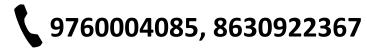
Revised Date: 14/12/2023









# BRILLIANT MAKERS

Geeta Nagar, Near SBI Bank, Rishikesh (Swww.brilliantmakers.org

# DCA

## (Diploma in Computer Applications)

**Duration** – 6 Months

Daily Classes - 2 H

### **Course Contents**

- 1. **Computer Fundamental** (Basics of Computer, Important Definitions, Keyboard Shortcuts, Multi User Handling, File handling, Notepad, Wordpad, Paint, Windows Accessories, Backup & Restore)
- 2. **MS Word** Documentation, Letter Writing, Resume, Etc.
- 3. **MS Excel** -Data cleaning, 50+ functions, Graphic & charting, Pivot table, Import & Export Data etc.
- **4. MS PowerPoint** -Photo Album, Animated Presentation, Slide Transitions, Data Presenation, Product Designing etc.
- MS OneNote School & Office Notes, Research, Plans, Organize Notes, Etc.

- 6. Designing with MS Publisher Pamphlets, Banners, Book Cover, Advertisement & Festive Post, Birthday & Greeting Card
  etc
- 7. Basics of Computer Hard-wares.
- 8. Software Installation.
- **9. Internet** Email, Search Engine, Social Media, Video Calling, Google Form, Ticket Booking, Web Browsing, PAN Card Services, Govt Portal Service- EPFO, E-Shram, Umang, Digilocker, Parivahan; Form Filling Etc.
- 10. HTML Web Page Development
- 11. Basic Accounting, Maintaining Ledger & Cash Book, Summarizing Accounts.

#### **Complementary Course with DCA**

Hindi Typing, English Typing, Spoken English (Any One)

#### **Special Features**

Online Monthly Tests, Mock Sessions, Assignments, PDF Books