

**OTHER COURSES AVAILABLE****DIPLOMA & CERTIFICATE COURSE**

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|---|---|
| 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**

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|---|-------------|
| 1 | M.S Office  |
| 2 | Photoshop   |
| 3 | Page maker  |
| 4 | Corel Draw  |
| 5 | Adobe Flash |
| 6 | Dreamweaver |

**PROGRAMMING COURSES**

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|----|----------------|
| 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**

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|---|----------------------|----------------------|
| 1 | AutoCAD Civil ( 2D ) | AutoCAD Civil ( 3D ) |
| 2 | Revit                | 3Ds Max              |
| 3 | 3D Maya              |                      |

**COMPETITIVE EXAMS**

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|----|--|
| 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 -

**53, Mayur Market, Thatipur Gwalior, (M.P)****Ph: 0751-4042064 Mob: 94257-01888, 02888, 03888**

## (DIPLOMA IN COMPUTER APPLICATION)

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

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