

Bright Eaglets Group of Colleges – ONLINE & ON-CAMPUS CLASSES

Course Outline DCA (Diploma Of Computer Application) Duration: 06 months (FAST TRACK 02-03 MONTHS)

Main Programs: Intro to CS, Typing, MS Word, MS Excel, MS PowerPoint, Printing, soft skills, HTML & CSS, Corel, Adobe photo Shop

Week 1 1st Month

Microsoft Word

Day 1	Day 2	Day 3	Day 4	Day 5	Test/Assign Marks
Introduction Definition	Parts Of Computer	Hardware Software	Bold & Italic	Bullets & Pic In bullets	Theory Test
Input	Mouse Left pane Right ne	Ms. Office Introduction	Font Size, Font Face	Numbering	Assignment 1: Simple text
Output	Desktop	Home	Underline	Change Case	Assignment 2: font
Introduction Typing	soft skills office ethics	Write text Select Text Save file	Types under line Underline color	Subscript ,Superscript	Assignment 3 :Paragraph

Week 2

Day 1	Day 2	Day 3	Day 4	Day 5	Test/Assign Marks
Font color	MCQ +Fill in the blank	Increase Indent Decrease Indent	Find & Replace Select All	Insert Cover page	Assignment 1:MCQ Paper
Text highlight color	Split text into Two or more columns	Heading Level Table of Contents Navigation pane	Cut & Copy Paste & paste special	Blank Page Page break	Assignment 2: Fill in the blank Assignment 3: Multilevel list
Shading	Multilevel List	Line Spacing	Hide Show	Table	Assignment 4:Table Of contents
Strikethrough	Grow Font & Shrink	Text Alignment	Format Painter	Simple	Assignment 5: Simple table

Week 3

Day 1	Day 2	Day 3	Day 4	Day 5	Test/Assign Marks
Table: Insert Row & columns	Insert Picture	Picture wrapping	Smart Arts types	Format Layout	Assignment 1:Table merge
Table: Delete Columns & Row	Picture Style & Crop picture	Picture Position & Clip Art	Design & Format	Caption in table	Assignment 2:Table Split
Table: Merge cells	Picture Border Height width	Shapes Style,border,position	Chart Types	Screenshot	Assignment 3:smart Arts Assignment 4:picture
Table : Split cell	Picture Caption	Shapes Caption	Design	Hyperlink	Assignment 5:charts

Week 4

Day 1	Day 2	Day 3	Day 4	Day 5	Test/Assign Marks
Book Mark	Text Box	Object: Text from file	Page layout	Break	Assignment 1:header & Footer
Header Footer	Word Arts Drop Cap	Equation: Equation tools	Margins: Custom margins	Water Mark Pic in water Mark	Assignment 2:Equations Assignment 3:Math Exercise
Page number	Signature line	Built In Equations	Orientation	Text in water Mark	Assignment 4: Margin
Top & bottom	Date And time	Symbol 7 & More Symbols	Size Columns	Page Color Fill Effects	Assignment 5:water Mark Assignment 6:page Color

Week 1 **2nd Month**

Day 1	Day 2	Day 3	Day 4	Day 5	Test/Assign Marks
Page Border	Insert Foot note & End note	Comment Print lay out	Ruler Gridlines	File Save As	Assignment 1:Page Border
Style & Color	Envelopes	Full Screen Reading	Zoom in & Out	Convert into PDF	Assignment 2:page review
Art & Selected Border	Labels Spelling Grammar	Web Layout Out line	One page view Two page view	Benefits of Converts File into PDF	Assignment 3:Remove Grammar Error
Paragraph Setting	Word Count	Draft	Page width	Short Cut Keys MS. Word	Assignment 4:Convert all assignment into PDF

Week 2**Microsoft Excel**

Day 1	Day 2	Day 3	Day 4	Day 5	Test/Assign Marks
Introduction MS. Excel	Cell Address Rows & columns	Add number or Data Arithmetic Operation	Result Card In Excel	Salary Statement of an Employer In Excel	Assignment 1: Sum Subject Marks
Benefit use Excel	Sir Auto fill	Sum formula	Average	Discount formula	Assignment 2:percentage
Why use excel	Copy	Formula bar	grade	Provident Found	Assignment 3:Result Card
Open MS. Excel	Fill formatting only	Auto Sum Percentage	Pass/fail count	Difference Gross Pay and Net pay	Assignment 4:Discount Assignment 5:Salay Statement

Week 3

Day 1	Day 2	Day 3	Day 4	Day 5	Test/Assign Marks
Electricity bill	Gas Bill	Telephone Bill	Due Amount	Scholarship Statement	Assignment 1:Electricity Bill
Types of Unit	Calculate Unit	Call charges find	Discount	Formula Scholarship find	Assignment 2:Gass bill
Calculate Unit	Tax in bill	W.H.T find	Discount amount	Find pay able fee	Assignment 3:Telephone Bill
Tax On bill	Complete Gas bill	Line rent	Due amount	Complete Statement	Assignment 4:Scholarship

