ADCA+

Course Duration:
12 Months

Eligibility:
10th pass or basic computer knowledge

Tools & Software Used:
MS Office, Adobe Suite, CorelDRAW, Tally ERP9/Prime, Notepad++, Chrome

Learning Mode:
Classroom/Online Training with Hands-on Projects

⚙ Module 1: Computer Fundamentals & Basic Software

- ✓ Introduction to Computers and History
- ✓ Hardware and Software Components
- ✓ Types of Computers & Operating Systems
- ✓ Windows 7/10 Environment and File Management
- ✓ Basic Applications: MS Paint, Notepad, WordPad

📄 Module 2: Microsoft Office Suite

- ✓ **MS Word:** Document creation, formatting, tables, mail merge
- ✓ **MS Excel:** Data entry, formulas, functions, charts, PivotTables
- ✓ **MS PowerPoint:** Slides, transitions, multimedia, presentations
- ✓ **MS Access:** Database design, queries, forms, reports

🌐 Module 3: Internet & Email

- ✓ Basics of the Internet and Web Browsers
- ✓ Using Search Engines Effectively
- ✓ Creating and Using Email Accounts
- ✓ Email Attachments, Etiquette, and Safety
- ✓ Intro to Cloud Tools: Google Drive, Docs, Forms

🎨 Module 4: Graphic Design – Adobe Photoshop

- ✓ Interface and Tools of Photoshop
- ✓ Working with Layers, Selections, and Filters
- ✓ Photo Retouching and Image Manipulation
- ✓ Designing Posters, Flyers, and Social Media Graphics

📑 Module 5: Desktop Publishing – Adobe PageMaker

- ✓ Introduction to DTP Concepts
- ✓ Page Layout and Design Elements
- ✓ Working with Text, Images, and Frames
- ✓ Creating Brochures, Books, and Newsletters

🖊 Module 6: CorelDRAW

- ✓ CorelDRAW Interface and Tool Usage
- ✓ Vector Design Basics and Shapes
- ✓ Creating Logos, Banners, and Illustrations
- ✓ Exporting and Printing Designs

</> Module 7: Web Design with HTML

✓ Basics of HTML: Tags, Elements, and Structure

✓ Text, Links, Lists, Images, and Multimedia

✓ Creating Tables and Forms

✓ Simple Page Layout and Navigation

⌨ Module 8: Computer Typing

✓ Touch Typing Basics and Finger Placement

✓ Speed and Accuracy Improvement Techniques

✓ Typing Practice in English and Hindi

✓ Typing Tests and Evaluation

▣ Module 9: Tally with GST

✓ Introduction to Accounting and Tally ERP9/Prime

✓ Company Creation and Ledger Setup

✓ Voucher Entry and Inventory Management

✓ GST Configuration and Transactions

✓ Payroll Processing and Report Generation

🏅 Module 10: Final Project

✓ Practical Assignment based on Real-world Scenarios

✓ Design Portfolio Compilation

✓ Documentation and Presentation

✓ Evaluation and Feedback