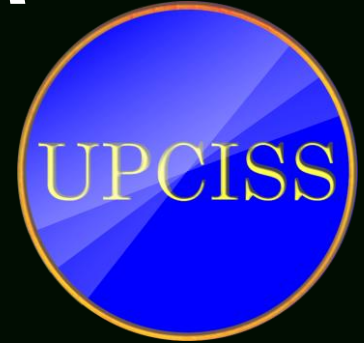


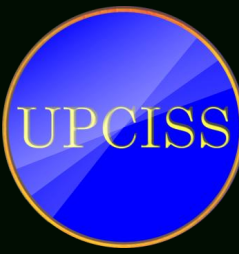
# Lecture - 01 ADCA-1 YEAR COMPUTER DIPLOMA



- ✓ ADCA Full Syllabus
- ✓ ADCA Download Notes
- ✓ ADCA Video Lectures
- ✓ ADCA vs Other Course
- ✓ Qualification and Skills Requirements
- ✓ ADCA Certificate

Tally Prime Basic To Advance and 100 % Free, Full Course

# ADCA COURSE SYLLABUS



## ✓ Computer Basic Fundamentals

- Introduction to Computers (History, Characteristics)
- Hardware & Software
- Input/output Devices
- Types of Memory
- Number Systems (Binary, Decimal, etc.)
- Data vs Information
- Computer **Assembling**
- Software **Installation**
- New Device **Connection**

## ✓ Operating Systems

- Overview of Operating Systems
- Windows 10/11
- File Folder / Management
- System Settings
- Control Panel Settings
- Utility Software
- Other O/S

## ✓ Typing (English / Hindi)

- Typing Practice & Speed Building
- QWERTY / Hindi (**Kruti Dev**)

# LIST OF INCLUDED SOFTWARE

# REAL-WORLD PROJECT



## ✓ Basic Utility Software

- ✓ Computer Basic Setting
- ✓ Control Panel Setting
- ✓ Notepad / WordPad / Paint
- ✓ Basic Toll

## ✓ Microsoft Office Application

- ✓ MS-Word
- ✓ MS-Excel
- ✓ MS-PowerPoint
- ✓ Power BI

## ✓ Graphics & Desktop Publishing

- ✓ Adobe Photoshop
- ✓ CorelDRAW

## ✓ Accounting Software

- ✓ Tally ERP
- ✓ Tally Prime

## ✓ Web Designing & Programming

- ✓ HTML, CSS, JavaScript
- ✓ C, C++, Python



# SYLLABUS



- Introduction to MS-Excel
- Element of MS-Excel
- Basic Formulas and Functions
- Data Entry Work
- Data Cleaning
- Different type of calculations
- Advanced Formulas and Functions
- Data Analysis Tools
- Pivot Tables and Charts & Graphs
- Dashboard and reports Creation
- Data validation
- Data Sorting & Filtering
- Conditional Formatting
- Dynamic reports
- Visual data representation



# EXCEL FORMULAS & FUNCTIONS



**Math & Trig :** Even, Fact, Odd, Power, Roman, Sqrt, Sum, **Sumif**, Int, Mod, Round Etc..

**Date & Time:** Today, **Now**, **Date**, **Day**, **Month**, **Year**, Time, Hour, Minute, Second Etc..

**Text:** Lower, Proper, Upper, **Left**, **Right**, Mid, Len, **Concatenate**, **Exact**, Trim Etc..

**Statistical:** Average, **Averagea**, **Count Function**, Max, Min, Mode Etc..

**Lookup & Reference:** **Vlookup**, **Hlookup**, **Index & Match**, **Array**, **Dget**, Iferror, Hyperlink Etc..

**Logical:** If, Iferror, **And**, Or, Not, True, False Etc..

**Financial:** **Pmt**, Ipmt, Ppmt, Fv Etc..

# TALLY PRIME COURSE SYLLABUS



## ✓ Accounting Concept

- Introduction to Tally Prime
- What is accounts
- What is accounting
- Golden Rules of Accounting
- Exercise 1
- Types of Business Organization
- Create Master
- What is Ledger
- Pre Define Tally Group
- Types of Voucher
- Exercise 2
- Terminology of Accounting

## ✓ Overview of Tally Prime

- Download and Install
- Create Company
- Introduction of Features
- Record Transactions in Voucher
- View All Type Reports
- Print Reports & Invoice (Bill)
- Share & Export PDF/JPEG
- Tally Security Control Feature
- User Access Control
- Backup & Restore Data
- Export & Import Data

# TALLY PRIME COURSE SYLLABUS



## ✓ Case Study-1 (Project-1)

- Service organization  
(Accounting Management)
- Debit, Credit – By, To
- Create Voucher
- Create Ledger
- Create Group
- Cost Center
- Cost Categories
- Transaction Entries 12 Months
- Provision Entries
- Adjustment Entries
- Closing Entries
- Day Book, Trial Balance
- Profit & Loss accounting
- Balance Sheet
- Export Closing Balance
- Create New Company
- Import Opening Balance

## ✓ Case Study-2 (Project-2)

- Trading organization with GST  
(Inventory Management)
- Taxation System CGST, SGST, IGST
- Stock Item, Unit of measure
- Stock Group, Stock Category
- Create Godown / Locations
- Transaction Entry 06 Months
- Purchase, Sales, Invoice
- Purchase returns, Sales returns
- Purchase from (URD)
- Tax on reverse charge (RCM)
- Credit Note, Debit Note - Voucher
- Inventory Reports
- Stock Summary

# TALLY PRIME COURSE SYLLABUS



## ✓ Case Study-3 (Project-3)

- Service organization With GST
- Auto Interest calculation Entries
- GST Payment Entries
- Auto Fill Feature

## ✓ Case Study-4 (Project-4)

- Manufacturing with GST  
(Job Work Management)
- Bill Of Material (BOM) Feature
- Create Compound (UoM)
- Order and Note Voucher
- All 24 Pre Define Voucher

## ✓ Case Study-5 (Project-5)

- Payroll Management

### Payroll Masters

Employee Category  
Employee Group  
Employee  
Units (Work)  
Attendance/Production Type  
Pay Heads  
Payroll Voucher Type

## ✓ TDS/TCS (Project-6)

- Complete Practical and Theory



# COMPUTER COURSE CERTIFICATES



UPCI Computer Education **Regd.No. 2302/1-169892** Approved By U.P Government

An **ISO 9001:2015 Certified** Institute

**Location:** Near- YDC College Lakhimpur-Kheri Uttar Pradesh, India - 262701

✓ ADASM (Tally)

✓ ADCA

✓ Advance Excel

✓ ADFA

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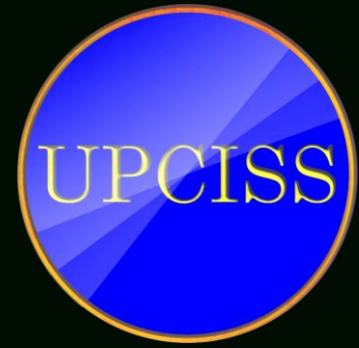
2. [upciss.in](https://upciss.in)

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# UPCI CERTIFICATES PROCESS



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