

Diploma in Computer Application (DCA)

Duration: 6 months (flexible, depending on institute)

Eligibility: 10th pass or above

✓ 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: Office Automation Tools

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 & Email

- Introduction to Internet & Browsers
 - Search Engines & Online Research
 - Creating & Managing Email Accounts
 - Sending Attachments, CC/BCC
 - Basics of Internet Safety
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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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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.