DCA - Syllbus
(Diploma in Computer Application)

Duration: 6 Months   Fees: ` 4000/-

Free:- Notes, Notebook, Pen, ID, Syllabus, Project work

1. Computer Concept & Fundamental
2. Operating System (Window 7)
3. Desktop & Program Setting
4. Paint   *   Notepad   *   WordPad   *
5. MS-Office (* Word * Excel * PowerPoint *)
6. Tally.ERP9 With GST (Accounting, Billing)
7. Internet
   - Email ID Creating
   - Sending & Reply Email
   - Online Form Filling
   - E-Commerce (E-Business)
8. Printing, Scanning
9. Practical Assignment   * Project Work/ Viva *
10. English Spoken   * Interview Training *