

## Diploma In Computer Applications (DCA)

### Course Introduction

The Diploma program is aimed at training candidates for the job of Helpdesk Executive, Service Desk Executive, Technology Support Executive, IT Support Executive, and Helpdesk Coordinator in IT and ITES sector.

The course will also deal with basic windows OS operation and management, working in and as a team, handle extremely stressful conditions and sharpen the decision making capabilities.

The Diploma program will provide a Platform for learner to start working in key areas of Industry It helps in Developing Basic computer skills in students. It will provide an exposure of the IT Environment. The program will help in Learning Practical knowledge about computer and will make a candidate Job Ready for IT Industry

The broad objectives of the course would be to create ready-to-be-employed workforce of computer technicians, who would be:

- Having a sound knowledge of the basic protocols and procedures of functioning of the hard disc.
- Trained and skilled to execute the activities with strict adherence to rules and safety measures and execute the procedures with expertise
- Equipped with the right set of aptitudes and attitudes that would make them all encompassing Diploma in Computer Applications(DCA)

### Eligibility for Admission

The candidate should be class XII (Science) pass

### Semester-wise Listing of Courses

SEMESTER I		
Subject Code	Subject Name	Credits
GE 1.1	Functional English	4
GE 1.2	Communication Skills - I	4
GE 1.3	Computing Skills - I	4
DCA 1.1	Fundamentals of Computers and Operating Systems	2
DCA 1.3	Web Designing	2
DCA 1.5	Programming in Python	2
DCA VP 1	<ul style="list-style-type: none"> <li>• OJT / Internship - 10</li> <li>• Project - 2</li> </ul>	12

### Employability/Skill enhancement

Undergoing the Diploma in Computer Applications will give the students, an upper hand in comparison to others as they will receive additional specialized training as follows:

- Basic understanding of computer and its terminology
- To Manage, co-ordinate and resolve incidents as quickly as possible at primary support level.
- To deal with basic service requests and incidents at the IT helpdesk
- To build and maintain positive and effective relationships with customers
- Problem-solving approaches in different situations
- To plan and organize work in order to complete it to the required standards on time.
- Analyze inputs from appropriate people to identify, resolve and record design defects and inform future designs
- Develop basic programming structures to implement functionality in line with requirements defined in BRS/URS, SRS and HLD
- Review codes and UTCs & execute UTCs for documenting results.

### Career Prospects/Job Roles

Starting from networking & internetworking fields to the software designing industry, a DCA pass out can get placed in any position like computer operator, software designer, basic programmer and basic code designer.

SEMESTER II		
Subject Code	Subject Name	Credits
GE 2.1	Basics of Economics and Markets	4
GE 2.2	Environment Sciences	4
GE 2.3	Ethics and Governance	4
DCA 2.2	Programming With Visual, Basic.Net	2
DCA 2.3	Desktop Publishing with Adobe Illustrator	2
DCA 2.4	Internet & Web Technology	2
DCA VP 2	<ul style="list-style-type: none"> <li>• OJT / Internship - 10</li> <li>• Project - 2</li> </ul>	12

**Programme fees:** Rs. 36,000/-per annum

**Examination fees:** Rs.1,600/- per semester and Rs. 3200 per annum

**Caution Deposit (Refundable):** Rs.5000

**Convocation Fees:** Rs.2000/- (In absentia Rs.2500/-)

**Campus Immersion Expenses:**(Travel & Logistics for 7-10 days on Campus) are not part of the fee structure and the expenses will have to be met by the students followed by communication.