Gurukul Educational And Research Institute

🎓 ADCA – Advanced Diploma in Computer Application

Duration: 1 Year (2 Semester) Eligibility: 10th / 12th Pass
Mode: Theory + Practical + Project

Semester – 1

Computer Fundamentals & Operating System

- Basics of Computer
- Hardware & Software
- Input / Output
- Devices Memory & Storage
- Windows OS File
- Management
- Control Panel System
- Tools

Practical:

- Folder Management
- Software Installation
- System Settings

MS Office (Advanced)

MS Word

Advanced Formatting

- Mail Merge
- Table Formatting
- Templates
- Resume & Official Documents

MS Excel

- Advanced Formulas (IF, VLOOKUP, HLOOKUP)
- Charts & Graphs
- Data Validation Pivot
- Table Salary
- Sheet & Billing System

MS PowerPoint

- Professional Presentation
- Animation & Effects Business
- Presentation Design
- Internet & Digital Skills
- Internet Concepts
- Email Writing Online
- Forms Digital
- Payment google
- Drive Cyber Security
- Basics Social
- Media Basics

Semester – 2

Tally with GST (Advanced)

- Company Creation
- Ledger Creation
- Voucher Entry
- GST Entry
- Inventory Management
- Payroll
- Final Accounts
- Balance Sheet

Practical:

- GST Report
- Profit & Loss
- Salary Entry

Programming Language (C / Python)

- Introduction to Programming
- Variables
- Data Types
- Loops
- Conditional
- Statements
- Functions
- Simple Programs

Web Designing (Basic)

- HTML Basics
- Tags & Attributes
- Creating
- Web Pages Forms
- Basic CSS

Computer Hardware & Networking (Basic)

- Parts of Computer
- Assembling & Disassembling
- Networking Basics LAN
- Setup Troubleshooting
- Project Work

Excel Billing Project

- Tally Accounting Project
- Simple Website Creation
- Final Viva

Career Scope After ADCA

- Computer Operator
- Data Entry Operator
- Accountant Office
- Executive MIS
- Exectuive Web
- Assistant Tally
- Operator IT Support
- Executive