DCA

DIPLOMA IN COMPUTER APPLICATIONS

COURSE SYLLABUS

A practical, job-oriented diploma program covering computer fundamentals, office applications, internet, typing, database concepts, accounting basics and hands-on project work.

Course Snapshot

Course Code	DCA
Course Name	Diploma in Computer Applications
Duration	12 Months
Eligibility	10th Pass or Above
Certification	Diploma Certificate

Course Objectives

- Build a strong foundation in computer concepts, hardware, software and operating systems.
- Develop practical skills in MS Word, MS Excel and MS PowerPoint for office and academic work.
- Teach safe and effective use of the internet, email, online forms and digital services.
- Improve typing, data entry, file management and basic office productivity skills.
- Introduce database and computerized accounting concepts for entry-level job readiness.
- Provide hands-on assignments and a final practical project to reinforce learning.

Detailed Module-wise Syllabus

Module 1 - Computer Fundamentals

- Introduction to computers and their applications
- History and generations of computers
- Types of computers: desktop, laptop, tablet and server
- Hardware and software concepts
- Input, output and storage devices
- CPU, memory, RAM, ROM and storage units
- Computer ports, peripherals and basic maintenance
- Basic computer terminology and safe usage practices

Module 2 - Windows Operating System

- Introduction to operating systems
- Windows desktop, taskbar and start menu
- Files, folders and directory structure
- Create, copy, move, rename and delete files/folders
- Control Panel and basic system settings
- Installing and uninstalling software
- Using accessories and utilities
- Backup basics, recycle bin and file recovery concepts

Module 3 - MS Word

- Creating, opening, saving and printing documents
- Text formatting, fonts, paragraphs and styles
- Page setup, margins, orientation and columns
- Bullets, numbering, borders and shading
- Tables, pictures, shapes and WordArt
- Headers, footers and page numbering
- Mail Merge for letters, labels and certificates
- Practical: resume, letter, notice and official document preparation

Module 4 - MS Excel

- Workbook, worksheet, rows, columns and cells
- Data entry and cell formatting
- Basic formulas and operators
- Functions: SUM, AVERAGE, MIN, MAX, COUNT, IF
- Sorting, filtering and data validation basics
- Charts and graphical presentation
- Page setup and printing worksheets
- Practical: marksheet, salary sheet, attendance and simple reports

Module 5 - MS PowerPoint

- Creating and managing presentations
- Slide layouts, themes and design
- Adding text, images, shapes, SmartArt and tables
- Transitions and animations
- Audio/video insertion basics
- Slide master basics and consistent formatting
- Slide show settings and presentation delivery
- Practical: academic and business presentation

Module 6 - Internet, Email & Digital Services

- Internet, WWW, browsers and search engines
- Effective web search techniques
- Creating and using email accounts
- Sending, receiving, replying and attaching files
- Uploading and downloading files
- Online forms, digital documents and cloud storage basics
- Cyber safety, passwords, phishing and secure browsing
- Introduction to common e-governance and online services

Module 7 - Typing & Data Entry

- Keyboard layout and correct finger positioning
- English typing practice
- Hindi typing basics (as per institute setup)
- Speed and accuracy improvement exercises
- Numeric keypad practice
- Data entry rules and validation
- Practical data entry in Word and Excel
- Office data entry workflow and file organization

Module 8 - Database Basics

- Introduction to data and databases
- Database, table, record and field concepts
- Primary key and basic relationships
- Creating simple tables
- Entering, editing and searching records
- Sorting and filtering database records
- Basic forms, queries and reports concepts
- Introduction to MS Access or equivalent database software

Module 9 - Computer Accounting Basics

- Introduction to accounting concepts
- Company, ledger, group and voucher basics
- Introduction to computerized accounting software

- Basic voucher entry concepts
- Cash, bank, purchase and sales entries
- Inventory basics
- GST concept overview
- Simple reports: ledger, trial balance and profit/loss overview

Module 10 - Practical, Project & Assessment

- Integrated MS Office practical exercises
- Document, spreadsheet and presentation assignment
- Internet and email practical
- Typing and data entry test
- Basic database practical
- Basic accounting practical
- Final mini project based on office automation
- Viva, practical examination and final assessment

Suggested Assessment Pattern

Assessment Component	Suggested Weightage	Mode
Theory / Written Test	30%	Written
Practical Examination	40%	Computer Lab
Assignments / Project	20%	Practical / Project
Viva & Attendance	10%	Oral / Continuous

Career Opportunities

- Computer Operator
- Data Entry Operator
- Office Assistant
- Back Office Executive
- Computer Assistant
- Junior Office Executive
- Front Desk / Documentation Assistant
- Entry-level Accounts Assistant

Learning Outcomes

- Operate a computer confidently and manage files/folders independently.
- Create professional documents, spreadsheets and presentations.
- Use internet, email and common online services safely and effectively.
- Perform basic typing, data entry and office productivity tasks.

- Understand introductory database and computerized accounting concepts.
- Complete routine office computer work with improved speed, accuracy and professionalism.

Note: The institute may update the sequence, software version, practical activities or assessment method according to academic requirements, available infrastructure and industry relevance.