

ADCA – ADVANCED DIPLOMA IN COMPUTER APPLICATIONS

◆ **Module 1 – Computer Fundamentals**

- Introduction to Computers & Operating Systems
 - Hardware & Software Concepts
 - File & Folder Management
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◆ **Module 2 – MS Office Advanced**

- MS Word – Advanced Formatting, Mail Merge, Templates
 - MS Excel – Formulas, Functions, Pivot Tables, Charts
 - MS PowerPoint – Advanced Presentation Design
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◆ **Module 3 – Internet & Email**

- Internet Basics, Browsers & Search Techniques
 - Email Handling & Online Tools
 - Cloud Storage (Google Drive, OneDrive)
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◆ **Module 4 – Tally / Accounting Software**

- Accounting Fundamentals
 - Tally Prime / Busy Basics
 - GST, Ledger, Payment & Receipt Entries
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◆ **Module 5 – Graphic Designing / DTP**

- CorelDRAW – Logo, Visiting Card, Banner Design •

Photoshop – Image Editing & Poster Design

- InDesign – Brochure & Page Layout
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◆ **Module 6 – Programming Basics**

- Introduction to Programming (Python / C++)

- Basic Data Handling & Logic