



केन्द्रीय शैक्षणिक एवम् तांत्रिक माहिती संशोधन समीती

CENTRAL EDUCATION & INFORMATION TECHNOLOGY RESEARCH COMMITTEE
AN AUTONOMOUS INSTITUTION REGD. BY THE GOVT. OF NCT OF DELHI UNDER ITA 1882 GOVT. OF INDIA
REGD. BY NCS-MINISTRY OF LABOUR AND EMPLOYMENT GOVT. OF INDIA
REGD. AT MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES (MSME), GOVT. OF INDIA
An Autonomous Organization works for IT, HRD & Literacy



Advance Diploma in Computer Application

DCA, Diploma in Computer Applications, is a one-year diploma course in the field of Computer Applications which involves study of numerous computer applications such as MS Office, Internet Applications, Operating System, Database Management System (DBMS), HTML among other subjects.

In order to apply for admission in any [diploma in computer application colleges](#), candidates are required to have a high school degree or equivalent in any discipline from a recognized board with a at least 40% marks.

Some of the core subjects of [diploma in computer application syllabus](#) are Basics Computer Skills, MS Office Applications, Internet Basics, E-Business, PC Assembly and Troubleshooting.

The course is offered in the country at an average fee ranging between INR 5,000 and INR 30,000 for the complete duration. The probable salaries offered to a successful diploma holder in this discipline are between INR 2-5 Lacs per annum.

After completing a diploma in computer application course, one can either go for further studies in a related field or can also opt for [Diploma in Computer Applications jobs](#) in areas like Accounting, Database Handling, Basic Computer Applications, Software Developer ,Computer Operator, etc.

Diploma in Computer Application Syllabus

Term 1

Computer Fundamentals and Windows

Representation of data/Information concepts of data processing

Introduction to Windows



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NCS-REGD. OFFICE
Govt. of India



सत्यमेव जयते

REGD.NO.: S14K81-1040424644087

Windows Setting

Window/Accessories

Opening documents and closing documents

Formatting the texts

Handling Multiple documents

Special features

Mail merge

Term 2

Spreadsheets

Manipulation of cells

Manipulation of sheets

Providing Formulas and functions

Filters- Auto Filter, Advanced filters

Powerpoint presentations

Communication and Internet

WWW and Web browser

Electronic mail

Document handling