

## **DCA (Diploma in Computer Application)**

**Course Duration:** 6 months

**Qualification:** open to all individuals interested in learning DCA.

**Eligibility:**

No prior programming experience required; open to all individuals interested in learning DCA.

**Medium of Instruction:**

English

**Duration:**

Minimum 6 months and Maximum 7 months

**Program Details:**

The program has been divided into 4 modules. Consequently, there will be examinations at every end of module. For beginners it is first important to build command over programming concepts. In this course our goal is to help you to be confident with the coding fundamentals.

**Curriculum: View Specialization: -**

**Module 1: Fundamentals of Computer**

- Understanding Boot Process
- Introduction to Operating Systems
- Windows Basics
- Linux Basics
- Input Devices: Keyboard, Mouse
- Output Devices: Printer, Scanner
- Project 1: Basic Computer Setup

**Module 2: Office Automation Tools**

- Microsoft Office Suite Basics (Word, Excel, PowerPoint)
- LibreOffice Overview
- Google Workspace Basics
- Email Basics (Sending, Receiving, Attachments)
- Internet Usage Basics
- Project 2: Office Document Creation

### **Module 3: Fundamentals of Programming**

- Introduction to Programming Concepts
- Basics of C Programming
- Basics of C++ Programming
- Introduction to Web Designing (HTML & CSS Basics)
- Project 3: Simple Programming and Web Designing

