



DCA

Diploma in Computer application

COURSE DETAILS

- ▶ Duration : 1 Year Diploma Course
- ▶ University : Makahanlal University, Bhopal
AISECT University, Bhopal
- ▶ Eligibility : 12th Pass
- ▶ Documents Required : 10th, 12th Marksheet (Photocopy only)



FEE DETAILS

- ▶ Admission +Tuition Fee : 12,000/-
- ▶ Exam Fee 1st SEM : 1,000/-
- ▶ Exam Fee 1st SEM : 1,000/-
- ▶ 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**
- ▶ **TYPING 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

TYPING WORKBOOK

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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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COMPUTER BOOK

CPCT/COMPETITIVE EXAMS/DCA/PGDCA

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VOL-2

ENGLISH MEDIUM

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



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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

