

A.S.S. Institute of Technology & Management

DCA

(Diploma In Computer Application)

DURATION : 6 MONTH

Eligibility : 10th

Code No. : R25100

SEMESTER-I

- Computer Concept & Fundamentals.
- Operating System (windows, DOS).
- MS-Office (MS-Word, MS- Excel, MS-Power Point, MS-Access).
- Financial Tools and Applications.
- Email and Collaboration
- Social Sites and Applications.
- Computer Network & Internet.
- HTML & Front Page.
- Google Sheet.
- Google Docs.
- Lab-I.
- Project Work.