Advanced Diploma in Computer Applications (ADCA) - 18 Months

Jammu and Kashmir Institute of Computer Science and Technology (JKICST)

Website: www.jkicst.in | Contact: +91-9682685416

Semester 1 - Basics & Office Automation

- Introduction to Computers

- Windows Operating System

- MS Word (Documentation)

- MS Excel (Basic Spreadsheet)

- MS PowerPoint (Presentations)

- Typing Tutor (English & Urdu Optional)

- Computer Maintenance Basics

Semester 2 - Internet & Communication Skills

- Internet & Web Browsers

- Email & Gmail Tools

- Social Media Basics (Facebook, YouTube, etc.)

- Google Drive, Docs, Sheets

- Online Forms (Google Forms)

- Digital Citizenship & Cyber Security

- Soft Skills & Digital Communication

Semester 3 - Graphic Designing

- Introduction to Graphic Design

- Adobe Photoshop / Canva

- CorelDRAW / Illustrator (Optional)

- Banner & Poster Design

- Logo Design

- Business Card & Brochure Design

- Mini Project (Poster + Card + Logo)

Semester 4 - Accounting & Tally with GST

- Introduction to Accounting

- Manual Accounting Basics

- Tally Prime with GST

- Vouchers, Ledgers, Day Book

- GST Setup & Returns

- Invoice Design

- Payroll Management

Semester 5 - Programming & Web Development

- HTML & CSS

- JavaScript Basics

- Bootstrap Framework

- Introduction to Python

- Mini Project: Personal Website

- Hosting & Domain (Intro)

Semester 6 - Advanced IT + Project

- Computer Networking Basics

- Cybersecurity Awareness

- Data Backup & Cloud Storage

- Resume & Freelancing Profile Making

- Final Project (Website / Poster / Accounting File)

- Viva & Presentation

- Certificate & Career Guidance

Add-ons Throughout the Course:

- Weekly Tests

- Assignments

- Spoken English Sessions

- Interview Preparation

- Internship / On-the-job Training (Optional)