



Program Guidelines

Diploma in Computer Applications (DCA)

The Diploma in Computer Application program focuses on developing specific knowledge and competency level in the potential student for preparing him/her job opportunities in open market and Government through following specializations:

1. Course DCA01: Fundamentals & Office Productivity tools
2. Course DCA02: Graphic Design & Multimedia
3. Course DCA03: Programming
4. Course DCA04: Functional application Software

Course Duration

1. Total duration of the DCA program is 12 (Twelve) months – One year.
2. Student can complete the program in maximum of one and half year from date of registration.
3. The complete program is self-paced and online.
4. The DCA program is job oriented and provides develops sufficient knowledge and competency in specific areas of jobs. Therefore, it is important for the student to spend sufficient time in practice

Learning Outcomes(Knowledge, Skills and Competency areas)

On successful completion of the DCA program, the candidate shall be able to develop skills and competencies in the following:

- Basic understanding of IT systems, Social media, e-Commerce, Digital banking, Digital marketing;
- Software installation and support;
- Open Source technologies, platforms and applications;
- Office automation applications like, Word-processing, Spreadsheet, Presentations, Database, Draw, dealing with mathematical formulas;
- Graphic design, Multimedia and Animation skills using state-of-the-art 2D/3D graphics and animation software;
- Intermediate level programming in C, C++ and Java languages;



- Website page programming and development using HTML, PHP & MySQL and Joomla;
- Functional applications like Accounting ERP, Library Management System.

Evaluation and Certification

On completion of all modules, the successful candidates shall be awarded “**Diploma in Computer Applications**” by CSC Academy.

After learning and practice under each module, the student is required to appear for an online proctored test. Candidates who get 40% in each module are considered as Pass for the said program module.





Spoken Tutorial
Project at
IIT Bombay

Certificate for Completion of Introduction to Computers Training



This is to certify that _____ has successfully completed **Introduction to Computers** test organized at CSC Academy Centre ,Delhi, CSC ID _____ by _____ with course material provided by the Spoken Tutorial Project, IIT Bombay. Passing an online exam, conducted remotely from IIT Bombay, is a pre-requisite for completing this training. _____ at CSC Academy Centre ,Delhi, CSC ID _____ invigilated this examination.

This training is offered by the Spoken Tutorial Project, IIT Bombay, funded by National Mission on Education through ICT, Ministry of Education, Govt., of India.

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Prof. Kannan M Moudgalya
IIT Bombay

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Self-Declaration consent

After Completion of all the course modules and after receiving the Certificate of Completion, Students need to upload one Self-Declaration document through "Upload Assignment" in the dashboard. Once we receive the self-declaration consent, we will verify the certificates and if all Certificates are correct as per the Syllabus of DCA, Diploma in Computer Applications (DCA) will be issued to the Student.
