

DCA Course Syllabus

Diploma in Computer Applications

This DCA course provides practical computer knowledge and digital skills for students, beginners, and professionals. The syllabus includes MS Office, internet applications, basic programming, and practical computer operations.

Course Name	Diploma in Computer Applications (DCA)
Category	Computer Courses
Duration	6 Months
Mode	Practical Training
Certification	Yes

Module 1: Computer Fundamentals

- Introduction to Computers
- Hardware and Software
- Operating System Basics
- File Management

Module 2: MS Office Training

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Document Formatting
- Spreadsheet Management

Module 3: Internet Applications

- Internet Browsing
- Email Management
- Online Forms
- Cloud Storage Basics
- Cyber Safety

Module 4: Basic Programming

- Introduction to Programming
- HTML Basics
- Computer Logic
- Basic Coding Concepts

Module 5: Practical Applications

- Resume Creation
- Data Entry Practice
- Office Documentation
- Project Work

Course Features

- Practical Computer Training
- MS Office Complete Training
- Internet & Digital Skills
- Basic Programming Concepts
- Live Practical Sessions
- Certificate After Completion
- Expert Faculty Support

Eazeeme Ducorp – Empowering Students with Digital Skills & Professional Knowledge.