



Course Syllabus: Diploma in Computer Applications (DCA)-6 Months

6-month Diploma in Computer Applications (DCA) course. This syllabus is designed to provide a comprehensive foundation in computer applications, covering both theoretical concepts and practical skills

90 Minutes Class Per Day | Exam-Online | SEM-1 | Free classes for 2 months after completion of the course.

Month 1: Computer Fundamentals and Office Automation

Week 1: Introduction to Computers

- Overview of computer systems
- Types of computers and their applications
- Basic components of a computer (CPU, RAM, storage, peripherals)

Week 2: Operating Systems

- Introduction to operating systems (Windows/Linux)
- Navigating the desktop environment
- File management (creating, copying, moving, deleting files and folders)

Week 3: Introduction to Typing

- **Day 1-2:** Importance of Typing Skills
 - Benefits of fast and accurate typing
 - Career opportunities and applications
- **Day 3-4:** Introduction to Typing Software
 - Overview of popular typing software (e.g., Typing Master)
 - Installation and setup
- **Day 5:** Ergonomics and Typing Posture
 - Correct typing posture
 - Ergonomic workspace setup

Week 4: Basics of English Typing

- **Day 1-2:** Home Row Position
 - Understanding the home row keys
 - Basic finger placement and movement
- **Day 3-4:** Typing Simple Words and Sentences
 - Practice typing simple words
 - Typing short sentences with accuracy
- **Day 5:** Practice Session
 - Timed typing exercises
 - Accuracy improvement drills

Month 2: Basics of Hindi Typing

Week 1: Basics of Hindi Typing

- **Day 1-2:** Introduction to Hindi Typing
 - Overview of Hindi typing software (e.g., Inscript, KrutiDev)
 - Installation and setup
- **Day 3-4:** Hindi Keyboard Layout
 - Understanding the Inscript and Remington keyboard layouts
 - Basic finger placement and movement
- **Day 5:** Practice Session
 - Typing simple Hindi words and sentences
 - Timed typing exercises

Week 2: Improving Speed and Accuracy

- **Day 1-2:** Typing Practice Techniques
 - Drills to improve speed and accuracy
 - Common typing errors and how to avoid them
- **Day 3-4:** Speed Building Exercises
 - Timed typing tests
 - Speed and accuracy tracking
- **Day 5:** Review and Practice
 - Review of progress
 - Additional practice sessions

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Week 3: Real-World Typing Applications

- **Day 1-2:** Typing Documents and Reports
 - Formatting documents and reports
 - Typing practice with real-world documents
- **Day 3-4:** Typing Emails and Online Communication
 - Typing professional emails
 - Online chat and communication typing practice
- **Day 5:** Practice Session
 - Real-world typing practice
 - Timed tests and accuracy drills

Week 4: Final Assessment Preparation

- **Day 1-2:** Review of Course Content
 - Comprehensive review of English and Hindi typing skills
 - Addressing any remaining challenges
- **Day 3-4:** Mock Typing Tests
 - Simulated final assessment tests
 - Feedback and improvement tips
- **Day 5:** Practice Session
 - Final preparation for the assessment
 - Relaxation techniques for test anxiety

Month 3: Intermediate Typing Skills

Week 1: Advanced English Typing

- **Day 1-2:** Typing Longer Paragraphs
 - Techniques for typing longer texts
 - Maintaining consistency and accuracy
- **Day 3-4:** Typing Complex Sentences
 - Handling punctuation and special characters
 - Typing technical terms and phrases
- **Day 5:** Practice Session
 - Timed typing tests
 - Speed and accuracy improvement drills

Week 2: Advanced Hindi Typing

- **Day 1-2:** Typing Longer Hindi Paragraphs
 - Techniques for typing longer texts in Hindi
 - Maintaining consistency and accuracy
- **Day 3-4:** Typing Complex Hindi Sentences
 - Handling punctuation and special characters in Hindi
 - Typing technical terms and phrases
- **Day 5:** Practice Session
 - Timed Hindi typing tests
 - Speed and accuracy improvement drills

