

DCA (Diploma in Computer Application)

Course Code : 101

Duration : 6 Months

Eligibility : 8th Pass

Fee Structure :

Sl. No.	Installment	Amount	Installment	Amount
1	Registration Fee	200/-	Registration	200/-
	1 st Installment	300/-	One Time	1600/-
2	2 nd Installment	300/-		
3	3 rd Installment	300/-		
4	4 th Installment	300/-		
5	5 th Installment	300/-		
6	6 th Installment	300/-		
	Total Fee	2000/-	Total Fee	1800/-

Syllabus :

1. Introduction of Computer :

- a. Block Diagram of Computer
- b. Types of Computer
- c. Types of Input and Output Devices

2. Introduction to Operating Systems (Ms-Dos/MS-Windows) :

What is operating System, its significance, Commands of DOS, Features/Application of windows

3. Word Processing

- a. Introduction of MS Word

- b. **Office Button:** Open Save, Save As, Print Preview, Print
 - c. **Insert :** Table, Picture, Shape, Chart, Header Footer, Text Box, Equation
 - d. **Page Layout :** Page Setup, Watermark, Page Color & Borders.
 - e. **Mailings :** Create Mail Merge
 - f. **Review & View**
 - g. **Project Work**
4. **Worksheet :** Introduction, Use of Formula, Tab Button /Icons for preparing simple Mini Project.
 5. **Presentation :** Introduction, Use of Tools/Icons for preparing simple presentation on Power Point.
 6. **Internet :** Introduction of Internet, Basics of Computer Networks (LAN, WAN), Concept of Internet, Basics of Internet , Services on Internet, Basics of E-mail, Create & Operate Mail ID, Advance email Feature, Introduction of Search Engine, Introduction of You Tube & Downloading etc.
7. **Project Work : --**