



GOSSAIGAON B.ED. COLLEGE
Nepalpara, Habrubil, P.O. & P.S. Gossaigaon
Dist. Kokrajhar, Assam – 783360

DIPLOMA IN COMPUTER APPLICATION (DCA)
Six-Month Course
Syllabus & Course Structure

1. Course Profile

Particular	Details
Course Name	Diploma in Computer Application (DCA)
Duration	Six Months
Total Training Hours	180 Hours

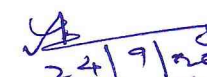
2. Course Objectives

- Develop confidence in using computers for teaching, academic and office work.
- Prepare professional documents, lesson plans, worksheets, notices, question papers and reports.
- Use MS Excel for attendance, marks, results and basic student records.
- Create teaching presentations using MS PowerPoint.
- Use Internet, email, online forms, PDF files and digital educational resources.
- Develop basic graphic-design skills using Photoshop and CorelDRAW for educational and institutional materials.
- Perform basic computer troubleshooting and common printing/scanning/projector operations.
- Complete a practical computer-based project relevant to teaching or school administration.

3. Course Structure

Code	Subject	Hours	PR	TH
DCA-101	Computer Fundamentals	20	30	20
DCA-102	Windows & File Management	15	30	20
DCA-103	MS Word & Documentation	30	30	20
DCA-104	MS Excel & Data Management	30	30	20
DCA-105	MS PowerPoint & Presentation	20	30	20
DCA-106	Internet, Email & Online Services	20	30	20
DCA-107	Digital & Educational Resources	15	30	20
DCA-108	Photoshop & CorelDRAW	10	30	20
DCA-109	Basic Computer Hardware & Troubleshooting	10	30	20
DCA-110	Practical Project	10	50	-
Total		180	320	180


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DCA-101: Computer Fundamentals (20 Hours)

- Introduction to computers: meaning, characteristics, uses and applications in education.
- Types of computers and common computing devices.
- Hardware: CPU, monitor, keyboard, mouse, printer, scanner, webcam, speakers, storage devices.
- Software: operating systems, application software and common office applications.
- Storage: hard disk/SSD, pen drive, memory card and cloud storage.
- Input and output devices.
- Basic computer terminology and keyboard shortcuts.
- Practical: identification of computer components and basic computer operation.

DCA-102: Windows & File Management (15 Hours)

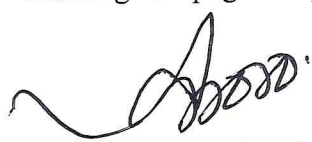
- Windows desktop, Start menu, taskbar and icons.
- File Explorer and file/folder organisation.
- Creating, copying, moving, renaming and deleting files and folders.
- Searching files and understanding common file extensions.
- PDF files, ZIP files and basic document organisation.
- Printing and screenshots.
- Basic keyboard shortcuts and safe shutdown/restart.
- Practical: create and maintain an organised academic folder structure.

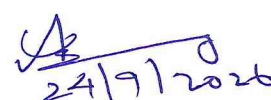
DCA-103: MS Word & Documentation (30 Hours)

- Creating, opening, saving and editing documents.
- Font, paragraph, alignment, spacing, bullets and numbering.
- Page setup, margins, orientation, borders, headers, footers and page numbers.
- Tables: creating, editing, merging cells and formatting.
- Inserting images, shapes and text boxes.
- Educational documents: lesson plans, unit plans, worksheets and assignments.
- Office documents: notices, applications, official letters, meeting notices and reports.
- Question paper and certificate preparation.
- Resume/CV and basic professional documents.
- Mail merge: introductory use for letters, certificates and labels.
- Practical assignments: lesson plan, question paper, worksheet, official notice and CV.

