

Course Structure (DCA)

Module Topic

- 1 **Computer Basics + Hardware**
- 2 **Typing, File Management & OS (Windows + Linux intro)**
- 3 **MS Office Suite (Word, Excel, PowerPoint)**
- 4 **Internet & Digital Tools (Email, Google Drive, Zoom, etc.)**
- 5 **Basic HTML + CSS (Web Design Intro)**
- 6 **Coding for Kids (Scratch + Intro to Python with turtle)**
- 7 **Graphics & Design (Canva + Paint.NET or Photopea)**
- 8 **Introduction to AI (Visual tools + ChatGPT usage + AI Ethics)**
- 9 **Cyber Safety & Digital Citizenship**

Course Structure (ADCA)

Module Topics

- 1 Advanced Computer Fundamentals**
(Hardware, OS, Troubleshooting)
- 2 Professional Typing + MS Office Mastery**
- 3 Internet Applications & Digital Workspace**
(Cloud, Zoom, Online Forms, Docs)
- 4 Accounting with Tally Prime + GST**
- 5 Web Design (HTML, CSS, JavaScript Basics)**
- 6 Programming (Python + Java/Kotlin Basics)**
- 7 Database Management (MySQL + MS Access)**
- 8 Graphic & Video Design (Canva, Photoshop alt,
CapCut/DaVinci)**
- 9 AI & Automation Tools**
- 10 Freelancing & Productivity Tools**