

ADCA Pro

Advanced Diploma in Computer Applications (Professional)

With Digital Marketing, Data Analytics & AI Tools

Duration	Eligibility
12 Months • 2 Semesters	10th / 12th Pass — Any Stream

Focus

Industry-Ready Skills for the Digital Age

SEMESTER 1 · MODULE 1

Computer Fundamentals

Every journey begins with a strong foundation. This module introduces students to the core concepts that power the digital world — from how computers work at the hardware level to how software brings them to life.



Hardware & Software

Understand input/output devices, memory types, storage options, and the relationship between hardware and software.



Number Systems

Learn binary, decimal, octal, and hexadecimal number systems — the language computers think in.



Computer Maintenance

Basic upkeep practices to keep systems running smoothly — from cleaning hardware to managing peripherals.

SEMESTER 1 · MODULE 2

Operating System — Windows

A computer is only as powerful as the operating system driving it. This module takes students from installation to confident daily use of Windows — covering the tools every professional needs to manage their machine efficiently.

Installation & Settings

Learn to install Windows, configure system preferences, and manage user accounts.

File & Folder Management

Organize, search, copy, move, and secure files like a pro using Windows Explorer.

Control Panel & Task Manager

Manage system tools, monitor performance, end unresponsive processes, and maintain system health.

DOS Command Basics

An introduction to command-line operations — a foundational skill for power users and IT professionals.



SEMESTER 1 · MODULE 3

MS Office — Professional Level

Microsoft Office remains the gold standard in workplace productivity. This module goes beyond the basics, equipping students with professional-grade skills across Word, Excel, and PowerPoint.

MS Word

- Document Formatting & Styles
- Tables & Templates
- Mail Merge for bulk communications
- Page Setup & Print-ready documents

MS Excel

- Formulas: SUM, IF, VLOOKUP, COUNT
- Charts, Graphs & Data Filtering
- Pivot Tables for quick analysis

MS PowerPoint

- Professional Slide Design
- Animations & Transitions

SEMESTER 1 · MODULE 4

Internet & Email Technology

The internet is the backbone of modern professional life. This module ensures students can navigate it confidently — using email platforms, cloud storage, and online tools while staying safe in a connected world.



Internet Basics & Browsers

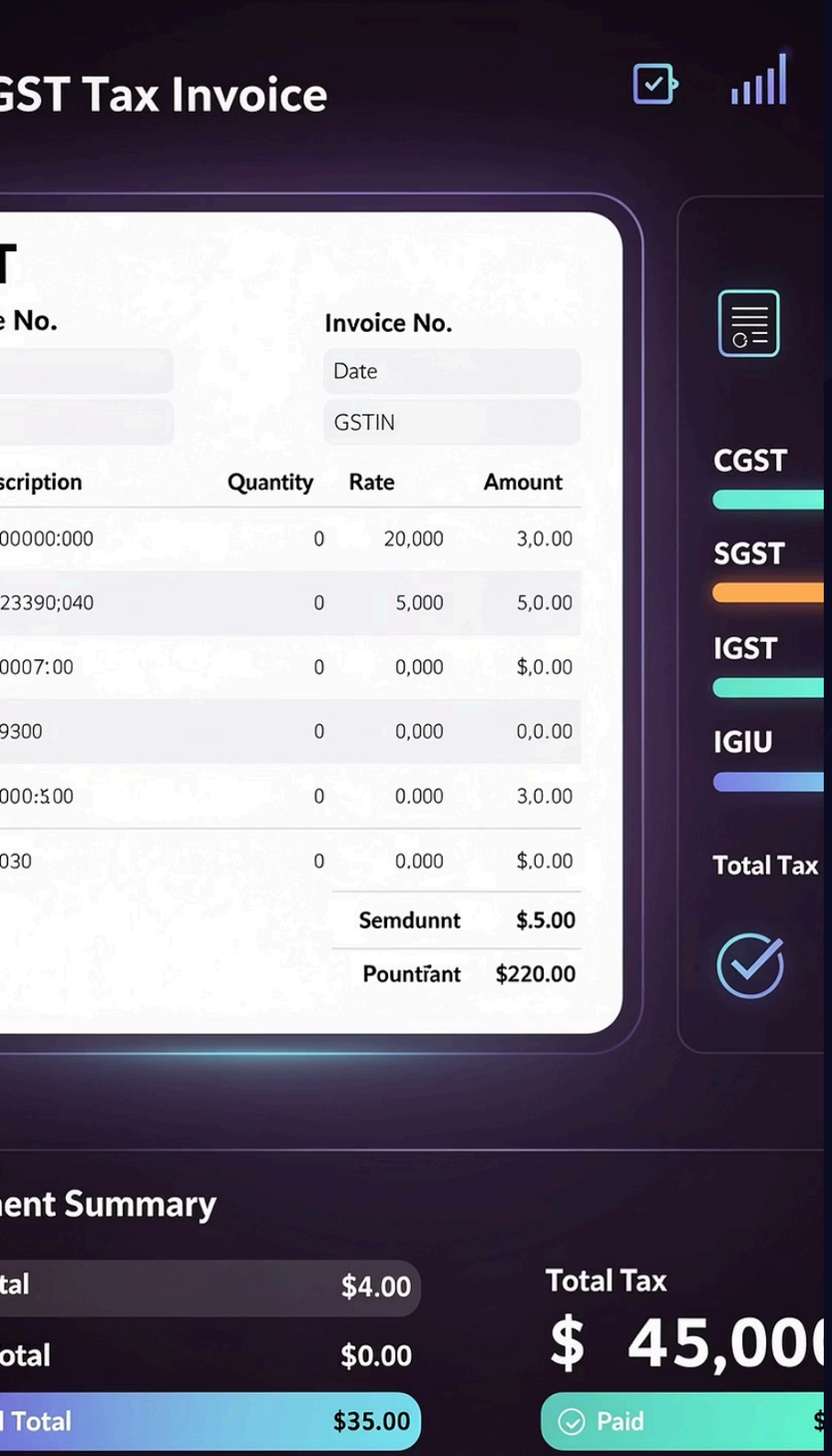
How the web works, browser tools, and effective searching techniques.

