Diploma in Computer Education (DCA) – Course Structure

Hours   : 220 Hrs   Duration: 6 months

Fees Structure: Rs. 10,000/- (In 2 Installments)

Syllabus : Basics in Computer (10 hrs) | Microsoft Word (20 hrs) | Microsoft Excel (30 hrs) | Microsoft Powerpoint (20 hrs) | Microsoft Access (20 hrs) | Internet Concepts (10 hrs) | Programming in C (40 hrs) | C++ Programming (40 hrs).

Revision and Model Exam (22 + 8 = 30 hrs).

SNo	Chapter	Theory Hours	Practical Hours
Basics in Computer			
1.	Introduction to Computers	0.5	1
2.	Computer Operating using GUI : Windows Operating System	0.5	2
3.	Working with Notepad, Paint	1	2
4.	Creating Files, Folders, working with Drives in windows	1	2
Microsoft Word			
5.	Introduction to Microsoft Word	0.5	0.5
6.	Creating New Document, Opening and Closing of documents	1	2
7.	Text creation and Manipulation, Formatting of text, Word Art, Inserting Picture, Shapes, Bookmark, Hyperlink, language setting and thesaurus, Spell check	2	4
8.	Table handling	2	2
9.	Mail Merge	1	2
10.	Printing of word document	1	2
Microsoft Excel			
11.	Basics of Spreadsheet	0.5	1.5
12.	Manipulation of cells	1	3
13.	Formulas and Functions	2	5
14.	Formatting, Conditional Formatting in Cells	2	4

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No.	Topic		
15.	Sorting Data, Custom Sort, Data Filter	2	3
16.	Creating New Spread Sheet, Editing of Spread Sheet, Copy Spread Sheet and Printing of Spread Sheet	2	4
Microsoft Powerpoint			
17.	Basics of presentation	0.5	0.5
18.	Creating Presentation Preparation and Presentation of Slides	1	2
19.	Slide Design, Insert Pictures and Shapes	2	3
20.	Animation , Slide Transition	2	3
21.	Slide Show	2	2
22.	Taking printouts of presentation / handouts	1	1
Microsoft Access			
23.	Introduction to Access Database	1	1
24.	Creating New Access Database, Save and Copy Database	1	1
25.	Creating new Tables, : DataSheet View and Design View of Table with Datatypes	1	3
26.	Constraints : Format text, increment value, Text Align	2	4
27.	Setting Primary Key, LookUp Wizard	1	3
	Working with Forms	1	1
Internet			
28.	Basic of Computer networks: LAN, WAN	0.5	0.5
29.	Concept of Internet, Applications of Internet, connecting to internet	1	1
30.	Search Engine : Google	1	2
31.	Email Creation, Send and receive email	2	2
	Revision and Model Exam	$(8 + 2) = 10$	
C Programming			
32.	Introduction to C Programming : Origin and development of the C programming language, Basic features and characteristics of C, Advantages and limitations of using C for programming.	2	
33.	Fundamentals of C Programming : Basic Structure of a C Program, Structure of C Program , Components: Header files, main function, variables, and statements.	1.5	
34.	Data Types and Variables : Fundamental data types: int, float, char, double, Variable declaration, initialization, and assignment.	1.5	2
35.	Input and Output Operations : Using printf() and scanf() for standard input and output , Formatting output using format specifiers.	2	2
36.	Operators and Expressions in C : Arithmetic Operators : (+, - , * , / , %) Relational and Logical Operators :	2	3

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	Comparison Operators : == , !=, < , >, <=, >= Logical Operators : && , ‖ ! Assignment and increment / Decrement Operators : assignment(=) , increment(++) , decrement (-).		
37.	**Control Flow Statement in C :** Decision making Statements : if , if else , nested if else. Switch case. Looping Statement : while loop, do while, for loop Loop control statement : break, continue.	3	6
38.	**Functions and Modular Programming :** Defining and Calling a Function Call by Value : Passing value to functions Call by reference : Passing addresses to functions using pointers.	3	5
39.	**Arrays and Strings in C :** Arrays : Understanding Single-Dimensional and multi-Dimensional arrays. Array initialization, accessing elements and operations. Strings : Introduction to String in C . String functions : strlen() , strcpy() , strcat()	3	4
40.	**Revision and Model Exam**	(7 + 2) = 9	

C++ Programming

41.	**Introduction to C++ and its basics – data types, operators.** First C++ Program. Variables and Data types in C++. Operators : Arithmetic , relational and logical. Unary , type conversion and type casting. Basic programs in C++ using operators.	2.5	6
42.	**Conditional Statements :** Decision Control : I, if-else, nested if-else , switch caes	4	5
43.	**Looping Statement :** For loop , while loop, do while	4	5
44.	**Arrays , String & Introduction to sorting :** Break, Continue & goto statement. User defined & Pre-defined functions. Pointers. Call by Value , Call by reference. 1 dimensional & multi-dimensional array : declaration, insertion, deletion, sorting and merging.	4	5
45.	**File handling**	1.5	3
	Revision and Model Exam	(7 + 2) = 9	

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SNo	Chapter	Hours
1	**Basics in Computer, Microsoft Word , Excel, Powerpoint, Access, Internet**	110 hrs
	Revision + Model Exam	10 hrs
2	**Programming in C**	40 hrs
	Revision + Model Exam	9 hrs
3	**C++ Programming**	40 hrs
	Revision + Model Exam	9 hrs
	Final Exam	2 hrs
	Total hrs	220 hrs

*************************** ALL THE BEST ****************************

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