THE
GEEK INSTITUTE
OF CYBER SECURITY

Diploma in Computer Applications (DCA)

Dear Esteemed Learner,

At The Geek Institute of Cyber Security, we recognize the profound impact we have on shaping your future, and we approach this responsibility with utmost dedication.

As the founder of The Geek Institute of Cyber Security, I am committed to providing you with unparalleled training enriched by hands-on projects and promising opportunities.

With us, your journey towards a successful and prosperous career begins.

Wishing you every success!

Warm regards,

Mani Kumar
Founder, The Geek Institute of Cyber Security

Course Description

Duration : 6 Months

The Diploma in Computer Application (DCA) is a focused program designed to equip students with essential computer skills.

This course provides a comprehensive understanding of software applications, office tools, and basic programming concepts.

Participants will gain practical knowledge in word processing, spreadsheet management, and presentation software, enabling them to excel in administrative and data-handling tasks.

With an emphasis on hands-on learning, students will develop proficiency in essential computer applications.

Upon completion, graduates will be well-prepared to enter the workforce with the necessary technological skills to contribute effectively in various professional environments.

Course Objectives

Basic Computer Literacy: To develop basic computer literacy skills, including knowledge of hardware components, operating systems, and computer terminology.

Software Proficiency: To enable students to become proficient in using common software applications such as word processors, spreadsheets, databases, and presentation software.

Operating System Familiarity: To introduce students to different operating systems (Windows & Linux) and teach them how to navigate and perform essential tasks within these environments.

Web Development: To teach web development skills, including HTML, CSS, and web frameworks, allowing students to create interactive and responsive websites.

Internet and Email Skills: To teach students how to use the internet for research, communication, and online collaboration. This includes email etiquette and basic web browsing.

Programming Fundamentals: To provide an introduction to programming concepts and languages, allowing students to write simple programs and scripts.

Office Productivity: To enable students to create and manage documents, spreadsheets, presentations, and other office-related tasks efficiently.

Job Profiles

Completing a Diploma in Computer Applications (DCA) can open up various job opportunities in the field of information technology and computer applications.

Computer Operator: Computer operators are responsible for performing routine computer tasks such as data entry, basic troubleshooting, and ensuring the smooth operation of computer systems and peripherals.

Data Entry Operator: Data entry operators input, verify, and maintain data in computer systems. They work with databases, spreadsheets, and other software to manage and update information.

Office Assistant: Office assistants with a DCA background can assist in administrative tasks, document preparation, and office management. They often use software applications for word processing, spreadsheets, and presentations.

Customer Support Representative: DCA graduates can work in customer support roles, helping customers troubleshoot software-related issues and providing technical assistance over the phone, email, or chat.

Desktop Support Technician: These technicians provide on-site support for computer hardware and software issues. They help users with installation, configuration, and maintenance of computers and peripherals.

Data Analyst: Entry-level data analysts can use their DCA skills to assist in data collection, analysis, and reporting. They may work with spreadsheet software to analyze and visualize data.

Course Syllabus

1. Introduction to Computers

- Fundamentals of Computer
- Computer hardware and software
- Computer networks and the Internet
- Operating systems and their functions
- Basics of computer security and data privacy
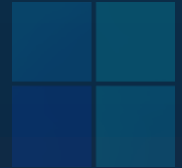
2. Office Productivity Tools

- Microsoft **Paint**
- Microsoft **Notepad**
- Microsoft **WordPad**
- Microsoft Office **Word**
- Microsoft Office **Excel**
- Microsoft Office **PowerPoint**
- Microsoft Office **Access**
- Microsoft Office **Outlook**
- Microsoft **Copilot & ChatGPT**

3. Programming Fundamentals

- Introduction to **Python** programming language
- Variables, data types, and operators
- Control structures: loops and conditional statements
- Functions and basic debugging techniques
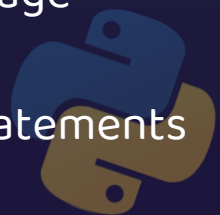
4. Web Development Basics

- HTML and CSS fundamentals for creating web pages
- Creating interactive web forms and validating user input
- Introduction to web hosting and domain management

5. Introduction to Artificial Intelligence (AI)

- What is AI? Overview and real-world applications

- Types of AI: Narrow AI, General AI, and Super AI

- Machine learning vs. traditional programming

- Overview of popular AI tools and frameworks

- Using AI in daily productivity (ChatGPT, Copilot, DeepSeek, etc.)

- Ethical considerations and future of AI

5. Project Work and Practical Application

- Integrating concepts learned into a comprehensive project
- Developing a small-scale software application or website
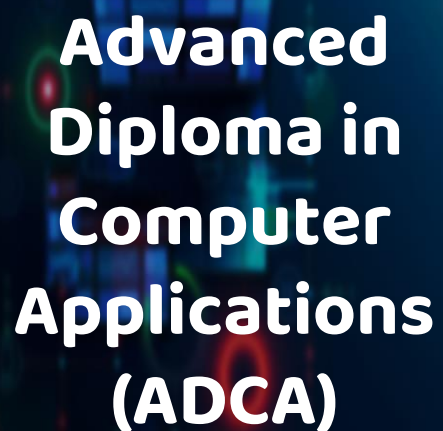- Presentation of projects and peer evaluation

Our Popular Courses

Geek Certified Cyber Security Professional (GCCSP)

Web Designing and Development

Diploma in Computer Applications

Advanced Diploma in Computer Applications (ADCA)

Contact Information

Ready to unlock a secure future? Reach out to us and let's code the path to success together!

Call Now **To Get Fee Details**

Call Now to Book **3-Days** of **FREE Demo** Classes

📞 **+91 8882618533**

✉️ **info@geekinstitute.org**

💻 **www.geekinstitute.org**

🏫 **Kapashera, New Delhi Pin-110097**

f **/TheGeekInstitute**

📷 **@geekinstitute**

🐦 **/Geek_Institute**

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