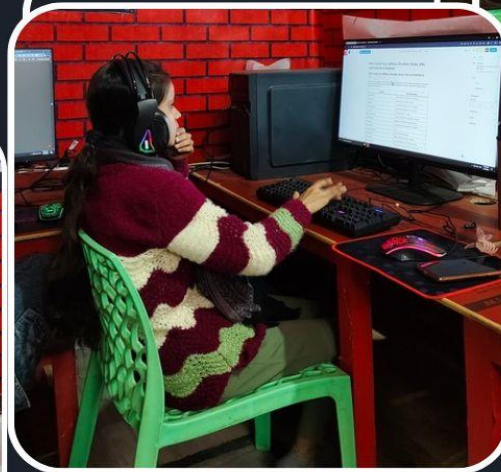


ADCE COURSE 2026



VedantSri Computer Institute

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Course Overview

Aaj ke digital time me computer knowledge sirf ek additional skill nahi rahi, balki ek basic career requirement ban chuki hai. Chahe aap student ho, job ke liye taiyari kar rahe ho ya apna business start karna chahte ho, computer education har jagah kaam aa rahi hai. Har office, school, hospital, bank aur business organization me computer ka use hota hai.

Isi demand ko dekhte huye ADCE (Advanced Diploma in Computer Education) course ko design kiya gaya hai.

ADCE ek professional aur job-oriented diploma course hai jo students ko basic se advanced level tak computer knowledge practical training ke sath provide karta hai.

ADCE COURSE



Job

Fees

Syllabus

Duration

Eligibility



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Is course ka main objective hota hai:

- **Students ko industry-ready banana**
- **Practical computer skills develop karna**
- **Office work aur accounting software ka knowledge dena**
- **Students ko job ya self-employment ke liye ready karna**

ADCE course sirf theory based nahi hota balki isme maximum focus practical training par hota hai. Students ko real computer system par kaam karwaya jata hai jisse unka confidence develop hota hai.

Course Duration

ADCE course ki duration institute aur syllabus structure par depend karti hai.

Generally ADCE course ki duration hoti hai:

- **12 Months (1 Year)**
- **Kuch institutes me 6 to 9 months ka fast-track option bhi hota hai**

Course duration is tarah plan ki jati hai ki:

- **Har subject ko proper time mile**
- **Students ko practice ke liye sufficient time mile**
- **Learning process pressure-free rahe**
- **Theory ke sath-sath practical knowledge strong ho**

Eligibility Criteria

ADCE course ka sabse bada advantage ye hai ki isme koi tough eligibility criteria nahi hota.

Eligibility Criteria:

- **Minimum qualification: 10th Pass**

- 12th pass students bhi apply kar sakte hain
- Kisi specific stream (Arts/Commerce/Science) ki requirement nahi hoti
- Computer ka prior knowledge compulsory nahi hota

Beginners ke liye bhi special guidance di jati hai jinhone pehle kabhi computer use nahi kiya hota. Is wajah se ADCE course:

- Students
 - Job seekers
 - Housewives
 - Beginners
- sab ke liye suitable hota hai.

Course Fees

ADCE course ki fees institute, facilities aur location par depend karti hai.

Average ADCE Course Fees in India:

₹15,000 – ₹40,000 (Approx.)

Fees structure par ye factors effect karte hain:

- Lab facilities
- Faculty experience
- Course duration
- Practical training level
- Study material

Bahut se institutes me students ke liye installment facility bhi available hoti hai jisse fees easily pay ki ja sake.

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Semester-1 Syllabus: Computer & Programming Fundamentals

1. Fundamentals of Computer

- Types of computers
- Data aur information ka difference
- Computer kya hai aur kaise kaam karta hai
- Computer ka basic concept samjhaya jata hai
- Computer ke real life uses
- Computer generations ka overview

2. MS Office (Advanced Level)

- MS Word – Document creation, formatting, mail merge
- MS Excel – Formulas, functions, charts, data analysis
- MS PowerPoint – Professional presentations
- MS Outlook – Email & office communication

3. windows and DOS OS

- DOS commands ka use
- File and folder management
- control panel or system setting
- Windows operating system ka practical knowledge
- System handling aur troubleshooting skills develop hoti hain