Week 3: Typing Speed Tests and Techniques

- **Day 1-2:** Understanding Typing Speed Tests
 - How speed tests work
 - Importance of regular practice
- **Day 3-4:** Techniques for Increasing Typing Speed
 - Advanced drills and exercises
 - Strategies for reducing errors
- **Day 5:** Practice Session
 - Combined English and Hindi typing practice

Week 4: Typing Software Features and Shortcuts

- **Day 1-2:** Exploring Typing Software Features
 - Advanced features of popular typing software
 - Customizing practice sessions
- **Day 3-4:** Keyboard Shortcuts
 - Essential keyboard shortcuts for efficiency
 - Practicing shortcuts in typing exercises
- **Day 5:** Practice Session



- Timed typing tests
- Review of progress and areas for improvement

Month 4: Advanced Typing Skills and Practice

Week 1: Specialized Typing Exercises

- **Day 1-2: Typing for Specific Fields**
 - Legal, medical, and technical typing practice
 - Understanding field-specific terminology
- **Day 3-4: Transcription Practice**
 - Basics of transcription
 - Typing from audio sources
- **Day 5: Practice Session**
 - Transcription typing practice
 - Speed and accuracy improvement

Week 3: Microsoft Word

- Document creation and formatting
- Using templates, tables, and images
- Advanced features: mail merge, headers, footers

Week 4: Microsoft Excel

- Spreadsheet basics, data entry, and formatting
- Formulas and functions
- Creating charts and graphs

Month 4-5: Office Automation and Internet Basics

Week 1: Microsoft PowerPoint

- Creating presentations
- Slide design and formatting
- Animations and transitions

Week 2: Microsoft Access

- Database concepts
- Creating and managing databases
- Queries, forms, and reports

Week 3: Internet Basics

- Understanding the internet and web browsers
- Using search engines effectively
- Email setup and management

Week 4: Communication Tools

- Introduction to communication tools (Skype, Zoom, Microsoft Teams)
- Basics of online collaboration and meetings

Month 5-6: Web Development and Networking

Week 1: HTML and CSS

- Introduction to HTML and web page structure
- Basic HTML tags and attributes
- Introduction to CSS for styling web pages

Week 3: Networking Basics

- Understanding computer networks
- Types of networks (LAN, WAN, etc.)
- Network devices and protocols

Week 4: Internet Security

- Basics of internet security
- Protecting against malware and viruses
- Safe browsing practices

Week 2: Practical Project Work

- Planning and starting a project
- Applying skills learned in the course
- Regular project reviews and feedback



Week 3: Finalizing the Project

- Completing the project
- Documenting the project
- Preparing for the project presentation

Week 4: Project Presentation and Certification

- Presenting the project to the class
- Final assessment and certification

Month 6-7: Miscellaneous Classes

Week 1-2: Graphic Design Basics

- Introduction to graphic design principles
- Using graphic design software (Adobe Photoshop/CorelDRAW)
- Creating basic designs and layouts

Week 2-4: Multimedia Applications

- Basics of audio and video editing
- Introduction to multimedia software (Adobe Premiere/Final Cut Pro)
- Creating and editing multimedia projects

Additional Resources and Activities

- **Weekly Assignments and Quizzes:** To reinforce learning
- **Practical Labs:** Hands-on sessions for all major topics
- **Practical Assignments:** Hands-on tasks related to weekly lessons

Fee Structure

Total Package Cost: Rs.6500/-

Monthly Fees:

- **Registration Fee:** Rs.1500/-(One Time Payment)
- **Installment Payment:** Rs.1162/-(1162 x 4 Installment)
- **RFID Card & Exam Fee:** Rs.350/-(One Time Payment)

Payment Options

- **Full Payment: Rs.5,525/-** (includes a 15% discount if paid upfront, making it Rs.5,525/-)

Benefits Included:

- **Access to Online Learning Portal:** 24/7 access to course materials, assignments, and additional resources
- **Free Wi-Fi:** Available at the training center
- **Certificate of Completion:** Issued upon successful completion of the course
- **Job Placement Assistance:** Support in finding relevant job opportunities after course completion

This six-month DCA course at CT Training Centre is designed to equip students with essential computer application skills, providing a strong foundation for further studies or career opportunities in various fields.