

FULL CURRICULUM • 2026

DCA

Your first computer certificate. Everything you need to get started.

Every module, every lesson — the complete syllabus, end to end.

7

MODULES

34

LESSONS

3

MONTHS

₹3,200

FULL PROGRAMME

What this course covers

1

Level 1 • Beginner

Computer Basics • Operating System — Windows

1 month • 2 modules • 12 lessons • ₹1,000

2

Level 2 • Intermediate

MS Word • MS Excel

1 month • 2 modules • 10 lessons • ₹1,100

3

Level 3 • Advanced

MS PowerPoint • Internet & Email • Typing & Practical Work

1 month • 3 modules • 12 lessons • ₹1,100

The whole journey

This is the complete syllabus for DCA — 7 modules and 34 lessons, in the order you will learn them. The level markers show how far each stage carries you, but the curriculum runs as one continuous path from the first lesson to the last.

1

LEVEL 1

Beginner

Computer Basics · Operating System — Windows

1 month · 2 modules · 12 lessons · ₹1,000



1. Computer Basics

6 lessons

- Introduction to computers
- Types and parts of a computer
- Input and output devices
- Memory and storage
- Hardware vs software
- Number systems — an introduction



2. Operating System — Windows

6 lessons

- Starting and shutting down a computer
- Desktop, icons and taskbar
- Managing files and folders
- Control Panel basics
- Installing software
- Accessories and utilities

2

LEVEL 2

Intermediate

MS Word · MS Excel

1 month · 2 modules · 10 lessons · ₹1,100



3. MS Word

5 lessons

- Creating and saving documents
- Formatting text and paragraphs
- Bullets, numbering and tables
- Inserting pictures and shapes
- Page setup and printing



4. MS Excel

5 lessons

- Introduction to spreadsheets
- Entering and formatting data
- Basic formulas and functions
- Sorting, filtering and charts
- Printing a worksheet

Advanced

MS PowerPoint · Internet & Email · Typing & Practical Work

1 month · 3 modules · 12 lessons · ₹1,100

- **5. MS PowerPoint** 4 lessons
 - Creating a presentation
 - Slide design and layouts
 - Animations and transitions
 - Delivering a slideshow
- **6. Internet & Email** 4 lessons
 - Browsing the internet
 - Searching effectively
 - Creating and using email
 - Online safety basics
- **7. Typing & Practical Work** 4 lessons
 - Keyboard familiarisation
 - Typing speed and accuracy practice
 - Practical assignments
 - Final project and assessment

Certificates & what comes next

You receive a certificate at the end of every level you finish. Join for a single level or the full programme — the choice is yours. Learners who stand out may be invited to work on live client projects as interns; these places are merit-based, limited, and depend on projects being available.