Bright Classes & Computer Institute

SYLLABUS of DCA - Diploma in Computer Application

Fundamental of Computer : Definition of Computer, Full form of Computer, Use of Computer, Brief History or Development or evolution of Computers, Generation of Computer, Structure of Computer, Capabilities and Limitations, Types of Computer or Classification of Computer – According to Technology (Analog, Digital, Hybrid), According to capacity & size (Super, Main Frame, Mini, Micro), Types of P.Cs – Desktop, Laptop, Notebook, Palmtop, Tablet etc., Organization of Computer – CU, ALU, MU, Number System of Computer –Binary, Decimal.

Input Devices: Keyboard, Mouse, Joystick, Scanners, Digital Camera, Web Camera, Track Ball, Touch Pad, Touch Screen, BCR, MICR/MCR, OMR, Bluetooth, Biometric Devices, Light Pen, Card Reader, Modem and Dongle.

Output Devices: Monitor (Types of Monitor – CRT, TFT, LED, LCD), Printer – Daisy Wheel, Dot Matrix, Inkjet, Laser, Plotter and Speakers.

Computer Software: Need of software, Types of Software – System software, Application software. Computer Languages – Low Level Language (Machine & Assembly), High Level Language (Assembler & Compiler).

Cabinet: Types of Cabinet, Manufacture Company Name.

Mother Board: Types of Motherboard, Branded Mother Board, Chipset Mother Board, Integrated & Non Integrated Mother Board, Manufacture Company Name, Expansions Slots, CMOS Battery, Cooling Fan, Network Card, Graphics Cards, SMPS, Memory Slots.

Processor: Generation of Processor, Types of Processor, Parts of Processor, Manufacture name of Processor, Features of Processor.

Memory: Memory - Primary Memory (RAM & ROM), Secondary Memory, Storage Devices (Hard Disk/ Local Disk/ Magnetic Disk, Optical Disk, Pen drive, Memory Cards, External Hard Disk) etc.

R/W Drive: CD, CVD, Floppy Disk, Read & Write Speed X.

Other Devices: Modem/ Internet Adapter, Switches/ Hub, Router, TV Tuner Card etc.

Pratical Syllabus

MS-Windows – 7/8/10 etc. : Introduction of different versions of windows 7, Basic Elements of Opening Screen, Elements of a window, Windows Accessories, WordPad, Notepad, MS-Paint, Calculator, Character Map, Control Panel, Switching between two windows, Searching Files/Folders, Windows Explorer, Folder, Recycle Bin, Start Menu, Use of Network, Disk Defragment, Personal Folders, Shortcut Keys, Exercise

> - Shut Down/ Turn Off
> - Restart
> - Log off/ User Create
> - About Desktop Icon
> - Types of Window
> - Start Menu (Run, Search with extension Name)
> - Help and Support
> - My Document
> - My Computer
> - Recycle Bin
> - Internet Explorer
> - Desktop Properties (Theme, Wallpaper, Icon Show/ Hide, Screen Resolution)
> - Desktop Appearance, Screen Saver
> - Taskbar Properties

- ➢ Create a New Folder, Arrange Icon
- ➢ Setting & Documents
- ➢ Control Pane
- ➢ System Tools
- ➢ Multimedia Entertainment (Movies and Songs)
- ➢ File Copy & Paste by CD/DVD/Pen Drive
- ➢ Moving on File One Drive to another Drive
- ➢ Paint
- ➢ Notepad
- ➢ WordPad
- ➢ Printing/ Scanning/ Photo Cutting
- ➢ Using Digital Camera/ Web Camera
- ➢ Add & Remove Scanner/ Printer/ Camera
- ➢ Internet
- ➢ Connecting Mouse/ Keyboard

Internet : Introduction, WWW, Web Browsing Software, Configuring Web Browser, Search Engines, Downloading Web Page, About E-mail, Using E-mail, Handling Spam, Social Networking, Send SMS on Mobile, Exercise

Multimedia : Introduction of Multimedia, VGA, Sound Card, Use of Removable Disk, CD/ DVD, Burning, Exercise

MS Word : Intro of MS-Word, Menus, Advanced Formatting, Editing Document, Table in Document, Insert the Object, Mail Merge, Saving Document, Printing Document, Shortcuts Keys, Exercise.

MS Excel : Introduction to MS-Excel, Menus, Operator & Functions, Cell Formatting, Working with formulas and cell referencing, Auto sum, Formatting to worksheet, Graphic Objects, Chart, Database, Sorting, Filtering, Scenario Manager, List Box, Goal Seek, Validation, Macro, Printing Worksheet, Shortcut Keys, Exercise.

MS Power point : Introduction to MS- PowerPoint, Menus, Formatting, Drawing, Editing slides, Changing templates, Slide Layouts, Inserting Clipart, Sound and Movies into Slides, Add, Rearrange and Delete Slides, Printing in Microsoft Power Point, Understanding Animation and Action Buttons, Exercise.

Multimedia : Introduction of Multimedia, VGA, Sound Card, Use of Removable Disk, CD/ DVD, Burning, Exercise

HTML : Intro of HTML , Different Tags, Creating Lists, Formatting of Text, Creating Hypertext Links, Table, etc.

CSS : Intro to CSS class, id , div, list, table, header, footer, cursor, onhover, form, frame, selector, hyperlink, image, etc.

Assignment & Project

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