

COMPUTER COURSE SYLLABUS

DCA (1 YEAR)

150 HOURS

TOPICS	CONTENT	THEORY (IN HRS)	PRACTICAL (IN HRS)	TOTAL HOURS
<i>COMPUTER FUNDAMENTALS</i>	1. INTRODUCTION TO COMPUTER 2. NUMBER SYSTEM	5	5	10
<i>ENGLISH TYPING</i>	1. INTRODUCTION 2.OBJECTIVES 3. LEARNING COMPETENCIES 4. TYPES OF KEYS 5. TYPING ERGONOMICS	2	10	12
<i>ASSAMESE TYPING</i>	1. INTRODUCTION 2.TYPING ERGONOMICS	1	8	9
<i>INTERNET & EMAIL</i>	1. INTRODUCTION TO INTERNET 2. INTERNET SAFETY 3. CREATING AN E-MAIL ACCOUNT 4. COMPOSING AND SENDING MESSAGES	3	7	10
<i>DTP</i>	1. CANVA 2. PHOTOSHOP 3. VIDEO EDITING 4. IMAGE EDITING 5. PAINT 3D	5	15	20
<i>CMD</i>	1.WHAT IS MS DOS 2. FEATURES OF DOS 3. TYPING OF DOS COMMANDS 4. USES OF DOS COMMANDS	2	4	6
<i>GOOGLE PLATFORM</i>	1. GOOGLE FORM 2. GOOGLE DOCS 3. GOOGLE SHEET 4. GOOGLE PPT	2	6	8
<i>MS OFFICE</i>	1. MS WORD 2. MS POWER POINT 3. MS EXCEL 4. MS ACCESS	15	50	65
<i>REVISION</i>		5	5	10
TOTAL		40	110	150