

DCA (Diploma In Computer Application)

Duration : 3 Months

Eligibility : 10th Pass

1. FUNDAMENTAL OF COMPUTER

- a. INTRODUCTION OF COMPUTER
- b. INPUT, OUTPUT, STORAGE DEVICE
- c. COMPUTER MEMORY & SOFTWARE
- d. GENERATION OF COMPUTER
- e. COMPUTER STORAGE UNIT & NUMBER SYSTEM

2. WINDOWS

3. MICROSOFT WINDOWS

- a. MSPAINT
- b. NOTEPAD
- c. WORDPAD
- d. DOS (Disk Operating System)

4. MICROSOFT OFFICE

- a. MICROSOFT OFFICE WORD
- b. MICROSOFT OFFICE EXCEL
- c. MICROSOFT OFFICE POWERPOINT
- d. MICROSOFT OFFICE ACCESS
- e. MICROSOFT OFFICE OUTLOOK
- f. MICROSOFT OFFICE ONENOTE

5. BASIC OF INTERNET

- a. INTRODUCTION ABOUT NETWORK
- b. EMAIL, FACEBOOK, TWITTER, WHATSAPP ETC
- c. ONLINE EXAM, ONLINE SHOPPING, MONEY TRANSACTIONS ETC.

6. PROJECT ASSIGNMENT

7. SHORTCUT KEYS