DCA-104: MS Excel & Data Management (30 Hours)

- Workbook, worksheet, rows, columns, cells and data entry.
- Cell formatting, borders, alignment, date, number and percentage formats.
- Basic formulas: addition, subtraction, multiplication and division.
- Functions: SUM, AVERAGE, COUNT, MAX, MIN and basic IF.
- Percentage and result calculations.
- Student attendance records and marksheets.
- Student lists, fee records and contact lists.
- Sorting and filtering data.
- Basic charts: column, bar and pie charts.
- Printing and page setup.


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DCA-105: MS PowerPoint & Presentation (20 Hours)

- Creating presentations and selecting slide layouts.
- Text, images, shapes, tables and charts.
- Themes and basic formatting.
- Transitions and simple animations.
- Inserting audio/video where appropriate.
- Slide show and presentation techniques.
- Use of PowerPoint for classroom teaching and seminars.
- Practical: prepare a 10-slide teaching presentation.

DCA-106: Internet, Email & Online Services (20 Hours)

- Internet, websites, browsers, search engines and URLs.
- Effective educational searching.
- Downloading and uploading files.
- Email: compose, reply, forward, CC/BCC and attachments.
- Email etiquette.
- PDF download, upload and basic conversion/printing.
- Online forms and document uploads.
- Cloud storage and sharing files.
- Basic online educational and institutional services.
- Practical: send an email with an attachment and complete a sample online form.

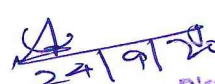
DCA-107: Digital & Educational Resources (15 Hours)

- Digital teaching materials and e-books.
- Educational PDFs, worksheets and question papers.
- Educational images and videos.
- Creating a digital teaching-resource folder.
- Basic use of online classroom/learning platforms.
- Sharing educational materials digitally.
- Preparing digital lesson-support materials.
- Practical: create a resource folder containing lesson plan, PDF, PPT, worksheet and question paper.

DCA-108: Photoshop & CorelDRAW (10 Hours)

- Photoshop basics and interface.
- Opening, resizing, cropping and basic photo correction.
- Adding text and simple educational graphics.
- Creating simple posters, certificates and notices.
- CorelDRAW basics and interface.
- Basic shapes, text, alignment and simple layouts.
- Educational/institutional banner and certificate design.
- Practical: prepare one educational poster or certificate.


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DCA-109: Basic Computer Hardware & Troubleshooting (10 Hours)

- Basic causes of common computer problems.
- Computer not starting and basic restart/shutdown procedures.
- Keyboard and mouse problems.
- Printer and printing problems.
- Basic Internet connectivity checks.
- Pen drive and file-access problems.
- Basic PDF/software issues.
- Connecting projector and speakers.
- Basic scanning and printing.
- Practical: perform common school/office computer setup and troubleshooting tasks.

DCA-110: Practical Project (10 Hours)

- Each student shall complete one teaching- or school-office-related computer project.
- Suggested projects: digital lesson plan, student attendance and result sheet, digital question paper, school timetable, teaching presentation, student information register, digital worksheet or teacher CV.
- Project file should include title page, objectives, practical work/screenshots and conclusion.
- Project presentation shall be conducted.

4. Month-Wise Course Plan

Month	Major Topics
Month 1	Computer Fundamentals, Windows, File Management and Typing
Month 2	MS Word, Educational Documentation, Lesson Plans and Question Papers
Month 3	MS Excel, Attendance, Marksheets and Student Records
Month 4	MS PowerPoint, Teaching Presentations, Internet and Email
Month 5	Digital/Educational Resources, Online Services, Photoshop and CorelDRAW
Month 6	Troubleshooting, Practical Revision, Project and Final Examination

5. Practical Examination Tasks

- Prepare a lesson plan or official document in MS Word.
- Prepare a question paper or worksheet.
- Prepare a student marksheet in MS Excel.
- Calculate total, percentage and result.
- Create a 5–10 slide teaching presentation.
- Send an email with an attachment.
- Organise files into appropriate folders.
- Perform a basic typing/data-entry task.
- Perform a basic printing/PDF operation.


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