



MODERN COMPUTER INSTITUTE

BALBHADRAPUR, SUPAUL

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DCA

Diploma in Computer Application

Duration : Six Months

Module - 1 Operating System

- ★ Computer Fundamental
- ★ MS-DOS
- ★ MS-Windows 7/8/10



Module - 2 Office Package

- ★ Introduction to MS-Office 2010
- ★ Microsoft Word 2010
- ★ Microsoft Excel 2010
- ★ Microsoft Power Point 2010
- ★ Microsoft Access 2010
- ★ Projects



Module - 3 Information Technology

- ★ Html
- ★ Multi Media
- ★ Networking
- ★ Internet
- ★ Hardware Maintenance

