A2Z

A2Z INSTITUTE OF MANAGEMENT & TECHNOLOGY

Career-focused computer education and practical training

DCA

Diploma in Computer Applications

A complete 12-month computer diploma designed to build practical skills for office work, data entry, documentation, internet use and entry-level computer jobs.

Admissions Open | Theory + Practical | Diploma Certificate

Duration

12 Months

Eligibility

10th Pass or Above

Mode

Classroom + Practical

Why Choose DCA?

- Strong foundation in computer fundamentals and Windows
- Hands-on training in MS Word, Excel and PowerPoint
- Internet, email, online forms and digital work skills
- Typing, data entry, database and accounting basics
- Practical assignments and final project work
- Useful for private jobs, office work and competitive exams

Build job-ready computer skills with DCA

Learn essential applications used in offices, institutions, shops, service centres and everyday digital work.

Course Code: DCA | Certificate: Diploma

DCA Course Brochure

A2Z Institute

Syllabus at a Glance

01 Computer Fundamentals
Hardware, software, input/output devices, memory and storage

02 Windows Operating System
Desktop, files, folders, settings and software basics

03 MS Word
Documents, formatting, tables, mail merge and printing

04 MS Excel
Data entry, formulas, functions, charts, sort and filter

05 MS PowerPoint
Presentations, design, animation and slide show

06 Internet & Email
Browsing, search, email, online forms and cyber safety

07 Typing & Data Entry
Hindi/English typing basics, speed and accuracy

08 Database Basics
Tables, records, fields and basic database concepts

09 Accounting Basics
Tally concepts, ledger and voucher entry

10 Practical Project
Office documentation, Excel work and final project

Career Opportunities

- Computer Operator
- Data Entry Operator
- Office Assistant
- Back Office Executive
- Computer Assistant
- Front Desk / Admin Support

Learning Outcomes

- Create professional office documents
- Use spreadsheets for calculations and reports
- Prepare presentations confidently
- Work with internet and email safely
- Perform routine data entry and office tasks
- Understand database and accounting basics

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Award
Diploma Certificate

Start Your Computer Career with DCA

Practical learning. Essential office skills. Job-oriented training.

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A2Z Institute of Management & Technology