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Week 4

Day 1	Day 2	Day 3	Day 4	Day 5	Test/Assign Marks
Wrap Text	Insert Row	Insert table	Data Consolidation	Page Setting	Assignment 1: Use of Pi
Alignment	Insert Column	Table Design	Data validation	Print page	Assignment 2: Physics Formula's
Middle & Top	Delete Row	Insert Picture	Setting	Space remove In Excel	Assignment 3:Data restriction
Bottom Allignment	Delete Column merge	Insert Chart	Input message Alert	Convert Into PDF	Assignment 4:Print setting

Week 1 **3rd Month****Microsoft Power point**

Day 1	Day 2	Day 3	Day 4	Day 5	Test/Assign Marks
Introduction Power point	Title Slide Title and Content	Picture in power point SmartArt	Format back ground	Set Time on slide	Assignment 1: make 5 slides
Why Use power point	Two Content Compression	Chart Design	Transition on Slides Effect Option	Mouse Click	Assignment 2:apply design Different slides
Slides Intro	blank	Themes	Preview	Automatic	Assignment 3:Time set
Save file power Point	Title only	Color Background Style	Slide Show	After time every slide Different	Assignment 4: Apply Transition

Week 2

Day 1	Day 2	Day 3	Day 4	Day 5	Test/Assign Marks
Animation	Slide Show	Hide Slide	Comment	Black and white slide	Assignment 1:Animation
Effect Option	From Beginning	Delete Slide	View Normal	Audio in slides	Assignment 2:slide show
Different Animation	From Current	Change place of Slide Total slide time	Slide Sorter Notes Page	Play back option	Assignment 3:custom slide Assignment 4: review
None option	Custom Slide	Review	Reading view	Create video	Assignment 5:apply song

Week 3**In page**

Day 1	Day 2	Day 3	Day 4	Day 5	Test/Assign Marks
In page Introduction	How to write English in in page	MCQ in in page Complete Box	Letter In In page Fill in the blank in	Shapes in in page	Assignment 1:Write Simple Urdu Assignment 2:write Application
How to Open	Edit Option	Two side box	Style sheet	Symbol in in page	Assignment 3:Insert Shape
How to change Language	Text bold Font size	Tool for Box Resize,border,color	Create Self Style sheet Create Self Color	How to write Urdu in MS. Word install	Assignment 4:Insert box and use Tool for resize and border

				software	
How to view Urdu keyboard	Alignment Text color	Tool for rotate Column in shape	Where Show number page in in page	User Software	Assignment 5:write Urdu in Word

Week 4

Day 1	Day 2	Day 3	Day 4	Day 5	Test/Assign Marks
Insert Time	Table Format	Rotate Picture	SOFT SKILLS Communication	Software Installation	Assignment 1: Table
Insert Date	Insert Picture	Page Setting Orientation	Leadership Organization	Print Setting	Assignment 2:Style table
Insert Table	Picture Shapes	Column in in page	Problem solving	Print some assignment	Assignment 3: Import Pic
Table Layout	Picture Border	Change Language	Public speaking	Introduction Browser	Assignment 4:Page Setting

Week1 4th Month

HTML&CSS

Day 1	Day 2	Day 3	Day 4	Day 5	Test/Assign Marks
Introduction HTML	Syntax Html	Format text on Web Pages	Marquee Tag in html	Html Elements HTML Attributes	Assignment 1:HTML Syntax
Install sublime Software	Save file html	Insert picture in html And set height width	Properties Marquee tag	HTML Heading HTML Paragraphs	Assignment 2:Basic tag
Fundamentals of HTML	Basic HTML tags	Hyper link text Hyper link picture	Direction Change Change back ground	HTML Quotations HTML Comment	Assignment 3: Color and style Assignment 4: heading

Week 2

Day 1	Day 2	Day 3	Day 4	Day 5	Test/Assign Marks
HTML CSS	Links	Table Style	Un order list	Block & Inline	Assignment 1:inline CSS
CSS Types Inline	Images Table	Table height width Table Border	Order List Description Lists	block-level elements in HTML	Assignment 2:Table in HTML
Internal External	Colspan RowSpan	Caption in Table List	Background Images Background Color	inline elements in HTML	Assignment 3:Images in HTML Assignment 4: List

Week 3

Day 1	Day 2	Day 3	Day 4	Day 5	Test/Assign Marks
DIV	Syntax for Class	ID Attribute	HTML Form	Use Of input types	Assignment 1:Div

DIV Elements Span Element	Difference Class And ID in Html	Multiple Classes	Label Action	Form in Table	Assignment 2:ID
Class ID	Syntax for ID Multiple ID	HTML Iframes	Input Types	Next Line Without BR Tag	Assignment 3:Class Assignment 4: Form