Email Platforms

Professional use of Gmail and Outlook — composing, organizing, and managing communication.

Cloud Storage & Cyber Safety

Google Drive for collaboration, plus online safety practices and cyber awareness essentials.



SEMESTER 1 · MODULE 5

Accounting with Tally Prime + GST

Tally Prime is India's most widely used accounting software. This module gives students practical, job-ready skills in financial accounting and GST compliance — making them immediately valuable to businesses of all sizes.

Company Setup

Create and configure companies, ledgers, and account groups from scratch.

Vouchers & Inventory

Enter transactions, manage stock items, and track inventory movement accurately.

GST Filing

Understand GST structure, apply correct tax codes, and generate basic GST returns.

Financial Reports

Generate Balance Sheets, P&L statements, and other key financial reports with ease.

SEMESTER 2 · MODULE 6

Data Analytics

Data is the new oil — and knowing how to analyze it is a superpower. This module introduces students to the world of data analytics, from understanding raw data to creating visual dashboards that drive business decisions.

01

Understanding Data

Data types, the data lifecycle, and how organizations use data to make smarter decisions.

02

Excel for Analysis

Advanced formulas, Pivot Tables, charts, and data cleaning techniques to prepare real-world datasets.

03

Power BI Introduction

Build interactive dashboards and visualizations using Microsoft Power BI — an industry-standard tool.



SEMESTER 2 · MODULE 7

Digital Marketing

Digital marketing is one of India's fastest-growing career fields. This module provides a complete overview of how brands grow online — from search engines and social media to email campaigns and paid advertising.

SEO & Google Presence

Learn the basics of Search Engine Optimization and set up a Google Business Profile to boost local visibility.

Social Media Marketing

Create and manage campaigns on Facebook and Instagram to grow audiences and drive engagement.

Email & Content Marketing

Craft effective email campaigns and content strategies that attract, engage, and convert customers.

Google Ads Intro

An introduction to paid advertising — understanding how Google Ads work and how to run basic campaigns.



SEMESTER 2 · MODULE 8

Basic AI Tools for Office & Business

Artificial Intelligence is transforming every profession. This module demystifies AI and gives students hands-on experience with the most practical AI tools shaping modern workplaces — boosting productivity and opening new career possibilities.



ChatGPT for Professionals

Write emails, build resumes, generate content, and get instant Excel formula help using ChatGPT.



Canva AI for Design

Create stunning social media graphics, presentations, and marketing materials using Canva's AI-powered tools.



AI for Productivity

Explore AI presentation builders and automation tools that save hours of manual work every week.

SEMESTER 2 · MODULE 9

Graphics Designing



In a world driven by visual content, graphic design skills are in high demand. This module teaches students to create professional-quality visuals using industry-leading tools — from photo editing to social media content creation.

Adobe Photoshop

Image editing, poster creation, color correction, and professional retouching techniques.

CorelDRAW

Vector-based design for logos, brochures, and print-ready marketing materials.

Canva for Social Media

Quick, professional designs for Instagram posts, stories, banners, and digital campaigns.

SEMESTER 2 · MODULES 10–12

Programming, Databases & IoT

The final section of ADCA Pro introduces students to three cutting-edge domains — giving them a competitive edge in technology-driven careers. These modules build logical thinking, problem-solving, and awareness of emerging tech.

🐍 Python Programming

Introduction to Python — one of the world's most popular and versatile programming languages. Learn syntax, variables, loops, and basic scripting to automate tasks and process data.

🗄️ Database Management (DBMS)

Understand relational databases, design simple data structures, and write SQL queries — CREATE, INSERT, UPDATE, DELETE — the foundation of every data-driven application.

🌐 Internet of Things (IoT)

Explore IoT architecture, sensors, actuators, and communication protocols (Wi-Fi, Bluetooth). Work with Arduino boards and build basic IoT projects — hands-on experience with tomorrow's technology.

Your Future Starts Here

ADCA Pro is more than a computer course — it is a complete career launchpad. In just 12 months, students gain skills that are directly applicable across industries including finance, marketing, IT, design, and business management.

12	12	10th
Months Duration	Skill Modules	Eligibility
Structured across 2 focused semesters	From fundamentals to AI, data & IoT	Pass in any stream — no prior IT experience needed

Ready to enroll? Speak to your nearest career counsellor or admission center to secure your seat in the next batch of ADCA Pro.

