

Advance Diploma in Computer Application (ADCA)

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Course Duration:

6 Months

Eligibility:

10th Grade or Equivalent

Tools & Software Used:

Windows 7/10, MS Paint, WordPad, Notepad, MS Word, MS Excel, MS PowerPoint, Web Browsers (Chrome, Firefox), Email Clients

Learning Mode:

Practical sessions with hands-on assignments and internet activities



Module 1: Fundamentals of Computers, Operating Systems, and Basic Software

- ✓ Introduction to Computers: Overview of Computer Systems, Basic Computer Components, Types of Computers (Desktop, Laptop, Mobile Devices)
- ✓ Input and Output Devices: Keyboard, Mouse, Monitor, etc.
- ✓ Operating Systems: Introduction to Operating Systems, Basics of Windows 7/10, File Management (Explorer), Control Panel, User Accounts and Permissions
- ✓ Disk Operating System (DOS): Introduction to DOS, DOS Commands, File Management Using DOS Commands
- ✓ Basic Applications: MS Paint (Drawing Tools, Shapes, Brushes, Image Editing), Notepad (Text Editing), WordPad (Document Creation and Formatting)



Module 2: Microsoft Office Suite and Visual Basic Programming

- ✓ Microsoft Word: Creating, Editing, and Formatting Documents, Using Tables, Graphics, Mail Merge, Page Layout and Printing
- ✓ Microsoft Excel: Data Entry, Cell Formatting, Basic Functions (SUM, AVERAGE, COUNT), Advanced Functions (VLOOKUP, IF, Pivot Tables), Charts and Graphs
- ✓ Microsoft PowerPoint: Creating Presentations, Using Layouts, Transitions, Animations, Multimedia, and Presentation Tools
- ✓ Internet & Email Essentials: Browsing the Web, Searching with Search Engines, Creating and Sending Emails, Email Etiquette
- ✓ Introduction to Cloud Services: Google Drive, OneDrive
- ✓ Visual Basic Programming: Basics of VB Syntax, Creating Forms, Writing Programs, Loops, Conditional Statements, Event Handling



Module 3: Database Management, Graphic Design, and Web Development

- ✓ Microsoft Access: Database Concepts, Creating Databases, Tables, Queries, Forms, Reports, SQL Queries, Relational Databases
- ✓ Graphic Design: Introduction to Graphic Design Tools (Adobe Photoshop), Image Manipulation, Working with Layers, Filters, Color Theory, Design Principles
- ✓ Web Development with HTML & CSS: Introduction to Web Technologies, HTML Structure, Formatting Text and Images, CSS for Styling, Web Layout with Flexbox and Grid, Responsive Web Design, Forms, Tables



Module 4: Advanced Visual Basic Programming & Application Development

- ✓ Advanced VB Programming: Control Structures, Arrays, Collections, File Handling, Debugging, Object-Oriented Programming (OOP) Concepts
- ✓ Developing Windows Applications: Designing Forms, User Inputs, Multiple Forms, Menus, Toolbars, Finalizing Applications

Module 5: Cloud Computing, Networking, and IT Security

- ✓ Cloud Computing: Introduction to Cloud Technologies, Cloud Storage, Google Drive, OneDrive, Cloud-based Collaboration Tools
- ✓ Networking Basics: IP Addresses, Subnets, DNS, Routers, Switches, Network Configuration
- ✓ IT Security Essentials: Cyber Security, Antivirus, Encryption, Online Safety, Firewalls

Learning & Certification

- ✓ Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Access)
- ✓ Confident handling of Windows OS and everyday computer tasks
- ✓ Ability to create and format documents, spreadsheets, and presentations
- ✓ Basic understanding of databases and graphic design
- ✓ Skills in web technologies (HTML, CSS) for basic web development
- ✓ Application development using Visual Basic
- ✓ Knowledge of IT security and cloud computing tools