



# राष्ट्रीय सर्व शिक्षा अभियान (रजि०) Rashtriya Sarv Shiksha Abhiyan (Regd.)

(An ISO 9001: 2000 Certified Institute)

Regd. Under Public Trust Act. 1882 Vide Regd. No. 5780

## A National Computer Literacy Programme



### Courses Offered by Rashtriya Sarv Sashiksha Abhiyan

#### DIPLOMA IN COMPUTER APPLICATION(DCA)

Duration : 1Year

Eligibility : 10th

Course Code: CC-01

##### 1ST TRIMESTER

Computer Fundamentals  
MS DOS(Microsoft Disk Operating System  
Windows (XP/2003/07, Vista)  
Internet, E\_Mail & Multimedia  
Assignment

##### 2ND TRIMESTER

Microsoft Word  
Microsoft Excel  
Microsoft PowerPoint  
Microsoft Front Page

##### 3RD TRIMESTER

Web Page Design, HTML, Java Script,  
Language C++  
Assignment

##### 4TH TRIMESTER

GUI Programming  
Visual Basic,  
Concept of RDBMS  
Microsoft Access  
Assignment

#### HIGHER DIPLOMA IN COMPUTER APPLICATION(HDCA)

Duration : 1Year

Eligibility : 10+2

Course Code: CC-02

##### 1ST SEMESTER

Fundamentals of Computer,  
MS DOS(Microsoft Disk Operating System  
Windows (XP/2003/07,Vista)  
Microsoft Office(Word,Excel,PowerPoint)  
Microsoft Front Page

##### 2ND SEMESTER

Concept of Programming,  
Drawing Flowcharts and Algorithm,  
Programming in C++,  
Concepts of Object Oriented Programming,  
GUI Programming in Visual Basic,  
SQL(Structured Query Languages)  
Introduction of SQL, SQL \*Plus, Features of SQL  
DDL(Data Definition Language) Statements  
DML (Data Manipulation Languages) Statements  
DCL (Data Control Language) Statements  
Assignment & Project Work

## DIPLOMA IN COMPUTER HARDWARE (DCH)

Duration : 6 Months

Eligibility : 10+2

Course Code: CC-03

### COURSE CONTENTS :

Introduction of Computer  
MS DOS(Microsoft Disk Operating System  
Windows (XP/2003/07,Vista)  
PC Assembling, Software Installation, Hardware Troubleshooting,  
Operating System Installation, CD Writing,  
Connecting to Internet and its Application,  
Concept of LAN and Working with LAN

## DIPLOMA IN FINANCIAL ACCOUNTING (DFA)

Duration : 9 Months

Eligibility : 10+2

Course Code: CC-04

### COURSE CONTENTS

Fundamentals of Computer,  
MS DOS(Microsoft Disk Operating System  
Windows (XP/2003/07,Vista)  
Microsoft Office(Word,Excel,PowerPoint)  
Microsoft Front Page  
Introduction of Internet,  
E\_Mail and Multimedia,  
Concepts of Financial Accounting,  
Tally with Inventory, VAT, TDS,  
Service TAX, FBT, Payroll  
Assignment & Project Work

## DIPLOMA IN DESKTOP PUBLISHING (DDTP)

Duration : 6 Months

Eligibility : 10+2

Course Code: CC-05

### COURSE CONTENTS

Fundamentals of Computer,  
MS DOS(Microsoft Disk Operating System  
Windows (XP/2003/07,Vista)  
Adobe Photoshop 7.0  
Adobe Page Maker  
Corel Draw 12/X3/X4,  
Introduction to Internet,  
E\_mail and Multimedia,

## DIPLOMA IN COMPUTER PROGRAMMING(DCP)

Duration : 6 Months

Eligibility : 10+2

Course Code: CC-06

### COURSE CONTENTS

Concept of Programming,  
Drawing Flowcharts and Algorithm,  
Programming in C++,  
Concepts of Object Oriented Programming,  
GUI Programming in Visual Basic,  
SQL(Structured Query Languages)  
Introduction of SQL, SQL \*Plus, Features of SQL  
DDL(Data Definition Language) Statements  
DML (Data Manipulation Languages) Statements  
DCL (Data Control Language) Statements  
Assignment & Project Work

## CERTIFICATES IN FINANCIAL ACCOUNTING (CFA)

Duration : 3 Months

Eligibility : 10+2

Course Code: CC-07

### COURSE CONTENTS

Concepts of Financial Accounting,  
Tally with Inventory, VAT, TDS,  
Service TAX, FBT, Payroll  
Assignment & Project Work

## DIPLOMA IN COMPUTER TEACHER TRAINING(DCTT)

Duration : 1 Year

Eligibility : 10+2

Course Code: CC-08

### 1ST SEMESTER

Computer Fundamental & Information Technology  
Operating System(MS DOS/ Windows)  
Microsoft Office(Word,Excel,PowerPoint,Access)  
Programming Concept of C & C++  
Introduction of JAVA, Visual Basic,  
Principles of internet & Application

### 2ND SEMESTER

Development of Learners and Teaching,  
Learning Process,  
Skills in Computer Teaching  
Practical of Teaching

## CERTIFICATE IN COMPUTER APPLICATION(CCA)

Duration : 6 Months

Eligibility : 10+2

Course Code: CC-09

### COURSE CONTENTS

Fundamentals of Computer,  
MS DOS(Microsoft Disk Operating System  
Windows (XP/2003/07,Vista)  
Introduction to Internet,  
E\_mail and Multimedia,  
Microsoft Word,  
Microsoft Excel  
Microsoft PowerPoint  
Microsoft Front Page  
Assignments



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