

**Diploma in Computer Application - DCA**

Introduction to Computers and IT	<p>Overview of Computers and IT History and evolution of computers Basic computer components and their functions Computer Software System software vs. application software Operating systems and their features Word processing, spreadsheet, and presentation software Computer Hardware CPU, RAM, storage devices, and peripherals Input and output devices Troubleshooting common hardware issues</p>
Operating Systems and File Management	<p>Introduction to Operating Systems Types of operating systems (Windows, Linux, macOS) File systems and directory structures Using Windows/Linux/Mac OS Navigating the desktop and file explorer Managing files and folders System settings and configurations</p>
Office Productivity Software	<p>Word Processing with Microsoft Word Creating, editing, and formatting documents Document layout and printing Working with tables and graphics Spreadsheet Analysis with Microsoft Excel Creating and formatting spreadsheets Formulas and functions Charts and graphs Creating Presentations with Microsoft PowerPoint Creating slides and presentations Adding multimedia elements Slide transitions and animations</p>
Introduction to Programming Concepts	<p>Basics of Programming Understanding algorithms and logic Introduction to programming languages Introduction to Python Programming Writing and running Python programs Variables, data types, and basic operations Conditional statements and loops</p>
Internet and Email	<p>Internet Basics Understanding the World Wide Web</p>

	<p>Browsing the internet Internet safety and security Email Communication Creating and managing email accounts Sending and receiving emails Email etiquette</p>
Introduction to Databases	<p>Database Concepts Understanding databases and their importance Relational databases vs. non-relational databases Introduction to Microsoft Access Creating and managing databases Entering and editing data Simple queries and reports</p>
Introduction to Web Design	<p>HTML and Web Page Creation Basics of HTML markup Creating simple web pages Adding links and images Website Development Tools Introduction to website development software Building a basic website</p>
Project Work	<p>Mini-Project Working on a small software project Applying the knowledge and skills learned Presentation Presenting the mini-project to peers and instructors</p>