

SYLLABUS

DCA**Duration - 6 Month**

Diploma in Computer Application

- ❖ Fundamental of Computer
- ❖ Operating System
- ❖ MS Office
 - MS Word
 - Ms Excel
 - MS Power Point
- ❖ Internet
- ❖ Typing.

ADCA**Duration - 1 Year**

Advance Diploma in Computer Application FUNDAMENTAL

1. Basic Awareness Class
2. What is computer and type of computer .
3. Personal computer parts of desktop Monitor , Mouse , U.P.S.
4. RAM,Hard DISK, DVD Drive, S.M.P.S , Processor, Mother Board, ROM .
5. C P U . Configuration
6. Software system / Application, Microsoft.
7. Hardware input devices / output devices, IBM
8. Multimedia
9. Classification of Computer- Super computer Mainframe Computer, Mini computer, Micro computer
10. Controls of Keyboard buttons

DTP**Duration - 4 Month**

Diploma in Desktop Publishing

- ❖ Information about basic Computing
- ❖ Adobe Photoshop
- ❖ Adobe PageMaker
- ❖ Adobe CorelDraw

DFA**Duration - 3 Month**

Diploma in Financial Accounting

- ❖ Information about basic Computing
- ❖ Introduction of Accounting
- ❖ Tally ERP 9
- ❖ Busy Software
- ❖ Introduction of GST

**Personality
Development****Duration - 3 Month**

- ❖ Communication Skills
- Advance Presentation Skills
- Develop Stunning Looks
- Impress - Attract Anyone
- Become Classy Royal
- Boost Your Confidence
- Discipline for Success

OPERATING SYSTEM

1. Start, shut down, Restart, Hibernate, lock,sleep
2. Controls of Power Button LED Screen
3. Start menu, My computer, User file, Recycle Bin
4. Folder>Create, Rename Delete, Open No Name Folder,Change Icon, Pic,icon, Hide/Unhide, Maximize/ Minimize/ Close and symbols.
5. Folder Lock
6. Note Pad & Typing Master.
7. M. S. Paint
8. View, Sort by Refresh, Screen resolution, Personalize
9. Search in Folder, Hard Disk, Start Menu, Prt. Scn. Button
10. Text Password, Picture Password.

Microsoft Office

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|-------------------|----------------|
| 1. MS- Word | 2. MS - Ecel |
| 3. MS Power Point | 4. MS Access |
| 5. MS out look | 6. MS One Note |

Internet

1. Introduction of Internet
2. Browser, How to connect Internet.
3. Website & Web address
4. GOOGLE web/Image/Maps/Translator/Contacts
5. Create Your E- mail ID , send mail , Inbox
6. Google Drive Upload upto 15 GB Data
7. AD Blocker
8. Youtube, Online Video Download Upload
9. Online shopping, Amazon, Flipkart, India Mart etc
10. Facebook, Tiwtter & Wekipedia Online Study
11. Online Photo editing
12. Just Dial
13. Uses of Google Meet, Zoom etc
14. RTPS (Right To Public Service) Caste, Income & Residence Certificate
15. IRCTC (Bus , Flight & Train Ticket Booking)
16. Aadhar Card, Pan Card, Passport and many more
- 17.. Govt Job Application Apply
18. Online Services (Recharge, Movie Ticket Booking, Electricity Bill Pay.....)