Week 4

Day 1	Day 2	Day 3	Day 4	Day 5	Test/Assign Marks
HTML form Attribute	Method Attribute In HTML	HTML Form Elements	Visible Elements	Text Area Element in Html	Assignment 1:Form Simple
Action Attribute	Auto	Input Elements	Allow Multiple Selections:	Button Element	Assignment 2:Input
Target Attribute	Complete Attribute	Select Element		Data list Element	Assignment 3:Button

Week1 5rd Month

Day 1	Day 2	Day 3	Day 4	Day 5	Test/Assign Marks
HTML input Attribute	Disabled Attribute	Input Form Attribute	CSS Margin CSS Padding	Overflow Under flow	Assignment 1:restriction form
Value Attribute	Size	Form action Attribute	Position	CSS Border	Assignment 2:Action on form
Only Read Attribute	Max length Attribute	Form Method Attribute	Absolute Relative	CSS Color CSS back ground	Assignment 3:Margin Assignment 4: Over flow

Week 2

Corel Draw

Day 1	Day 2	Day 3	Day 4	Day 5	Test/Assign Marks
Introduction To Corel X9	Why use Corel	Tools Pick tool	Eraser Tool In Corel	Zoom Tool Pan Tool	Assignment 1:Simple Cut
Benefits	How to open and Save the file of	Shape Tool	Free Transform Tool in html	Connector line tool	Assignment 2:Use of Shape tool
How to Use	Corel Draw	Knife Tool		Free Hand tool Bezier Tool	Assignment 3:Transform tool Assignment 4:Connector line

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Week 3

Day 1	Day 2	Day 3	Day 4	Day 5	Test/Assign Marks
Rectangle Tool	Text tool	Transparency Tool	Drop Shadow Tool	Outline pen	Assignment 1:Rectangle
Ellipse Tool	Interactive Fill Tool	Bland Tool	Eyedropper Tool Paint bucket Tool	Outline Color	Assignment 2:Use text tool
Polygon Tool		Extrude Tool		Fill Color	Assignment 3:Drop Shadow Assignment 4:Outline

Week 4

Day 1	Day 2	Day 3	Day 4	Day 5	Test/Assign Marks
Arrange Transformation	Color Adjustment	Export In to JPG,PNG	Welding in Corel	Order Shaping	Assignment 1:Transformation tool in Corel make flower
Rotate	Import Images Export	Write Urdu In Corel	Insert page Rename page	Rulers	Assignment 2:STD Card
Position Duplicate		URDU group and Ungroup		Gridlines	Assignment 3:make leave Assignment 4:Bland the Shape

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Week1 6th Month

Day 1	Day 2	Day 3	Day 4	Day 5	Test/Assign Marks
Corel Assignment	VISITING CARD	TAJJ MAHAL In Corel X9 Using following Tools	Make MILAD UN NABI Flex in Corel X9 In Urdu And use Shapes	Arrange Transformation Tool use to make 5 different design flower different angle	Check Assignment Complete Folder Test
Make pencil	Change back ground in Corel	Bezier Tool			
Make simple Card		Shape Tool			

Week2**Photoshop**

Day 1	Day 2	Day 3	Day 4	Day 5	Test/Assign Marks
Introduction To Photoshop	Why use Corel	TOOLS	Single Row marquee tool	Polygonal Lasso Tool	Assignment 1:Open and Save the Photoshop file
Benefits		Move Tool	Single Column marquee tool	Magic wand Tool (w)	Assignment 2: Use the Elliptical Tool
How to Use	How to open and Save the file of Photoshop	Elliptical Marquee tool	Lasso Tool	Crop Tool	Assignment 3: Marquee tool
What is Pixel		Rectangle Marquee Tool	Magnetic Lasso tool	Slice Tool Slice Select tool	Assignment 4:Use Lasso tool

Week3

Day 1	Day 2	Day 3	Day 4	Day 5	Test/Assign Marks
Healing Brush tool	Clone Stamp Tool	Art History brush tool	Paint Bucket Tool	Text tool And types of Text tool	Assignment 1:Change back ground Picture
Patch Tool	Pattern Stamp Tool	Eraser Tool	Blur Tool	Pen Tool	Assignment 2:Selection
Pencil Tool	History Brush tool	Background Eraser Tool	Path Selection Tool	Free Form pen Tool	Assignment 3:User Eraser
		Magic Eraser Tool	Direct Selection Tool	Shapes Tool	Assignment 4:remove Dots

Week4

Day 1	Day 2	Day 3	Day 4	Day 5	Test/Assign Marks
How tool make past port size Pic	Set foreground Color	Export in to Image	Brightness Contrast	Introduction to Networking	Assignment 1: Make pic past port Size
Notes Tool		Import tool	Color Balance	LAN	Assignment 2:Photoshop file Export into PNG or JPG
Eyedropper Tool	Set background color	Image Adjustment	Duplicate Layer	WAN	
Hand Tool		Layer Concept	Page Setting	MAN	Test