

DCA (Diploma in Computer Applications)

Diploma in Computer Applications covering IT fundamentals, office automation, database management systems (MS Access), desktop publishing basics, and web design fundamentals.

Duration 24 Weeks (180 Hours)	Training Mode Offline Classroom Training	Certification Industry Certificate	Practical Labs 100% Hands-on
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Detailed Course Curriculum & Modules

MODULE 01 IT Fundamentals & Operating Systems - Computer Architecture, Memory & Input/Output Devices - Windows OS & Linux Basics - System Software vs Application Software - Disk Management, File Security & Backup Strategies		MODULE 02 Advanced Office Automation Suite - Advanced MS Word (Mail Merge, References, Macros) - Advanced MS Excel (VLOOKUP, HLOOKUP, Pivot Tables, Conditional Formatting) - Professional MS PowerPoint & Infographics - Practical Office Case Studies	
MODULE 03 Database Management with MS Access & SQL - RDBMS Concepts & Database Tables - Primary Keys, Relationships & Foreign Keys - Query Building, SQL SELECT, INSERT, UPDATE, DELETE - Form & Report Generation in MS Access		MODULE 04 Desktop Publishing & Graphics Fundamentals - Photoshop Basics: Layers, Selections & Photo Editing - Page Layout Principles & CorelDraw/Canva basics - Document & Flyer Design Standards - Digital Printing Specifications	
MODULE 05 Web Technology & HTML/CSS Basics - Internet Protocol, Domain Names & Hosting - HTML5 Semantic Elements & Structure - CSS3 Styling, Colors, Box Model & Typography - Creating Multi-page Responsive Websites		MODULE 06 Practical Project & Comprehensive Assessment - Real-world Office Management System Project - Database & Web Integration Viva - Practical Examination & Industry Certification	
■ Industry Certification Authorized certificate verified globally via online portal.		■ 100% Placement Support Resume review, mock interviews, and recruiter connections.	
		■ Lab Access & Mentorship Dedicated workstation lab hours with expert guidance.	