4. Advance Internet

- Online tools ka use
- Email management ka use
- Digital world ke liye practical preparation
- Cyber safety aur secure browsing
- Google Drive aur online forms
- Cloud services ka knowledge

5. Search Engine Optimization

- On-page SEO concepts
- Off-page SEO concepts
- Keyword research process
- Websites traffic analysis
- Google Search console ka use
- Websites ranking improve karne ke techniques

6. Visual Basic Programming

- Forms banana
- Controls ka use
- Variables ka concepts
- Loops and conditions
- Programming logic develop karna
- Beginners ke liye suitable programming language



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Complete Syllabus (Module-wise)

Module 1: Computer & Programming Fundamentals

Is module me students ko computer ke basic concepts sikhayae jate hain:

- **Fundamentals of Computer**
- **Computer kya hai aur kaise kaam karta hai**
- **Data aur Information ka difference**
- **Types of Computers**

- MS Office (Word, Excel, PowerPoint, Outlook)
- Windows & DOS Operating System
- Advance Internet & Cyber Safety
- Search Engine Optimization (SEO)
- Visual Basic Programming (Logic building ke liye)

Module 2: Documentation & Excel for Accounting



Semester-2 Syllabus: Accounting & Financial Software

1. Accounting Basics - Ledger preparation - Trial balance banana - Profit & Loss account - Balance sheet preparation - Journal entries banana - Business accounting ka strong base - Accounting fundamentals ka introduction	2. Tally ERP 9 (Latest Release) - Company creation process - Accounting vouchers entry - Practical accounting entries - Financial reports generation - Taxation ka basic knowledge - Accounting jobs ke liye important software	3. Goods & Services Tax (GST) - GST returns filing - GST registration process - GST structure ka knowledge - Input tax credit ka concepts - GST-related reports banana - Accounting field ke liye essential skill
4. Inventory Accounting - Stock valuation - Stock handling ka process - Purchase and sales entries - Inventory reports generate karna - Business accounting ke liye important topic	5. Advance Excel Accounting - Pivots tables banana - Data analysis techniques - Advanced formulas ka use - Financial reports preparation - Corporate-level accounting skill - Accounting ke liye Excel ka advanced use	

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Is module ka focus office aur accounting related documentation par hota hai:

- MS Word for professional documentation
- Letter, notice aur reports banana

- Advance Excel formulas
- Charts & reports
- Data analysis
- Accounting related worksheets
- Office automation tools

Module 3: GST & Taxation Basics

Is module me taxation ka basic knowledge diya jata hai:

- GST structure
- GST registration process
- GST returns filing
- Input tax credit



- GST related reports banana
- Basic taxation concepts

Module 4: Tally Prime with GST

Accounting software training is module ka main part hota hai:

- Company creation
- Ledger & groups
- Accounting vouchers
- GST entries
- Billing & invoicing
- Balance sheet aur profit & loss account

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Semester-3 Syllabus: Graphic Designing & Projects

1. ImageReady

- Web graphics banana
- Banners design karna
- GIF animation create karna
- Optimized images banana
- Web designing ke liye useful tool

2. CorelDraw X8 with Projects

- Logo designing
- Visiting design
- Banner and flex design
- Poster designing
- Print media designing
- Real-time projects ke sath practice

3. Photoshop 18 with Projects

- Photo editing techniques
- Background removal
- image retouching
- Social media creatives banana
- Advertisement design
- Hands-on, project-based training

4. PageMaker with Projects

- Magazine layout designing
- Newspaper designing
- Brochure creation
- Book layout design
- print media industry ke liye important skill

5. Designing Project Training

- Lives designing projects par kaam
- Practical experience gain karna
- Strong portfolio develop karna
- Job ke liye preparation



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- Financial reports

Module 5: Advanced Accounting Practices

Is module me accounting ka deep knowledge diya jata hai:

- Accounting fundamentals
- Journal entries
- Trial balance
- Profit & Loss account
- Balance sheet
- Inventory accounting
- Business accounting ka practical base

