

CODELYNX EDUCATION

ADCA (Advanced Diploma in Computer Applications) SYLLABUS (2026)

1. Computer Fundamentals

- Introduction to Computer
- Hardware & Software
- CPU & Memory
- Input / Output Devices
- Storage Devices
- Number System (Basic)
- Shortcut Keys

2. Operating System

- Windows Interface
- File & Folder Management
- Control Panel
- Software Installation

3. Internet & Email

- What is Internet
- Web Browser
- Search Engine
- Create & Manage Email
- Email Attachment
- Cloud Storage

4. Social Networking & e-Governance

- Social Media Basics
- Online Safety
- Digital Communication
- Online Form Filling
- Digital Payment
- UPI & Online Banking Basics

5. MS Word

- Formatting



- Table
- Page Setup
- Mail Merge
- Resume & Official Letter

6. MS Excel

- Formulas
- IF, VLOOKUP
- Conditional Formatting
- Pivot Table
- Charts
- Dashboard Basics

7. MS Power Point

- Slide Design
- Animation
- Presentation Skills

8. Advanced Excel

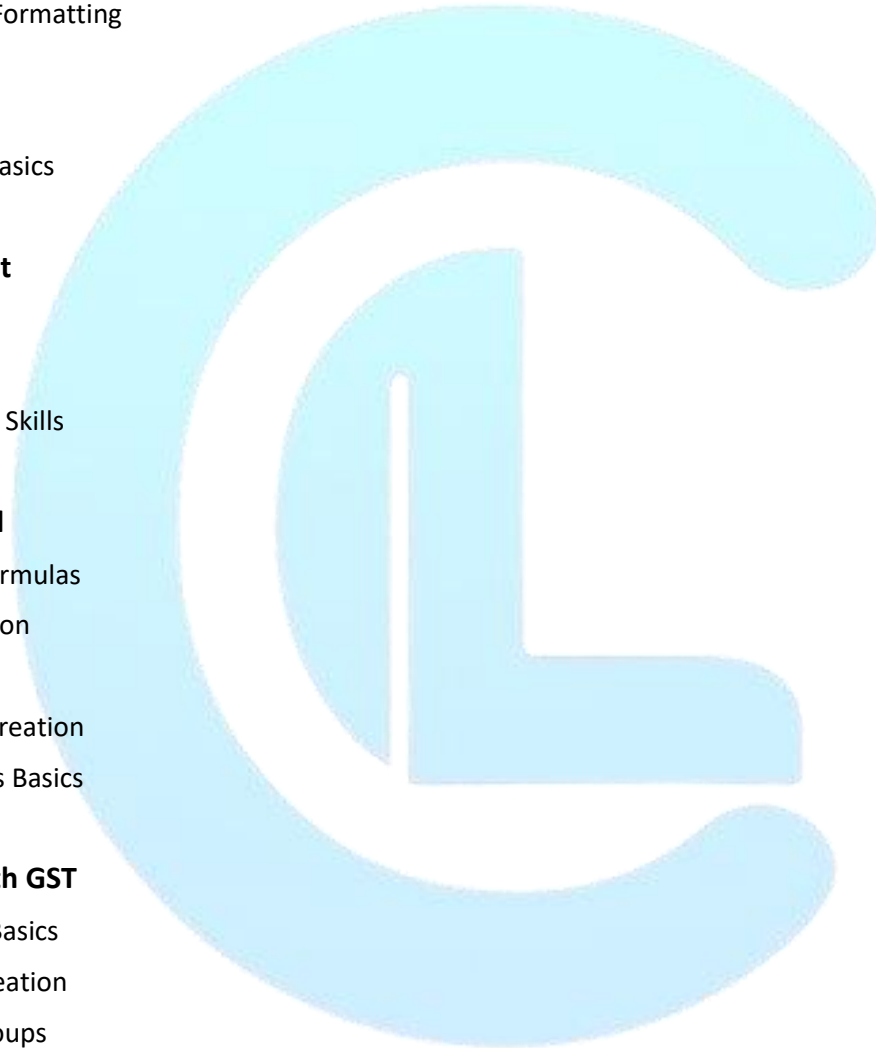
- Advanced Formulas
- Data Validation
- MIS Report
- Dashboard Creation
- Data Analysis Basics

9. Tally Prime With GST

- Accounting Basics
- Company Creation
- Ledger & Groups
- Voucher Entry
- GST
- Balance Sheet
- Profit & Loss

10. Python Programming

- Python Introduction



- Variables & Data Types
- Operators
- Conditional Statements
- Loops
- Functions
- List, Tuple, Dictionary
- File Handling
- Exception Handling

11- Database (SQL Server)

- Database Concept
- Create Database
- Create Table
- Insert / Update / Delete
- Select Query
- WHERE Clause
- Joins (Basic)

12- Web Designing (HTML + CSS + Basic JS)

- HTML Structure
- Forms
- Tables
- CSS Styling
- Layout Design
- JavaScript Basics

13- Adobe Photoshop

- Tools
- Photo Editing
- Poster & Banner Design

14- Corel DRAW

- Logo Design
- Visiting Card
- Flex Design

15- Cyber Security

- Cyber Threats
- Virus & Malware
- Phishing
- Strong Password Policy
- Data Backup
- Digital Payment Safety

Final Project-

- 1-** Website Project
- 2-** Accounting Project
- 3-** Python + Database Project
- 4-** Excel Dashboard Project

