

Diploma in Computer Application

Module-wise Breakdown

Duration: 6 Months

Exams: Practical + Theory

Module 1: Fundamentals of Computers

- Introduction to Computers
- History and Generations of Computers
- Types of Computers
- Characteristics of Computers
- Applications of Computers in Real Life
- Computer Hardware Basics
- Computer Software Basics
- Input & Output Devices
- Storage Devices (Primary, Secondary, Tertiary)
- Number Systems (Binary, Decimal, Octal, Hexadecimal)
- Computer Memory (RAM, ROM, Virtual Memory)

Module 2: Operating System (OS)

- Introduction to Operating Systems
- Types of Operating Systems (Single-user, Multi-user, Real-time, etc.)
- Windows Operating System:
 - Desktop, Icons, Taskbar, Start Menu
 - File and Folder Management
 - Using Windows Explorer
 - Control Panel & System Settings
 - Accessories: Notepad, WordPad, Paint, Calculator
- Linux (Basic Introduction)

Module 3: Microsoft Office 2010

MS Word

- Creating, Saving, Opening Documents
- Editing and Formatting Text
- Paragraph Formatting
- Bullets and Numbering
- Tables and Columns
- Inserting Images, Shapes, SmartArt
- Header, Footer, Page Numbers
- Mail Merge
- Proofing Tools

MS Excel

- Introduction to Worksheets & Workbooks
- Formatting Rows, Columns, and Cells
- Basic Formulas & Functions
- Charts & Graphs
- Sorting & Filtering Data
- Working with Tables and PivotTables
- Data Validation
- Printing Worksheets

MS PowerPoint

- Creating Presentations
- Slide Layouts & Designs
- Adding Text, Images, Shapes, and SmartArt
- Slide Transitions & Animations
- Inserting Audio and Video
- Running Slide Shows

MS Access

- Introduction to Database Concepts
- Creating Tables, Queries, Forms, Reports
- Relationships & Keys

Module 5 : HTML & Wordpress

- Introduction to Internet & Websites
- What is HTML?
- Structure of an HTML Document
- HTML Tags & Attributes
- Text Formatting Tags
- Working with Hyperlinks
- Adding Images & Audio/Video
- Creating Lists (Ordered, Unordered, Definition Lists)
- Creating Tables in HTML
- Working with Forms (TextBox, Radio Button, CheckBox, Drop-down List, Buttons)
- Frames & iframes
- Wordpress (CMS)
- Mini Project: Create a Personal Webpage

Module 4: Internet & AI Tools

- Introduction to Internet
- Web Browsers (Chrome, Edge, Firefox)
- Search Engines (Google, Bing, Yahoo)
- Creating and Using E-Mail (Gmail)
- Sending, Receiving, and Organizing Emails
- Social Media Basics (Facebook, LinkedIn, Instagram)
- AI Tools and Their Uses
- What are AI Tools? (Basics of Artificial Intelligence in daily life)

Popular AI Tools:

- ChatGPT (content creation, Q&A, learning aid)
- Google Gemini (search + productivity)
- Microsoft Copilot (Office automation & coding help)
- Gamma AI (For Presentation)

Module 5: Computer Networking Basics

- Introduction to Networking
- Types of Networks (LAN, WAN, MAN)
- Network Devices (Switch, Router, Hub, Modem)
- IP Address, DNS, and Hosting Basics
- Cloud Computing Basics

Module 6: Project Work

Practical Project combining MS Office, Internet, and HTML

Examples:

Office Report with Word & Excel

Business Presentation with PowerPoint

Personal Portfolio Website using HTML
