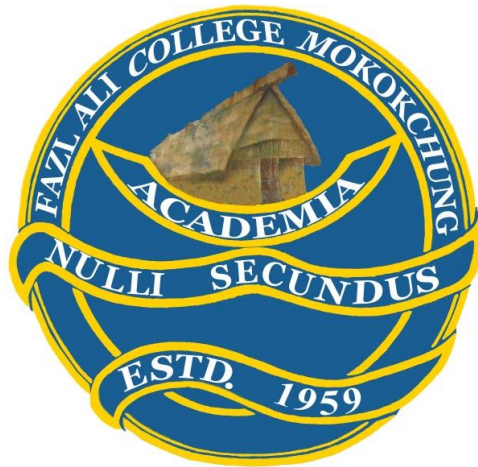# Diploma in Computer Application

PROSPECTUS

Department of Computer Science
Fazl Ali College
Mokokchung: Nagaland

Content

1. Introduction

2. Objectives

3. Course Details

4. Course Outlines

5. Course Evaluation & Certification

1. Introduction

Computers have brought about major changes in all spheres of life, and especially so in education, business and management. Today, it is extremely difficult to imagine the world without computer. Businesses rely heavily on computer technology to assist in almost every aspect of work.

Keeping this in mind the Department of Computer Science Fazl Ali College initiated to start DCA course from 2020.

The course will train students to use Office automation tools like - MS Office, Photoshop, Web Technologies and learn Basic Computer Application Concepts.

This will become an important component to a College Leaving Student's Career and as well as make their studies more effective through the use of technology.

DCA: What is it about?

Diploma in Computer Applications is a 6 month diploma program that aims to make students study computer applications in depth in a shorter period of time.

- The DCA program imparts scientific, practical and technical knowledge to its learners about various computer tools that are used in day to day life.
- The applications and the programs taught make tasks simpler and provide ease of use to its users.

- A computer programmer or operator usually enjoys a higher demand for everything becoming technologically advanced.
- The course curriculum ensures to provide an aspirant a deeper knowledge of the subject as well as will make the student technology friendly.

Why pursue DCA?

Diploma in computer application can be a beneficial course to pursue. Given below are a few points to why DCA can be a course of high worth.

- To pursue DCA needs no special criteria to follow and anyone from any stream with a higher secondary school degree can enroll in this course.
- The course can cost an individual a lot less than any degree course from a reputed institute and the program at the same time will not even make anybody feel lesser in terms of acquired qualification.
- Finding employment in sectors like banking, insurance, accounting, e-commerce marketing as well as in government organizations may not seem difficult for any diploma holder of this course.

2. Objective

The objective of this course is to generate qualified manpower in the area of Information Technology (IT) which will enable such person to work seamlessly at any Offices,

whether Govt. or Private or for future entrepreneurs in the field of IT.

- To demonstrate a sound knowledge in basics of computer application.
- To demonstrate a practical knowledge for solving problems.
- To acquire competence for Government Sector and Banking sector jobs.
- To acquire specialized skills in IT/ Business environment.

3. Course Details

Course Code
DCA

Course Duration
6 Months

Eligibility
10+2 in any stream or equivalent

Fee Details
Fee: INR 2500/-

Student Intake
20 Students per Batch

Course Sessions
- Dec-May(Even Semester)
- June-Nov(Odd Semester)

4. Course Outlines

Paper Code & Name	Theory (hrs)	Practical (hrs)

DCA-01
Introduction to Computer System:
    Basic Computer Concept
    Input/Output Devices
	10	20

DCA-02 **Windows OS**	10	20

DCA-03
Microsoft Office:
    MS Word
    MS Excel
    MS PowerPoint
	20	40

DCA-04 **Multimedia** Photoshop	10	20
DCA-05 **Basics of HTML, email & Internet Concepts**	20	40
Total	**70**	**140**

5. Course Evaluation & Certification

- Class participation   - 20%
- Class assignments   - 30%
- Final Examination   - 50%

Certificate will be issued only after appearing the final examination which will be held after completion of the Course.