

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**