

NACE SKILL DEVELOPMENT

Advanced Diploma in Computer Applications (ADCA) Professional Syllabus Book

Duration: 1 Year
Website: www.nacecskilldev.co.in
Contact: 9365659021

Module 1: Computer Fundamentals

Theory Topics

- Introduction to Computers
- History and Generations of Computers
- Types of Computers
- Input and Output Devices
- Hardware and Software
- CPU Components
- Primary and Secondary Memory
- Storage Devices
- Number System Basics
- Computer Applications in Daily Life

Practical Training

- Identify hardware parts
- Start and shut down computer
- Typing practice
- Create simple documents

Module 2: Operating System (Windows)

Theory Topics

- Introduction to Operating Systems
- Windows Interface
- Desktop, Taskbar, Start Menu
- File and Folder Management
- Control Panel
- System Tools
- Installing and Uninstalling Software

Practical Training

- Create folders
- Organize files
- Change system settings ,Install software

Module 3: MS Word

Theory Topics

- Word Interface
- Text Editing
- Font and Paragraph Formatting
- Page Setup
- Tables in Word
- Mail Merge
- Document Printing
- Creating Professional Letters

Practical Training

- Create resume
- Design letters
- Insert tables
- Format documents

Module 4: MS Excel

Theory Topics

- Excel Interface
- Worksheets and Workbooks
- Data Entry Techniques
- Cell Formatting
- Formulas and Functions
- Charts and Graphs
- Sorting and Filtering
- Basic Data Analysis

Practical Training

- Create marksheet
- Expense sheet
- Charts practice
- Use formulas

Module 5: MS PowerPoint

Theory Topics

- Introduction to Presentations
- Slide Layouts

- Themes and Templates
- Insert Images and Charts
- Animations
- Slide Transitions
- Presentation Delivery Techniques
-

Practical Training

- Create business presentation
- Add animations
- Insert charts

Module 6: Internet Applications

Theory Topics

- Introduction to Internet
- Web Browsers
- Search Engines
- Email Basics
- Cloud Storage
- Online Safety
- Digital Communication

Practical Training

- Create email account
- Send attachments
- Fill online forms

Module 7: Graphic Design Basics

Theory Topics

- Introduction to Graphic Design
- Using Canva
- Basic Photoshop Tools
- Poster and Banner Design
- Social Media Graphics

Practical Training

- Design poster
- Create banner
- Edit photos

Module 8: Tally with GST

Theory Topics

- Accounting Basics ,Tally Interface,
- Company Creation
- Ledger Creation
- Voucher Entries
- GST Basics
- Sales and Purchase Management

Practical Training

- Create company
- Enter vouchers
- Generate GST invoice

Module 9: Digital Skills

Theory Topics

- Digital Payments
- Online Banking Basics
- Social Media for Business
- Online Job Applications
- Government Services Online

Practical Training

- UPI practice demo
- Online form submission
- Create business profile

Module 10: Final Project

Theory Topics

- Prepare Word resume
- Create Excel marksheet
- Design PowerPoint presentation
- Design promotional poster
- Maintain sample accounting record in Tally

Practical Training

- Project submission
- Practical demonstration
- Viva interview

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Examination System

Component	Marks
Internal Assessment	30
Final Practical Exam	50
Viva / Interview	20
Total	100

Students who successfully complete the course will receive the ADCA Certificate from NACE Skill Development .