

# Diploma in Computer Application (DCA)

**Duration:** 12 months (flexible, depending on institute)

**Eligibility:** 10<sup>th</sup> & 12<sup>th</sup> pass or above

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## ✓ Proposed Syllabus for Private Institutes

### ☐ Module 1: Computer Fundamentals

- Introduction to Computers & History
  - Types of Computers (Desktop, Laptop, Tablet)
  - Basic Computer Components (CPU, RAM, Storage, Input/Output Devices)
  - Operating System Basics (Windows, Linux overview)
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### ☐ Module 2: Operating System & File Management

- Working with Windows Desktop
  - Creating, Saving, Copying, Moving Files & Folders
  - Control Panel & System Settings
  - Installing & Uninstalling Software
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### ☐ Module 3: Word, Excel & PPT.

#### 1. MS Word

- Creating, Saving & Printing Documents
- Formatting Text & Paragraphs
- Tables, Mail Merge, Templates

#### 2. MS Excel

- Worksheets, Cells, Ranges
- Formulas & Functions
- Charts & Graphs
- Data Sorting & Filtering

#### 3. MS PowerPoint

- Creating Presentations
  - Slide Layouts & Designs
  - Animation & Transitions
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### ☐ Module 4: Internet ,Printing & Scanning

- Introduction to Internet, Browsers & Search Engines
  - Creating and using Email Accounts for communication
  - Downloading, Uploading & Saving Files from the Internet
  - Basics of Printing Documents, Photos & Web Pages
  - Using Scanners to Scan and Save Images or Documents
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### ☐ Module 5: Basic Typing & Data Entry

- English Typing Practice (Speed & Accuracy)
- Using Typing Tutor Software
- Basic Data Entry Practice

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☐ **Module 6: Tally / Basic Accounting Software (Optional)**

- Introduction to Tally ERP 9 or Tally Prime
- Creating Company, Ledgers & Vouchers
- Basic GST Concepts
- Generating Reports (Balance Sheet, P&L)

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☐ **Module 6: PageMaker (Optional)**

- Introduction to Desktop Publishing (DTP)
- Creating & Managing Page Layouts
- Working with Text & Images
- Designing Brochures, Cards, Newsletters
- Printing & Exporting Final Designs

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☐ **Module 7: Photoshop (Optional)**

- Introduction to Photoshop interface & tools
- Working with layers, selections & masks
- Basic photo correction & retouching
- Adding text, shapes & effects
- Designing simple posters, logos & certificates

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☐ **Module 8: CorelDraw (Optional)**

- Introduction to CorelDraw Interface & Tools
- Working with Shapes, Text & Colors
- Creating Logos, Banners & Brochures
- Using Layers, Effects & Clipart
- Exporting Designs for Print & Web

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☐ **Module 9: CorelDraw**

- Introduction to C & Structure of a C Program
- Variables, Data Types & Operators
- Control Statements (if, switch, loops)
- Functions & Arrays
- Pointers & File Handling Basics

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☐ **Practical Assignments**

- Create an MS Word Project (e.g., Letter, Resume)
- Prepare an Excel Sheet (e.g., Salary Sheet)
- Make a Presentation
- Draft & Send Emails
- Typing Speed Test

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☐ **Certificate**

Awarded after final exam + practical project submission.

☐ **DISCLAIMER**

This institute is a fully private and autonomous body. All courses offered — including BCC, ADCA, TALLY, DTP, ADIT, DCTT, C, C++ Programming, Web Design, Hardware, Multimedia DCA, Networking and others — are designed solely for computer skills education and are not affiliated with or recognized by any university or government body. Certificates issued are for skill development purposes only.