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Semester-4 Syllabus: Web Development & Programming

1. HTML Web Designing

- Website structure banana
- HTML tags ka use
- Forms create karna
- Tables and links banana
- Basic websites development

2. C & C++ Programming

- Programming fundamentals
- loops and arrays
- Function ka use
- Pointers ka concept
- Object-oriented programming
- Software development ka base

3. Web Projects Training

- Practical exposure
- Real-world projects experience
- Complete website projects, banana
- Practical, project-based training
- Database integration & form handling
- Real-time web project development

4. CSS Designing

- Layout designing
- Colors aur fonts ka use
- Responsive design
- Basic animations
- Website ko attractive banana

5. MySQL Database

- Tables banana
- Database creation
- SQL queries likhna
- Data storage aur management
- Dynamic websites ke liye essential skill



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Module 6: Payroll & Income Tax

Is module me salary aur tax related topics cover hote hain:

- Salary structure
- Payroll processing
- PF & ESI basics
- Income tax basics
- TDS concepts
- Employee related reports

Module 7: Banking, Costing & MIS

Is module me business aur banking related knowledge diya jata hai:

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Semester-5 Syllabus: Hardware & Networking

1. Basics of Hardware & Net

- Networking ka basic concept
- CPU, RAM, motherboard ka overview
- Computer hardware components ka knowledge]

2. OS Software Format & Install

- Drivers installation
- OS installation process
- System troubleshooting
- Operating system formatting

3. Assemble & Replace System

- System maintenance
- hardware replacement
- Computer assemble karna
- Faulty parts identify karna

4. Basics of LAN, WAN, MAN

- LAN ka concept
- WAN ka concept
- MAN ka concept
- Networking ka practical knowledge

5. Router Switches RJ-45 Server

- server basics
- Router configuration
- Cable making (RJ-45)
- Networking devices ka use

6. Remote Assistance & Install

- Software installation
- Remote support tools ka use
- Practical IT support training
- System troubleshooting remotely



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- Banking transactions
- Cheque, NEFT/RTGS
- Costing concepts
- Budgeting
- MIS reports
- Business analysis

Module 8: Practical Training & Project Work

Is module ka main focus practical training hota hai:

- Live projects
- Practical assignments
- Accounting & computer based projects



- **Resume preparation**
- **Presentation skills**
- **Viva & final project**

Admission Process

ADCE course me admission process simple hota hai:

- 1. Enquiry / Registration**
- 2. Form fill-up**
- 3. Document verification**
- 4. Fee submission**
- 5. Batch allotment**

Facilities in ADCE Course

- **Well-equipped computer lab**
- **High-speed internet**
- **Practical training**
- **Updated study material**
- **Project work**
- **Certificate after completion**
- **Job assistance (optional)**

Top Institutes

ADCE course ye institutes conduct karte hain:

- **Computer training institutes**
- **Private IT academies**

- Polytechnic institutes
- Government skill centers
- Online & offline institutes

Career Scope After ADCE

ADCE course complete karne ke baad students ke liye multiple career options open ho jate hain.

Top Job Options:

- Computer Operator
- Data Entry Operator

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TOP 10 BEST JOBS AFTER ADCE COURSE

- | | | | |
|---|-----------------------|----|------------------------------|
| 1 | Introduction | 6 | Conclusion |
| 2 | Market Analysis | 7 | Risk Analysis |
| 3 | Executive Summary | 8 | Operational Plan |
| 4 | Company Overview | 9 | Financial Projections |
| 5 | Products and Services | 10 | Marketing and Sales Strategy |

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- Office Executive
- Accountant Assistant
- Billing Executive
- Graphic Designer (Entry Level)
- Computer Teacher (Basic Level)
- Digital Office Assistant
- Freelance Computer Professional

Conclusion

ADCE (Advanced Diploma in Computer Education) ek job-oriented course hai jo students ko sirf certificate nahi balki practical skills, confidence aur career direction deta hai.

Jo students short time me computer field me career banana chahte hain unke liye ADCE course ek best option hai.

CONTACT & REGISTRATION

Get Started Today! Vedant Sri Computer Education Your Gateway to a Successful IT Career.

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