

### Diploma in Computer Application - DCA

<u>SEMESTER 1:</u>	
<u>INTRODUCTION TO COMPUTERS AND IT</u>	<u>OPERATING SYSTEMS AND FILE MANAGEMENT</u>
<ul style="list-style-type: none"> <li>• Overview of Computers and IT</li> <li>• History and evolution of computers</li> <li>• Basic computer components and their functions</li> <li>• Computer Software</li> <li>• System software vs. application software</li> <li>• Operating systems and their features</li> <li>• Word processing, spreadsheet, and presentation software</li> <li>• Computer Hardware</li> <li>• CPU, RAM, storage devices, and peripherals</li> <li>• Input and output devices</li> <li>• Troubleshooting common hardware issues</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction to Operating Systems</li> <li>• Types of operating systems (Windows, Linux, macOS)</li> <li>• File systems and directory structures</li> <li>• Using Windows/Linux/Mac OS</li> <li>• Navigating the desktop and file explorer</li> <li>• Managing files and folders</li> <li>• System settings and configurations</li> </ul>
<u>OFFICE PRODUCTIVITY SOFTWARE</u>	<u>INTRODUCTION TO PROGRAMMING CONCEPTS</u>
<ul style="list-style-type: none"> <li>• Word Processing with Microsoft Word</li> <li>• Creating, editing, and formatting documents</li> <li>• Document layout and printing</li> <li>• Working with tables and graphics</li> <li>• Spreadsheet Analysis with Microsoft Excel</li> <li>• Creating and formatting spreadsheets</li> <li>• Formulas and functions</li> <li>• Charts and graphs</li> <li>• Creating Presentations with</li> </ul>	<ul style="list-style-type: none"> <li>• Basics of Programming</li> <li>• Understanding algorithms and logic</li> <li>• Introduction to programming languages</li> <li>• Introduction to Python Programming</li> <li>• Writing and running Python programs</li> <li>• Variables, data types, and basic operations</li> <li>• Conditional statements and loops</li> </ul>

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# NEXTGEN

## Computer Institute

<p>Microsoft PowerPoint</p> <ul style="list-style-type: none"> <li>• Creating slides and presentations</li> <li>• Adding multimedia elements</li> <li>• Slide transitions and animations</li> </ul>	
<u>INTERNET AND EMAIL</u>	<u>INTRODUCTION TO DATABASES</u>
<ul style="list-style-type: none"> <li>• Internet Basics</li> <li>• Understanding the World Wide Web</li> <li>• Browsing the internet</li> <li>• Internet safety and security</li> <li>• Email Communication</li> <li>• Creating and managing email accounts</li> <li>• Sending and receiving emails</li> <li>• Email etiquette</li> </ul>	<ul style="list-style-type: none"> <li>• Database Concepts</li> <li>• Understanding databases and their importance</li> <li>• Relational databases vs. non-relational databases</li> <li>• Introduction to Microsoft Access</li> <li>• Creating and managing databases</li> <li>• Entering and editing data</li> <li>• Simple queries and reports</li> </ul>
<u>INTRODUCTION TO WEB DESIGN</u>	<u>PROJECT WORK</u>
<ul style="list-style-type: none"> <li>• HTML and Web Page Creation</li> <li>• Basics of HTML markup</li> <li>• Creating simple web pages</li> <li>• Adding links and images</li> <li>• Website Development Tools</li> <li>• Introduction to website development software</li> <li>• Building a basic website</li> </ul>	<ul style="list-style-type: none"> <li>• Mini-Project</li> <li>• Working on a small software project</li> <li>• Applying the knowledge and skills learned</li> <li>• Presentation</li> <li>• Presenting the mini-project to peers and instructors</li> </ul>

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