

Advance Diploma in Information Technology (ADIT)

Course Duration: 4 Months

Course Overview

The **Advance Diploma in Information Technology (ADIT)** is designed to equip learners with essential IT skills required for both academic and professional success. This course provides a strong foundation in **computer fundamentals, Windows operating system, MS-Office applications (Word, Excel, PowerPoint), internet technologies, and modern AI tools.**

Special emphasis is placed on **practical industrial and office use of IT applications**, enabling students to adapt to real-world workplace requirements.

The program is suitable for **students, job seekers, office professionals, and entrepreneurs** who want to enhance their digital literacy and efficiency.

Course Objectives

By the end of this course, learners will:

1. Understand **basic computer concepts and hardware/software fundamentals.**
 2. Gain proficiency in **Windows operating system navigation and customization.**
 3. Learn to use **MS-Word for documentation, MS-Excel for data analysis, and MS-PowerPoint for effective presentations.**
 4. Apply **MS-Office tools in industrial, business, and office environments.**
 5. Develop practical skills in **internet usage, e-mail communication, and web browsing.**
 6. Explore and apply **useful AI tools** to improve productivity and efficiency in day-to-day tasks.
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Course Outcomes

After successful completion of this course, students will be able to:

1. Operate computers confidently with a **solid foundation in IT fundamentals.**
2. Create **professional documents, spreadsheets, and presentations** using MS-Office.
3. Apply MS-Office tools effectively for **office automation, business reports, and data management.**

4. Use the **internet, e-mail, and web resources** responsibly and efficiently.
5. Integrate **modern AI tools** into personal and professional workflows for enhanced productivity.
6. Build a **job-ready IT skill set** suitable for employment, freelancing, or entrepreneurial ventures.

Syllabus :

Module 1: Computer Fundamentals (2 Weeks)

- Introduction to Computers: Definition, Characteristics, Applications
 - Types of Computers – Desktop, Laptop, Server
 - Hardware Components – Input, Output, Storage, Memory, CPU
 - Software Concepts – System Software, Application Software, Utilities
 - Number Systems (Binary, Decimal, Hexadecimal – basics)
 - Computer Networks – LAN, WAN, Internet Basics
 - Security Awareness – Viruses, Anti-virus, Safe Computing
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Module 2: Windows Operating System (2 Weeks)

- Introduction to Windows OS Interface
 - File & Folder Management
 - Control Panel & System Settings
 - Personalization & Shortcuts
 - Disk Management & File Compression
 - Managing Software & Devices
 - Practical Lab: File Organization & System Customization
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Module 3: MS-Office Suite – Word (2 Weeks)

- Introduction to MS-Word Interface
- Formatting Documents, Styles & Templates

- Tables, Columns, Page Layouts & Sections
 - Headers, Footers, Page Numbers, Watermarks
 - Mail Merge – Letters, Labels, Envelopes
 - Review Tools – Track Changes, Spell & Grammar Check
 - Practical Lab: Resume, Business Letter, Report Creation
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Module 4: MS-Office Suite – Excel (4 Weeks)

- Excel Interface & Worksheet Basics
 - Data Entry, Formatting & Sorting/Filtering
 - Formulas & Functions (Mathematical, Statistical, Logical, Date)
 - Charts, Graphs & Data Visualization
 - Conditional Formatting & Data Validation
 - Pivot Tables & Pivot Charts
 - Introduction to Macros
 - Practical Lab: Business Sales Report, Salary Sheet, Budget Planner
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Module 5: MS-Office Suite – PowerPoint (2 Weeks)

- PowerPoint Interface & Presentation Basics
 - Slide Layouts, Themes, and Master Slides
 - Inserting Images, Shapes, SmartArt & Charts
 - Animations & Transitions
 - Hyperlinks & Multimedia in Presentations
 - Slide Show Settings & Customization
 - Practical Lab: Business/Project Presentation
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Module 6: Industrial/Office Use of MS-Office (2 Weeks)

- Office Documentation Standards (Letters, Proposals, Reports)
- Business Data Management in Excel (Payroll, Accounting Sheets, Inventory)

- Presentations for Meetings, Seminars, and Corporate Training
 - Case Studies: Office/Industrial Applications
 - Mini Project: Office Documentation & Data Report
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Module 7: Internet Concepts & E-mail (2 Weeks)

- Basics of Internet, Web Browsers, and Search Engines
 - Effective Web Surfing & Research Techniques
 - Creating & Managing E-mail Accounts
 - Sending, Receiving, and Organizing E-mails
 - Attachments, Digital Signatures, Spam & Security
 - Cloud Storage & Online Collaboration (Google Drive, OneDrive)
 - Practical Lab: Professional Email Writing, Online Research Project
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Module 8: Useful AI Tools for Productivity (2 Weeks)

- Introduction to Artificial Intelligence in Daily Life
 - AI Tools for Office Productivity:
 - Writing & Content Creation (ChatGPT, Grammarly)
 - Data Visualization & Analysis Tools (Excel AI features, Tableau basics)
 - Image/Design Tools (Canva, Adobe Firefly, AI Logos)
 - Automation Tools (Zapier, Google AI features)
 - Case Studies: AI in Business & Office Environments
 - Mini Project: Create a Report/Presentation using AI Assistance
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Module 9: Final Project & Assessment (2 Weeks)

- Capstone Project integrating **Word, Excel, PowerPoint, Internet & AI tools**
 - Example Projects:
 - Business Portfolio (Docs + Presentation + Reports)
 - Office Automation (Excel-based Data System)

- AI-Assisted Report + Presentation
- Final Practical Exam

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- ☒ **Total Duration:** 4 Months (Approx. 16 Weeks)
 - ☒ **Teaching Method:** 70% Practical, 30% Theory
 - ☒ **Outcome:** Students become **job-ready with practical IT + AI productivity skills.**