

FULL CURRICULUM • 2026

ADCA

The complete computer course — from switching it on to running an office.

Every module, every lesson — the complete syllabus, end to end.

10

MODULES

84

LESSONS

6

MONTHS

₹7,200

FULL PROGRAMME

What this course covers

1

Level 1 • Beginner

Computer Fundamentals • Operating System — Windows • MS Word — Documentation

2 months • 3 modules • 29 lessons • ₹2,400

2

Level 2 • Intermediate

MS Excel — Spreadsheets • MS PowerPoint — Presentations • MS Access & Outlook

2 months • 3 modules • 25 lessons • ₹2,400

3

Level 3 • Advanced

Accounting Fundamentals • Tally — Computerised Accounting • Internet, Email & Digital Skills

2 months • 4 modules • 30 lessons • ₹2,400

The whole journey

This is the complete syllabus for ADCA — 10 modules and 84 lessons, in the order you will learn them. The level markers show how far each stage carries you, but the curriculum runs as one continuous path from the first lesson to the last.

1

LEVEL 1

Beginner

Computer Fundamentals · Operating System — Windows · MS Word — Documentation

2 months · 3 modules · 29 lessons · ₹2,400



1. Computer Fundamentals

8 lessons

- What is a computer
- Characteristics and types of computers
- Input and output devices
- Central Processing Unit and memory
- Units of measurement — bit, byte, KB, MB, GB
- Number systems — binary, decimal, octal, hexadecimal
- Hardware and software basics
- Care and maintenance of a computer



2. Operating System — Windows

9 lessons

- Introduction to operating systems
- Desktop, taskbar and Start menu
- Files and folders — create, rename, move, delete
- Recycle Bin and file recovery
- Control Panel and system settings
- Installing and uninstalling software
- User accounts and passwords
- Accessories — Notepad, WordPad, Paint, Calculator
- Task Manager and troubleshooting



3. MS Word — Documentation

12 lessons

- Introduction to MS Word and the ribbon
- Creating, saving and opening documents
- Text formatting — font, size, colour, styles
- Paragraph formatting and alignment
- Bullets, numbering and multilevel lists
- Tables — insert, merge, split, format
- Inserting images, shapes and SmartArt
- Page layout, margins and orientation
- Header, footer and page numbers
- Mail Merge
- Spelling, grammar and Track Changes
- Printing and exporting to PDF

Intermediate

MS Excel — Spreadsheets · MS PowerPoint — Presentations · MS Access & Outlook

2 months · 3 modules · 25 lessons · ₹2,400

4. MS Excel — Spreadsheets

12 lessons

- Introduction to Excel and workbook structure
- Entering and editing data
- Cell formatting and number formats
- Basic formulas — SUM, AVERAGE, MIN, MAX, COUNT
- Logical functions — IF, AND, OR
- Lookup functions — VLOOKUP, HLOOKUP
- Text and date functions
- Sorting and filtering data
- Conditional formatting
- Charts — column, bar, line, pie
- Pivot tables — introduction
- Printing and page setup

5. MS PowerPoint — Presentations

7 lessons

- Introduction to PowerPoint
- Slide layouts and design themes
- Inserting text, images and media
- Transitions and animations
- Slide master and templates
- Speaker notes and rehearse timings
- Delivering and printing a presentation

6. MS Access & Outlook

6 lessons

- Introduction to databases
- Creating tables and entering records
- Queries, forms and reports
- Setting up an email account in Outlook
- Composing, sending and replying to mail
- Attachments, contacts and calendar

Advanced

Accounting Fundamentals · Tally — Computerised Accounting · Internet, Email & Digital Skills

2 months · 4 modules · 30 lessons · ₹2,400

7. Accounting Fundamentals

6 lessons

- What is accounting — need and scope
- Double-entry system and the accounting equation
- Journal, ledger and trial balance
- Cash book and bank reconciliation
- Trading, Profit & Loss account
- Balance sheet basics

○ 8. Tally — Computerised Accounting

13 lessons

- Introduction to Tally Prime
- Company creation and configuration
- Chart of accounts and ledger creation
- Voucher entry — payment, receipt, contra, journal
- Inventory masters — stock groups and items
- Purchase and sales entries
- GST — setup, rates and tax ledgers
- Recording GST transactions
- TDS and VAT basics
- Payroll — employee masters and salary processing
- Bank reconciliation in Tally
- Financial reports — P&L, balance sheet, ratio analysis
- Data backup, restore and security

○ 9. Internet, Email & Digital Skills

6 lessons

- Introduction to the internet and browsers
- Effective web searching
- Creating and using email
- Online safety, passwords and phishing
- Digital payments and online forms
- Cloud storage basics — Google Drive

○ 10. Printing, Scanning & Troubleshooting

5 lessons

- Installing and using a printer
- Scanning documents
- Common hardware problems
- Common software problems
- Antivirus and system maintenance

Certificates & what comes next

You receive a certificate at the end of every level you finish. Join for a single level or the full programme — the choice is yours. Learners who stand out may be invited to work on live client projects as interns; these places are merit-based, limited, and depend on projects being available.