🎓 DCA – Diploma in Computer Application

Duration: 1 Year (2Semester) Eligibility: 10th / 12th Pass, Mode:Theory+ Practical

Semester – 1

1. Fundamentals of Computer

- Introduction to Computer
- History & Generations
- Types of Computers
- Hardware & Software
- Input / Output Devices
- CPU, Memory (RAM, ROM)
- Operating System Basics
- Windows OS Practical

Practical:

- File & Folder Management
- Control Panel
- Installing Software

2 .MS Word

- Introduction to MS Word
- Document Creation
- Formatting (Font, Paragraph)
- Page Setup
- Tables
- Mail Merge
- Resume & Letter Creation

Practical:

- Official Letter
- Bio-Data
- Notice
- Report

3.MS Excel

- Introduction to Excel
- Workbook & Worksheet

- Formatting
- Basic Formulas (Sum, Average, Count)
- IF Function
- Charts & Graphs
- Sorting & Filtering

Practical:

- Salary Sheet
- Marksheet
- Bill Format

MS PowerPoint

- Slide Creation
- Design & Themes
- Animation & Transition
- Slide Show
- Presentation Making

Practical:

- Business Presentation
- School Project Presentation

Semester – 2

Internet & Email

- Introduction to Internet
- Web Browsing
- Search Engines
- Email Creation & Usage
- Online Forms
- Digital Payments
- Cyber Safety Basics

Practical:

- Email Writing
- Online Application Form

Tally with GST (Basic Accounting)

- Introduction to
- Accounting Journal,
- Ledger Tally ERP 9

- Company Creation
- Voucher Entry
- GST Entry
- Balance Sheet

Practical:

- Sales Entry
- Purchase Entry
- GST Report

Basic Programming (Optional but Recommended)

- Introduction to Programming
- Basics of C / Python Variables
- Data Types
- Simple Programs

Project Work

- Create Complete Office File
- Excel Marksheet Project
- Tally Accounting Project
- Final Viva

Examination Pattern

- Theory Exam – 50 Marks
- Practical Exam – 50
- Marks Project – 50 Marks
- Viva – 50 Marks

Career Opportunities After DCA

- Computer Operator
- Data Entry Operator
- Office Assistant
- Accountant (Basic Level)
- Billing Executive
- Back Office Executive
- MIS Executive