Computer Number Systems
 - Binary, Decimal, Hexadecimal
 - Conversion between Number Systems
- Computer Software
 - System Software
 - Application Software
- Computer Virus & Security
 - Types of Viruses, Antivirus
 - Cyber Security Basics

Semester 1 / Module 2: Microsoft Office Suite

MS Word

- Introduction & Interface
- Creating, Saving, Opening Documents
- Text Formatting

- Page Setup
- Working with Tables
- Mail Merge
- Headers, Footers, Footnotes
- Printing Documents

MS Excel

- Introduction & Spreadsheet Concepts
- Creating, Saving, Opening Workbooks
- Formatting Cells & Sheets
- Formulas & Functions
- Charts & Graphs
- Data Sorting & Filtering
- Conditional Formatting
- Pivot Tables

MS PowerPoint

- Basics of Presentation
- Creating Slides
- Adding Multimedia (Audio, Video, Images)
- Slide Transitions & Animations
- Slide Show Customization

MS Access

- Database Concepts
 - Creating Tables
 - Relationships
 - Queries, Forms, Reports
-

Semester 1 / Module 3: Internet & Email

- Introduction to Internet
 - Web Browsers (Chrome, Edge, Firefox)
 - Searching Techniques
 - Downloading & Uploading Files
 - Social Media Basics
 - Email:
 - Creating Email ID
 - Sending/Receiving Emails
 - Attachments
 - Netiquette
 - Online Safety & Cybersecurity
 - Digital Payments Overview
-

Semester 2 / Module 4: Advanced Computer Applications

Typing Skills

- English Typing Practice

- Hindi Typing (KrutiDev, Inscript, Remington)
- Speed & Accuracy Tests

Tally Prime / Tally ERP 9

- Accounting Principles Overview
 - Company Creation
 - Ledger, Group, Voucher Entry
 - GST Implementation
 - Inventory Management
 - Reports & Statements
 - Payroll in Tally
-

Semester 2 / Module 5: Graphic Design Fundamentals

CorelDRAW / Illustrator

- Introduction to Vector Graphics
- Creating Shapes & Objects
- Working with Colors, Fills, Gradients
- Text Effects
- Logo Designing
- Layout Design

Adobe Photoshop

- Introduction to Raster Graphics
 - Working with Layers
 - Image Editing & Retouching
 - Text Effects
 - Image Manipulation
 - Color Correction
-

Semester 2 / Module 6: Programming Fundamentals

Basics of Programming

- Introduction to Programming Languages
- Algorithm & Flowchart Concepts

C Programming

- Basic Structure of C Program
- Variables, Data Types
- Operators & Expressions
- Conditional Statements
- Loops
- Functions
- Arrays
- Simple Programs

OR (in some syllabi)

Python Basics

- Introduction to Python
- Variables, Data Types
- Input & Output
- Conditional Statements
- Loops
- Functions
- Lists, Tuples, Dictionaries
- Simple Programs

(Choice of programming language may vary based on the institute)

Semester 2 / Module 7: Web Designing Basics

- Introduction to HTML
 - HTML Tags
 - Page Structure
 - Links, Lists, Tables
 - Introduction to CSS
 - Styling Text & Layouts
 - Colors, Fonts
 - Simple Webpage Creation
 - Web Hosting Basics
-

Semester 2 / Module 8: Computerized Accounting & Payroll

- Accounting Concepts
 - Accounting Software Usage (Tally)
 - Payroll Processing
 - GST Implementation
 - Generating Reports
 - Tax Reports & E-filing Basics
-

Semester 2 / Module 9: Multimedia & Animation (Optional Module)

- Basics of Animation
 - Using Adobe Flash/Animate
 - Animation Tools & Timeline
 - Creating Simple Animations
 - Exporting Animations
-

Semester 2 / Module 10: Project Work & Practical Exam

- Real-life Projects:
 - Office Documentation
 - Accounting Projects
 - Graphic Design Project

- Web Design Mini Project
 - Viva Voce
 - Practical Examination
-

Soft Skills (Throughout the Course)

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

Examination & Certification

- Module-wise internal tests
 - Final theory and practical examination
 - Project evaluation
 - Certificate awarded on successful completion
-

Optional Add-ons (in some institutes)

- Digital Marketing Basics
 - Cloud Computing Overview
 - Data Entry Operator Skills
 - Advanced Excel
 - Cyber Security Essentials
-

Note: The exact syllabus may vary slightly between institutes. However, the above covers all core subjects usually included in a standard ADCA course. All software names are mentioned for informational purposes only. You should purchase them directly from their respective legal owners or authorized dealers for training use.



Visit: www.sarvaindia.com