



# ADCA Syllabus With AI Tools

## (Advanced Diploma in Computer Applications)

### 1. Computer Fundamentals

- 1 Introduction to Computers
- 2 Types of Computers
- 3 Input & Output Devices
- 4 Memory (RAM, ROM, Cache)
- 5 Hardware vs Software
- 6 Operating System Basics

### 2. Operating System (Windows)

- 1 Windows Interface
- 2 File & Folder Management
- 3 Control Panel
- 4 Installing Software
- 5 System Tools

### 3. MS Office

- 1 MS Word (Formatting, Mail Merge)
- 2 MS Excel (Formulas, Charts)
- 3 PowerPoint (Slides, Animation)
- 4 MS Access (Database)

### 4. Internet & Digital Skills

- 1 Internet Basics
- 2 Email (Gmail)
- 3 Cyber Security Basics
- 4 Digital Payments
- 5 Cloud Storage

### 5. Tally ERP 9 / Tally Prime

- 1 Accounting Basics
- 2 Ledger & Voucher Entry
- 3 GST Accounting
- 4 Reports (Balance Sheet, P&L;)

## **6. Web Designing**

- 1 HTML Basic
- 2 CSS Basic

## **7. Programming Basics**

- 1 Logic Building
- 2 Flowcharts
- 3 Python / C / Java Basics
- 4 Loops & Conditions

## **8. AI Tools Module**

- 1 Introduction to AI & Machine Learning
- 2 ChatGPT for content & coding
- 3 Canva for design
- 4 Gemini for research
- 5 Midjourney for image generation
- 6 Grammarly for writing

## **9. Project Work**

- 1 Excel Project
- 2 Website Project
- 3 Tally Project
- 4 AI Tools Project

## **10. Personality Development**

- 1 Resume Making
- 2 Interview Preparation
- 3 Communication Skills
- 4 Basic English

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