SYLLABUS

DCA

Diploma In Computer Application

Eligibility : 10th /12th   **DURATION : 6 Months**

- **Computer Fundamentals**
- **Operating System**
- **MS-Office (MS-Word, MS- Excel, MS-Power Point)**
- **Internet & E-Mails**
- **Photoshop & Coral Draw**
- **Lab-I**

Detailed Syllabus

Introduction to Computer Fundamentals:
Introduction to Computer System, Computer Software & Hardware, Computer Memory, Input and Output Devices, Processing Device, Interaction between User and Computer, Introduction to Free and Open Source Software, Definition of Computer Virus, Types of Viruses, Use of Antivirus software.

Basics of Operating System
Definition of Operating System, Objectives, types, and functions of Operating Systems
Working with Windows Operating System: Introduction, The Desktop, Structure of Windows, Windows Explorer, File and Folder Operations, The Search, The Recycle Bin, Configuring the Screen, Adding or Removing New Programs using Control Panel, Applications in windows (Paint, Notepad, WordPad, Calculator)

Introduction to MS-Office:
MS-Word: Introduction, Starting MS-Word, MS-Word Screen and its Components, Elementary Working with MS-Word
MS-Excel: Introduction, Starting MS-Excel, Basics of Spreadsheet,
MS-Excel Screen and Its Components, Elementary Working with MS-Excel, Basic Formulas.
MS- Powerpoint: Introduction, Starting MS-PowerPoint, Basics of PowerPoint, MS-PowerPoint Screen and Its Components, Elementary Working with MS PowerPoint.

Internet and Internet application
Introduction, Internet evolution, Working of Internet, Use of Internet, Intro to E-Commerce, E-Mails, Social Networking Sites, Introduction to IoT, Introduction to Cloud Computing.
Photoshop: Introduction to Photoshop, Features of photoshop, working in photoshop.
Coral Draw: Introduction to Coral Draw, Features of Coral Draw, working in Coral Draw.