

# Raj Global Technical Institute

Accredited by National Institute of Electronics & Information Technology (NIELIT),  
formerly known as the DOEACC Society, ACCR No. O-2427, CCC-9908490

ADDRESS:- BARHAI TOLA MUKERIGANJ, AZAMGARH(U.P.) 276001

Website :- [www.rgti.in](http://www.rgti.in), Email :- [rajglobalazm@gmail.com](mailto:rajglobalazm@gmail.com)

## Information Booklet cum Syllabus

**ADCA – Advanced Diploma in Computer Applications**

**Course Duration**

**1 Year (12 Months) 2 Semesters – 6 Months Each**



January 2026

The **ADCA (Advanced Diploma in Computer Applications)** is a comprehensive one-year diploma program designed to provide advanced knowledge of computer applications, office automation, accounting software, programming, and web technologies.

The course is designed to develop practical computer skills required in modern offices, businesses, educational institutions, and government organizations.

---

---

### **Eligibility Criteria**

- Minimum Qualification: **10+2 (Intermediate)**
- Basic knowledge of computers is helpful but not mandatory.

### **Admission Process**

Students can apply for admission by:

1. Filling the admission form
  2. Submitting required documents
  3. Paying the course registration fee
- 

### **Required Documents**

- Passport size 2 photographs
  - Educational qualification certificates like (10<sup>th</sup>, 12<sup>th</sup>)
  - Identity proof like (Aadhar Card, Appar Id)
  - Address proof
- 

### **Course Objectives**

- To provide advanced knowledge of computer applications
- To develop professional office automation skills
- To introduce programming and database management
- To train students in accounting software and web development
- To prepare students for IT-related jobs and professional careers

---

<b>Sr. No.</b>	<b>Module Code</b>	<b>Module Name</b>	<b>Maximum Marks</b>
<b>1</b>	<b>M1</b>	<b>Fundamentals &amp; M.S. Office</b>	<b>100</b>
<b>2</b>	<b>M2</b>	<b>Internet &amp; Web Design</b>	<b>100</b>
<b>3</b>	<b>M3</b>	<b>DTP &amp; Tally Prime with GST</b>	<b>100</b>
<b>4</b>	<b>M4</b>	<b>Programming in C</b>	<b>100</b>
<b>5</b>	<b>PR</b>	<b>Practical</b>	<b>100</b>
<b>6</b>	<b>PJ</b>	<b>Project</b>	<b>100</b>

## **Course Curriculum**

### **Semester 1**

#### **Fundamentals of Computer**

- Introduction to Computer Systems
- Generations of Computers
- Hardware and Software
- Input and Output Devices
- Memory and Storage Devices
- Operating Systems

---

#### **Operating System (Windows)**

- Introduction to Windows
- File and Folder Management
- Control Panel Settings
- System Tools and Utilities
- Software Installation

---

#### **MS Office Applications**

##### **MS Word**

- Document Creation and Editing

- Formatting Text and Paragraphs
- Page Layout and Printing
- Tables, Images, and Graphics
- Mail Merge

### **MS Excel**

- Spreadsheet Basics
- Formulas and Functions
- Charts and Graphs
- Data Sorting and Filtering
- Financial Calculations

### **MS PowerPoint**

- Presentation Creation
- Slide Layout and Design
- Animation and Transition Effects
- Multimedia Presentation

---

### **Internet and Email**

- Introduction to Internet
- Web Browsing
- Search Engines
- Email Creation and Management
- Online Communication Tools

### **Web Designing**

- Introduction to Web Technology
- HTML Basics
- Web Page Creation
- Hyperlinks and Formatting
- Introduction to CSS

---

## **Semester 2**

---

### **Desk Top Publishing (DTP)**

- Adobe Photoshop
  - Adobe Page Maker
  - Corel Draw
- 

### **Tally with GST**

- Fundamentals of Accounting
  - Introduction to Tally ERP
  - Company Creation
  - Ledger and Voucher Entry
  - GST Accounting
  - Financial Reports
- 

### **Programming Concepts**

- Introduction to Programming
  - Algorithm and Flowchart
  - Programming Logic
  - Introduction to **C Programming**
- 

### **Cyber Security and Digital Awareness**

- Computer Security Basics
- Virus and Malware Protection

- Safe Internet Usage
  - Data Privacy and Protection
- 

### **Practical Training**

Students will receive **hands-on practical training** in:

- MS Office Applications
  - Internet and Email Communication
  - Tally Accounting Software
  - Web Page Development
  - Programming Basics
- 

### **Project Work**

Students will complete a **final practical project**, such as:

- Website development project
  - Computerized accounting project
  - Database application project
- 

### **Certification**

After successful completion of the course, students will receive an **ADCA (Advanced Diploma in Computer Applications) Certificate** from **Raj Global Technical Institute**.

---

### **Career Opportunities**

After completing the ADCA course, students can pursue careers as:

- Computer Operator

- Data Entry Operator
  - Office Assistant
  - Accountant Assistant
  - Web Assistant
  - Computer Instructor (Basic Level)
- 

### **Institute Facilities**

- Modern Computer Lab
  - Experienced Faculty
  - Practical-Oriented Training
  - Study Materials
  - Project-Based Learning
  - Career Guidance
- 

### **Placement Assistance**

**Raj Global Technical Institute** provides **placement assistance** to help students find job opportunities in IT companies, offices, educational institutions, and business organizations.

---