



## Syllabus: Diploma in Computer Applications (DCA)

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- **Duration:** 6 Months
  - **Eligibility:** Class 10
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### Evaluation Scheme

- **Full Marks:** 200
  - **Theory:** 100 Marks
  - **Practical/Project Works:** 80 Marks
  - **Internal Assessment/Viva (Oral Test):** 20 Marks
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### Course Syllabus

This diploma course offers in-depth knowledge of computer applications, office automation, and essential IT skills required for various professional roles.

#### Module 1: Computer Fundamentals & Operating Systems

- In-depth Hardware Concepts: CPU, Memory, Motherboard, Storage Devices.
- Types of Software: System, Application, Utility.
- Operating System Concepts: Functions of an OS, User Interface (GUI vs. CUI).
- Advanced Windows Management: Control Panel, System Settings, User Accounts.

#### Module 2: Office Automation - Word Processing & Presentations

- **Microsoft Word:** Advanced formatting, Mail Merge, creating Table of Contents, working with templates, and document security.
- **Microsoft PowerPoint:** Advanced animation and transition effects, using hyperlinks, action buttons, and creating video presentations.

#### Module 3: Office Automation - Spreadsheet Analysis

- **Microsoft Excel:** Advanced formulas and functions (IF, VLOOKUP, HLOOKUP), Data Validation, Conditional Formatting, and creating PivotTables for data analysis.

#### Module 4: Database Management Systems

- **Microsoft Access:** Introduction to RDBMS, creating and managing databases, designing tables, writing queries, and building simple forms and reports.

#### Module 5: Web Design & Internet Technologies



- Introduction to Computer Networks and Topologies.
- **HTML:** Learning the structure of web pages, using various tags for text, images, and links.
- **CSS:** Introduction to styling web pages with colors, fonts, and layouts.
- Cyber Security: Understanding viruses, malware, and safe browsing practices.

### Module 6: Final Project

- Students will develop a comprehensive project integrating skills from Word, Excel, Access, and PowerPoint.
- **Example Project:** Develop a project for a small business, including a database of clients in Access, financial summaries in Excel, a formal report in Word, and a presentation in PowerPoint.

