

CODELYNX EDUCATION

DCA (Diploma in Computer Applications) SYLLABUS (2026)

1. Computer Fundamentals & Number System

- Introduction to Computer
- Generations of Computer
- Hardware & Software
- CPU & Memory
- Input / Output Devices
- Storage Devices
- Decimal
- Binary
- Octal (Basic)
- Binary to Decimal Conversion
- Shortcut Keys

2. Operating System

- Windows Interface
- File & Folder Management
- Control Panel
- Software Installation

3. Internet & Email

- What is Internet
- Web Browser
- Search Engine
- Create & Manage Email
- Email Attachment
- Cloud Storage

4. Social Networking & e-Governance

- Introduction to Social Media
- Facebook / Instagram / LinkedIn Basics
- Digital Communication
- Digital Etiquette
- Online Safety



- Online Form Filling
- Digital Payment
- UPI & Online Banking Basics

5. MS Word

- Formatting
- Table
- Page Setup
- Mail Merge
- Resume & Official Letter

6. MS Excel

- Formulas
- IF, VLOOKUP
- Conditional Formatting
- Pivot Table
- Charts
- Dashboard Basics

7. MS Power Point

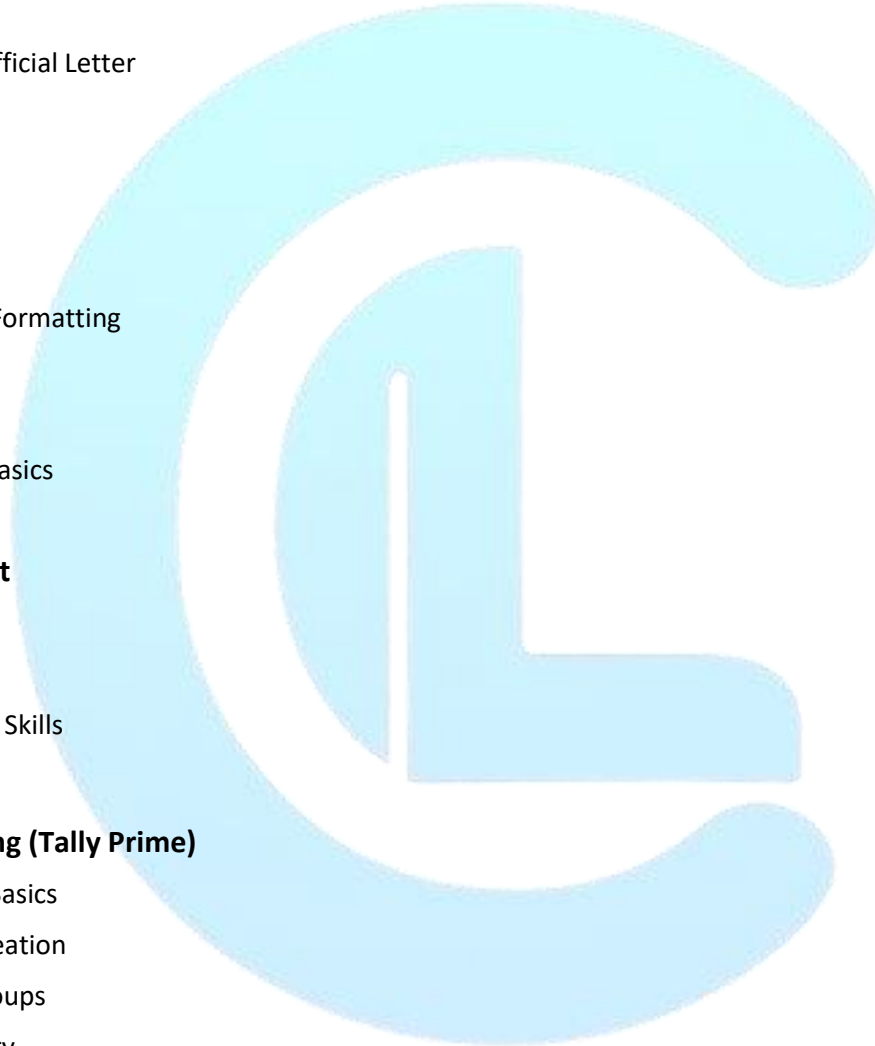
- Slide Design
- Animation
- Presentation Skills

8. Basic Accounting (Tally Prime)

- Accounting Basics
- Company Creation
- Ledger & Groups
- Voucher Entry
- GST (Basic)
- Balance Sheet
- Profit & Loss

9. Python Programming

- Python Introduction
- Variables



- Data Types
- If-Else
- Loops
- Simple Programs

10- Cyber Security

- Virus & Malware
- Phishing
- Strong Password Policy
- Data Backup
- Safe Internet Practices
- Digital Payment Safety

Final Project-

- 1-** Resume + Mark sheet + PPT
- 2-** Basic Python Project
- 3-** Tally Accounting File

