

ADCA [ADVANCE DIPLOMA IN COMPUTER APPLICATION]

Objective: उद्देश्य

ADCA एक **Job-Oriented Computer Course** है, जिसका उद्देश्य विद्यार्थियों को **Advanced** एवं **Practical Computer Knowledge** प्रदान करना है ताकि वे **Government** एवं **Private Jobs** तथा **Self-Employment** के लिए तैयार हो सकें।

ADCA Course में मुख्य रूप से ये विषय शामिल होते हैं:

- ✓ **Computer Basic Fundamental**
- ✓ **Operating System (Windows/Linux Basics)**
- ✓ **Office (Ms-Office /LibreOffice)**
- ✓ **DTP (Photoshop , CorelDraw)**
- ✓ **Internet**
- ✓ **Web Designing Basics (HTML, CSS)**
- ✓ **Accounting Software (Tally Prime + GST)**
- ✓ **Database Basics (MS Access / DBMS)**
- ✓ **Typing (Hindi & English)**
- ✓ **Practical Project Work**

Course Duration [12 Month]

Eligibility

कौन कर सकता है ADCA?

- ✓ 10वीं / 12वीं पास छात्र
- ✓ कॉलेज स्टूडेंट्स
- ✓ Job करने वाले व्यक्ति
- ✓ Self-Employment शुरू करने के इच्छुक लोग
- ✓ Housewives / बेरोज़गार युवक-युवतियाँ

ADCA करने के बाद छात्र **Computer Operator, Office Assistant, Accountant Assistant, Data Entry Operator** जैसे पदों पर काम कर सकते हैं या **Self-Employment** शुरू कर सकते हैं।

Detailed Syllabus and Learning Outcome:

SN	Chapter Name	Course Outline
1	Computer Basic Fundamental	Introduction to Computer, Feature of Computer, Weakness, History of Computer, Computer Generation, Classification of Computer, Computer Hardware and Software, Input & Output Devices, Computer Memory, Introduction to Network, Network topology, Internet, Computer Virus & Antivirus,
2	Operating System (Windows/Linux Basics)	Introduction to OS, OS for Mobile Phone & Computer, Laptop. Operating System Simple Setting, File and Folder Management, Notepad, Wordpad, Ms-Paint, Type of File Extensions.
3	Office (Ms-Office /LibreOffice)	<p>Ms-Office Introduction</p> <p>Word- [Hindi English Typing, Letter Resume, Notes, Document Composing, And Editing Etc.]</p> <p>Excel [Cell, Row, Column, Sheet, Mathematical Work, Financial Work, Data Filtering & Shorting, Data Analysis & Summarize, Graphical & Chart, 10+Project, 50+Functions Data Entry Work Etc.]</p> <p>PowerPoint[All type of Slide Design Work , Animation &Transitions , Slide Show ,Photo Album Etc.]</p> <p>LibreOffice [Writer , Calc , Impress]</p>
4	DTP	Photoshop [All type of Photo Editing Work]

		CorelDraw [Banner , Poster, Visiting card , Greeting Card , Page Cover , Template ,YouTube Thumbnail, logo design Etc]
5	Internet & Email	Internet Basics, Web Browser, Search Engine, Email Account Creation, Sending / Receiving Emails, Attachments, And Online Safety Etc.
6	Computer Networking	Networking Basics, Types of Network (LAN, MAN, WAN), Network Devices, and Internet Protocol Topology Network Security Basics Etc.
7	Web Designing	HTML5 & CSS3: Building the structure and styling of responsive websites. JavaScript: Adding interactivity and logic to web pages.
8	Programming	C , Python

TALLY PRIME/ERP. WITH GST

1	Introduction to Tally (Service Organization)	<p>Introduction to Tally & Account.</p> <p>Types of Organization (Service, Trading, Manufacturing)</p> <p>Golden Rules of Accounting</p> <p>Debit & Credit Rules Accounting Terms</p> <p>Ledger ,Group And Voucher , Journal Transaction Entry , Trial Balance , Balance Sheet, Profit & Loss Account, Day Book , Printing Report , Export And Import, Backup & restore , Security Control Feature</p>
2	Trading organization [Inventory handling]	Sales & Purchase Goods , Stock Group , Stock Item, Unit of Measurement, Godown, Cost Center , Sales & Purchase Return Taxation ,GST Billing Work , Inventory Report & Overview of Tally Features Etc

3	Manufacturing organization	Raw Material Purchase & Sales, Bill of Materials (BOM) Stock Categories, Godown Management Job Work (Basic) Ect.
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