ADAM COURSE 2026

PDF

VEDANTSRI COMPUTER INSTITUTE

📞 +91 8808888478

🌐 www.vedantsri.com

📍 Near Sanjay Siksha Niketan, Kabir Nagar Road, Durgakund Area, Varanasi – 221005, Uttar Pradesh, India.

Contents

ADAM Course – Complete Detailed Guide

ADAM (Advance Diploma in Application Management) ek

job-oriented computer diploma course hai jo beginners ko **office aur IT skills** sikhata hai.

Is course ka focus hai:

- Computer basics aur office applications

- Accounting aur Tally

- Documentation aur Spreadsheet work

- Web designing, programming aur project work

Ye course students ko **entry-level IT jobs aur office work** ke liye ready karta hai.

1. Course Overview

- **Full Form:** Advance Diploma in Application Management

- **Type:** Diploma / Job-oriented IT course

- **Duration:** Lagbhag **1 year**

- **Eligibility:** Class 8th pass aur upar

- **Mode:** Classroom / Online / Hybrid

- **Focus:** MS Office, Tally, Computer Fundamentals, Web Designing, Project Work

Goal: Beginners ko IT aur office automation me independent aur skilled banana.

2. Course Duration

- Total Duration: **1 Year (Approx.)**

- **Semester-wise (optional view):** ₒ**1st Semester:** Fundamentals, Windows, MS Office, Tally ₒ**2nd Semester:**

    Typing, Graphics

      (Photoshop/Corel), Web Designing, Project Work

- Includes: **Theory + Practical + Project Work**

- Flexible for school students, working professionals, and beginners

3. Eligibility Criteria

- Minimum **8th pass** (no restriction on stream)

- No prior computer knowledge required

- Suitable for:

  o Students who want **computer & office skills** o

  Beginners aiming for **IT support / office jobs**

Special Note: Course designed **step-by-step for beginners** so they can understand easily.

4. Course Fees

- **Average Fees:** ₹6,999 – ₹30,000 (depends on institute & facilities)

- Example: **VedantSri Institute, Varanasi:** ₹6,999

- Payment Options: Flexible / Installments available

- Scholarships available in some institutes

5. Complete Syllabus (Module-wise)

Module 1: Basics of Computer Applications

- Computer fundamentals
- Hardware & software overview
- System assembling & troubleshooting
- Typing basics

Module 2: Documentation & Spreadsheet

- MS Word 2024/2025 advanced features
- Excel 2024/2025 Pro (Formulas, Charts, Data Analysis)
- PowerPoint 2024 updated (Slides, Animations, Presentations)

Module 3: Internet & Web Technologies

- Internet basics, email & browser
- Website navigation & online tools
- Cloud services & online productivity tools

Module 4: Accounting & Tally

- Tally Prime (latest version)

- Accounts basics

- Taxation: GST, Excise, TCS, TDS, Service Tax, VAT

Module 5: Graphic Designing

- Photoshop Image Editing

- CorelDraw designing

- PageMaker, PSD projects

- Online / Project-based design work

Module 6: Database & Programming

- Database Management System (DBMS) basics

Web Designing: HTML, CSS, JavaScript

- Optional: Python basics for application development

Module 7: Networking & IT Support

- Networking concepts

- Computer hardware & software troubleshooting

- IT support fundamentals

Module 8: Project Work

- 100s of latest project training

- Real-time office, website, and software projects

- Project presentation & implementation training

6. Admission Process

- Open for students **Class 8th pass or above**

- Simple process:

  - Fill admission form

  - Submit basic documents (Marksheet, ID Proof) .

    Pay course fees

- No prior computer knowledge required

7. Facilities in ADAM Course

- Projector / Smart Classroom
- 4-way practical training
- Project-based learning
- Online test & blog support
- Internship & live project presentation training
- Free online classes & tutorials
- CTT Internship opportunities

8. Top Institutes

- **VedantSri Institute, Varanasi** (Example)
- NIELIT Authorized Centers
- Government ITIs & Polytechnic Colleges
- Recognized Private IT Academies

9. Career Scope After ADAM

A. Private Sector Jobs

- Computer Operator

-

- Data Entry Operator

- Office Assistant / Back Office Executive Accounts Assistant / Tally Operator

- IT Support Executive

- Computer Teacher

- Web Designer / Junior Programmer

B. Government Jobs

- Computer Operator

- Data Entry Operator (DEO)

- Clerk (Computer Qualified)

- Junior Assistant / IT Assistant

C. Self-Employment

- Freelancing (Data entry, Web design, Office automation)

- Start your own Computer Center / Cyber Café

- Online project work / remote IT services

10. Benefits of ADAM Course

- Job-oriented & **practical skill development**

- Affordable & fast compared to degree courses

- Learn **office automation, programming, Tally, web designing**

-

   Internship & project exposure for real-world experience

   - Foundation for **advanced IT courses**

11. Software & Tools Covered

- MS Word, Excel, PowerPoint (Latest versions)

- Tally Prime & Accounts

- Photoshop & CorelDraw

- PageMaker / PSD Projects

- HTML, CSS, JavaScript / Python

- Database (DBMS) tools

- Networking tools for IT support

12. Job Opportunities After ADAM

- Computer Operator

- Data Entry Operator

- Office Assistant

- Accounts & Tally Operator

- Back Office Executive

- IT Support Executive

- Computer Teacher

13. ADAM vs DCA / ADCA

Feature	ADAM	DCA / ADCA
Duration	1 Year	6–12 Months
Eligibility	8th Pass	10th / 12th
Job-Oriented	High	Moderate
Focus	Office + IT + Tally + Web + Projects	Office + IT basics

·

Practical Training	Yes	Limited

Conclusion: ADAM is **more comprehensive and practical** than DCA/ADCA.

14. Certificate Value & Validity

- Recognized by **IT institutes & private sector**

- Useful for **job applications, government posts & further studies**

- Helps in building **IT skills portfolio**

15. Who Should Take ADAM?

- Beginners with **basic or no computer knowledge**

- Students from **class 8th onwards**

- People aiming for **office jobs, IT support, accounting or web designing**

Professionals wanting **skill upgrade for career growth**

16. Higher Studies After ADAM

- Advanced Diploma (A Level / B Level – NIELIT)

- BCA / B.Sc IT / B.Tech (IT / CS)

- Full-stack Web Development / Python / Java courses

- Data Analytics / Cyber Security courses

Conclusion

ADAM (Advance Diploma in Application Management) is a **complete IT diploma course** that equips students with **practical skills in office automation, Tally, web designing, programming, and project management**. It is **affordable, short-term, and career-oriented**, making it perfect for beginners, school students, and job seekers aiming for **IT or office-based roles**.

Contact Details:

- Address: Kabir Nagar, Durga Kund, Varanasi

- Phone: 8808888478 | 9415802061

-
- WhatsApp: 8808888478
- Email: vedantsri0@gmail.com
- Website: [Computer Training Institute in Varanasi - VedantSri Classes](#)
- Second Website: [VedantSri Computer Institute Varanasi](#)