

OTHER COURSES AVAILABLE			
DIPLOMA & CERTIFICATE COURSE			
1	PGDCA (Post Graduate Diploma in computer Application)		
2	DCA (Diploma in computer Application)		
3	CCA (Certificate in Computer Application)		
4	CPCT (Computer Proficiency Certification Test)		
5	DTP (Diploma in Desktop Publishing)		
6	TALLY ERP 9		
7	TALLY PRIME		
8	Audio & Video Editing Course		
SOFTWARE COURSES			
1	M.S Office		
2	Photoshop		
3	Page maker		
4	Corel Draw		
5	Adobe Flash		
6	Dreamweaver		
PROGRAMMING COURSES			
1	HTML		
2	Java Script		
3	C Language		
4	C++		
5	JAVA (Core)		
6	JAVA (Advance)		
7	Visual. Net		
8	PHP		
9	Python		
10	SQL Server		
11	Oracle		
CAD-CAM & ANIMATION COURSES			
MECHANICAL			
1	AutoCAD Mech (2D)	AutoCAD Mech (3D)	
2	CREO	CATIA	
3	Solid Works	ANSYS	MSP
CIVIL / ARCHITECTURAL			
1	AutoCAD Civil (2D)	AutoCAD Civil (3D)	
2	Revit	3Ds Max	
3	3D Maya		
COMPETITIVE EXAMS			
1	SAINIK SCHOOL / MILITARY SCHOOL / RIMC		
2	SCINDIA SCHOOL / NAVODAYA VIDHYALAYA		
3	UPSC / PSC		
4	NDA / CDS		
5	BANK / SSC / NTPC / RAILWAY / PATWARI / SI POLICE ETC.		
6	GS & GK COMPETITIVE		
7	MATHS COMPETITIVE		
8	REASONING COMPETITIVE (VERBAL & NON VERBAL)		
9	ENGLISH COMPETITIVE		
10	HINDI COMPETITIVE		

VIVA TECHNOLOGIES

AN ISO 9001:2008 CERTIFIED INSTITUTE

DCA

DIPLOMA IN COMPUTER APPLICATION

FROM - MAKHANLAL UNIVERSITY BHOPAL



SALIENT FEATURES

- » Printed Notes & Workbooks
- » Fully Practically
- » Online Test Paper & Examinations
- » No any other additional Charges
- » One Month Training (Optional)

FEE & OTHER DETAILS

- » Total Fee -
- » Installments -
- » Total Course Duration -
- » Documents Required -
- » Batches -

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(DIPLOMA IN COMPUTER APPLICATION)

S.No	1ST SEM
1DCA1	COMPUTER FUNDMENTALS
1	History of Computers
2	Basic Components of Computer
3	MEMORY - Ram, Rom Etc.
4	Generations of Computers
5	Analog, Digital & Hybrid Computers
6	General & Special Purpose Computers
7	Types of Computer - Micro, Mini, Mainframe, Super
8	Personal Computer (PC)
9	Desktop, Laptop, Notebook, Palmtop, PDA Etc.
1DCA2	PC PACKAGE (WORD, EXCEL & POWERPOINT)
1	Operating System, Accessories, Control Panel Etc.
2	MS WORD - Menus, Commands, Toolbars, Tables Etc.
3	Advance Features, Spell Check, Indents, Margins
4	Clip Art, Shapes, Smart Art, Mail Merge Etc.
5	MS EXCEL - Workbook & Worksheets, Column & Rows
6	Page Setup, Cell Formatting, Border, Buttons & Colors
7	Data & Ranges, Freezing, Hiding , Merging & Charts Etc
8	MS POWERPOINT - Introduction, Working & Uses
9	Creating, Inserting, Copying & Deleting Slides.
10	Adding Transitions, Animations, Sound, Videos Etc.
1DCA3	DATABASE USING MS ACCESS
1	Introduction, Primary Key, Tables, Field, Records
2	Copy, Delete, Import, Modify Table Structure
3	Relationships, Referential Integrity & Joints
4	Defference Between Queries & Filter
5	Create Select, Run, change & Save Queries
6	Forms, Datasheet, Headers-Footers, Labels & Wizards
7	Basic Reports Type - Single Column & Tabular Report
8	Creating Reports, Labels & Wizards

FINAL 1ST SEMESTER EXAM

S.No	2ND SEM
2DCA1	IT TRENDS
1	Concept & Need of Multimedia
2	Elements & Application of Multimedia
3	Importance of Sound & Video in Multimedia
4	E-Governance, PPP Model, MP Online, CM Helpline
5	Aadhar, Digilocker, Digital Library, Cyber Crime
6	Phishing, Spoofing, hacking, Spyware, Malware Etc.
7	Wireless LAN, Bluetooth, Wifi, Wimax, 2G,3G,4G, 5G
8	IP Telephony, VOIP, Voice mail, Cellular System
9	Artificial Intelligence & Expert System
2DCA2	INTERNET & E-COMMERCE
1	Internet Evolution, WWW,
2	Internet & Intranet, Internet Service Provider(ISP)
3	Internet Browser, Search Engine & Google Maps
4	Online Ticket booking, Paying Bills & Taxes.
5	Client server Architecture & Characteristics
6	Telnet (Remote Login Concept) & FTP
7	HTML - Editor & Tags, Attributes, Syntax & Elements
8	JAVA SCRIPT - Overview, Syntax & Conventions
9	E-COMMERCE - Introduction, Evolution & Advantages
10	Electronic Payment Systems & M-Commerce
2DCA3	MULTIMEDIA WITH CORELDRAW
1	Importance of Graphics, Vector & Raster Graphics
2	Image File Formats, Videos & Animations
3	Video Editing & Animation Software
4	Introduction & Uses of Coreldraw
5	Tool Panel & Workspaces, File Formats & Layouts
6	Text Tools & Text Properties
7	Creating Special Text Effects
8	Using Grid, Rulers & Tracing Images & Graphics

FINAL 2ND SEMESTER EXAM