

DERABISH COLLEGE, DERABISH

Value Added / Short-term Courses Offered During the Year 2022-23



DIPLOMA IN COMPUTER APPLICATION (DCA) – NON-CREDIT INDUSTRY DRIVEN IT TRAINING PROGRAM

Derabis College, Derabish is offering Traditional programme like BA, B,Com and B,Sc, Computer learning subjects are not coming under our programme syllabus. So, the college has offered DIPLOMA IN COMPUTER APPLICATION (DCA) – NON-CREDIT INDUSTRY DRIVEN IT TRAINING PROGRAM; the purpose of the program is to enable students competent on Computer and Digital Gadgets. This is a Certificate program noncredit name as DIPLOMA IN COMPUTER APPLICATION (DCA). The college is situated on rural area and most of the students are coming from economic backward classes. As it is a rural based college most of the students are not able to access these courses in private institutions due to financial issue or communication issue. In their location there is not such competent institution, who can enhance their skills. Hence the college offered these courses to students as the non-credit value-added part.

So, the college has offered DIPLOMA IN COMPUTER APPLICATION (DCA) – NON-CREDIT INDUSTRY DRIVEN IT TRAINING COURSE, which will add value to their career and job. So, kindly consider this course as a value-added course.

AIM: To equip learners with the fundamental skills and knowledge necessary to effectively use various computer applications. This includes understanding basic computer operations, mastering essential software tools, and applying these skills to personal, academic, and professional tasks. The program seeks to enhance digital literacy, improve productivity, and enable learners to leverage technology for various purposes.

Objective: Analyze the impact of computer technology and its ethical implication on society. Demonstrate basic proficiency of productivity software, including word processing, spreadsheet, presentation, database and multimedia software. Demonstrate proficiency in electronic communications technology. Familiarize learners with basic computer concepts, hardware components, and operating systems. Teach learners how to navigate and use the features of common operating systems. To develop skills in creating, organizing, and managing files and folders effectively.

COURSE SYLLABUS (3.Months – 30 Hrs)

Module 1: Fundamentals of Computers

- Introduction to Computers
- Computer Hardware
- Computer Software

Module 2: Operating Systems


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- Introduction to Operating Systems
- Windows Operating System

Module 3: Microsoft Office Suite

- MS Word
- MS Excel
- MS PowerPoint
- MS Outlook

Module 4: Communicative English

- Importance and benefits of public speaking
- Body language and Eye contact
- GD and Interview Skills
- Presentation Skills

Module 5: Internet and Web Technology

- Basics of Internet
- Email and Communication Tools
- Web Development Basics

Module 6: Programming Fundamentals

- Introduction to Programming
- C Programming

Module 7: Database Management Systems (DBMS)

- Introduction to DBMS
- SQL (Structured Query Language)
- MS Access

Module 8: Computer Networks and Security

- Basics of Computer Networks
- Internet Security
- Ethical Hacking and Cyber security

Module 9: Practical Applications and Project Work

1. Practical Labs

- Hands-on exercises with MS Office
- Programming assignments in C/C++

2. Project Work

- Designing and developing a software application or website
- Documenting and presenting the project

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