

# Diploma in Computer Application (DCA)

**Duration:** 6 months (flexible, depending on institute)

**Eligibility:** 10th 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: 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.