



# DCA

Diploma in Computer application

# COURSE DETAILS

- Duration : 1 Year Diploma Course
- University : Makhanlal University, Bhopal  
AISECT University, Bhopal
- Eligibility : 12<sup>th</sup> Pass
- Documents Required : 10<sup>th</sup>, 12<sup>th</sup> Marksheets (Photocopy only)

# FEE DETAILS

- ▶ Admission + Tuition Fee : 12,000/-
- ▶ Exam Fee 1<sup>st</sup> SEM : 1,000/-
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- ▶ Total fee : 14,000/- (Including All Charges)
- ▶ Free Workbooks , Notes & other Study Material
- ▶ No Any other Extra Charges

# INSTALLMENTS

- 1ST : 5,000/- (Admission + Enrollment Etc. )
- Other : 1000/- Per month (for next 9 Months)

# BATCH TIMINGS

## MORNING SESSION

8 -9 AM

9 -10 AM

10-11 AM

11-12 PM

## EVENING SESSION

5 - 6 PM

6 - 7 PM

## THEORY CLASS (Competitive)

9-10 AM (Mon - Wed - Fri )



# **DCA 1ST SEM SUBJECTS**

1. Fundamental of Computers

2. PC Package

(MS Word, MS Excel, MS Power Point)

1. MS Access

# DCA 2nd SEM SUBJECTS

1. IT Trends
2. Internet & E-Commerce
3. Multimedia with Corel Draw

# Printed books & workbooks

- ▶ **MS WORD WORKBOOK**
- ▶ **MS EXCEL WORKBOOK**
- ▶ **MS POWER POINT WORKBOOK**
- ▶ **DCA THEORY BOOK - VOL-1**
- ▶ **DCA THEORY BOOK - VOL-2**
- ▶ **TYPIING WORKBOOKS**
- ▶ **TEST SERIES** (Actual DCA / CPCT Test Paper of last years)



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# **MS-WORD**

## **WORKBOOK**

53, Mayur Market, Thatipur, Gwalior (M.P.) Ph: 0751-4042064 Mob: 94257-03888



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# **MS-EXCEL**

## **WORKBOOK**

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# POWER POINT WORKBOOK

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VOL-1

# TYPIING WORKBOOK

53, Mayur Market, Thatipur, Gwalior (M.P.) Ph: 0751-4042064 Mob: 94257-03888



## VOL-1

### ENGLISH MEDIUM

01. Computer : General Introduction
02. Development of Computer
03. Input & Output Devices
04. Memory
05. Personal Computer
06. Design Tools & Programming Language
07. Data Representation & Number System



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Viva  
Technologies

**COMPUTER BOOK**  
**CPCT/COMPETITIVE EXAMS/DCA/PGDCA**



## VOL-2

### ENGLISH MEDIUM

08. Computer Software
09. Data Communication
10. Internet
11. Microsoft Windows
12. Microsoft Office
13. Abbreviations



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**COMPUTER BOOK**  
**CPCT/COMPETITIVE EXAMS/DCA/PGDCA**

# Absolutely Free with DCA

1. CPCT Course Preparation
2. Competitive Computer Syllabus
3. Basic Computer Certificate (CCA)



# CONTACT

**Viva Technologies**

**53, Mayur Market, Thatipur, Gwalior M.P.**

**Mob: 9425701888, 82181-02220**

