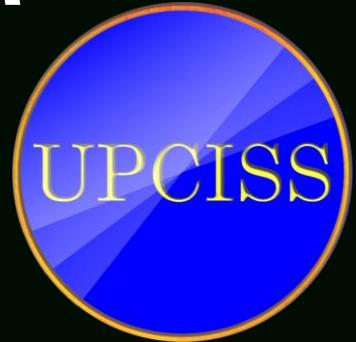


Lecture - 01

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

✓ 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

REAL-WORLD PROJECT

✓ Graphics & Desktop Publishing

- ✓ Adobe Photoshop
- ✓ CorelDRAW

✓ Accounting Software

- ✓ Tally ERP
- ✓ Tally Prime

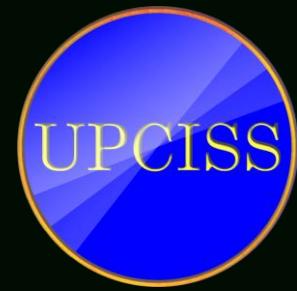
✓ Web Designing & Programming

- ✓ 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

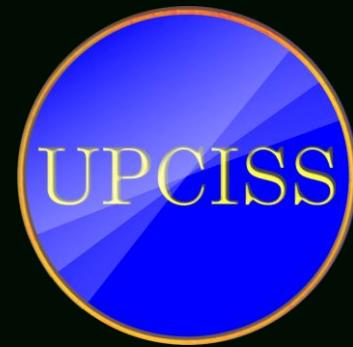
Payroll Masters

- 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



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✓ ADCA

✓ Advance Excel

✓ ADFA

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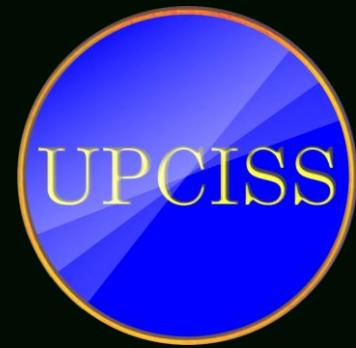
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