

# PITMAN COMPUTER CENTER

## DCA

DURATION : 4 Months

SYLLABUS

FEE : 3000/-

### Diploma In Computer Application

- (i) **Fundamentals of Computers**
- **Importants Questions of Window7**



- (ii) **Operating System Window7**
- **MS Paint**
  - **Word Pad**
  - **Note Pad**

- (iii) **MS-Office 7**
- **MS-Word,**
  - **MS-Excel,**
  - **MS-PowerPoint,**

**.OFFICIAL WORK ASSIGNMENT**

- (iv) **Introduction to Internet & E-mail**

**Career**

**Computer Operator, Office Assistant, Data Entry Operator, Beltron**

**Note: For certificate for the above course, the Regd. & Adm. Amount (Additional) will be charged**