

2022

# D . C . A

Diploma In Computer Applications.

Student :



# Index

## 1. Computer Fundamentals

- Typing
- Ms-Dos
- Windows
- Inter Net Concepts
- Android Apps Concepts

**Joining Date of the Student**

     /      / 2022 Day.

## 2. Ms-Office

- Word
- Excel
- PowerPoint
- Access
- Publisher

## 3. C - Language

10 – Chapters. ( 100 – above programs)

## Bonus Topics

- iLeap ( Telugu / Tamil / Hindi / Kannada / Etc.)
- HTML – 5 Concepts



**Duration :** 90 days. ( Normal Track ).

**Fee :** 7,500/- Faculty Fee + 8,000/- All Expenses. (Like as : Systems, Rent, material, Publicity, Maintain etc..)

**Free :-** Student Name one Blog. ( ex: <https://snjinfotech.com/sachin.html>)

**:- Faculty :-**



**JyothiSarath – 94402 41093**

1<sup>st</sup> Day Theory Class : Computer Overview Class.

Practices : Typing.

2<sup>nd</sup> Day Theory Class : Keyboard Lesson.

Practices : Typing. (Editing Commands)

3<sup>rd</sup> Day Theory Class : Windows

Practices : Operating Practice

4<sup>th</sup> Day Theory Class : Ms-Dos

Practices : Operating Practice

5<sup>th</sup> Day Theory Class : Windows

Practices : Telugu iLeap Practice.

Now Your Gadi Chalete Chalete Sahe hai. ( Track Correct Way ).

**[-: See Key Board Image :-](#)**



Finger Position is very ... very ... very important.

Not use wrong order finger position , and key strokes. Take Care...

Faculty observe every time , in your keyboard practice. So Care full use and correct order.

**<https://snjinfotech.com>**

Go a Head

ThanQ

**Key Board Lesson**

Standard Keyboard have , Total 101 or 104 keys.

Details of the keyboard :-

- 1) Alphabet Keys are : 26 – keys. ( A to Z).
- 2) Number Keys are : 10 – keys. ( 0 to 9 ).
- 3) Function keys are : 12 - keys. ( F1 to F12 ).
- 4) Remain are called Special keys. : 53 - keys. ( Esc, to Ctrl )

Special keys Details :

Button Style	Button Name	Button Style	Button Name
@	At the rate of key	#	Hash Key
!		\$	
%		^	
&		*	
(		)	
[		]	
{		}	
/		\	
		,	
“		:	
’		<	
>		;	
-		_	
.		Tab	
Pg.up		Pg.dn	
→		←	
End		Home	
Del		Ins	
Scroll-lo		Bk.sp	
Ctrl		Alt	
Esc			
			
			
~			

**End of key board lesson.**

Next Class Editing Commands (or) Typing Commands.

## Computer Subject

Name :

Date : / Jan / 2022.

Marks :

S.No	Key word	Full Form
1	ASCII	
2	RAM	
3	ROM	
4	G.B	
5	M.B	
6	T.B	
7	SMPS	
8	i3	
9	O.S	
10	DOS	
11	HD	
12	CD	
13	DVD	
14	G.U.I	
15	C.U.I	
16	HTML	
17	ASP	
18	JSP	
19	PhP	
20	LAN	
21	XML	
22	JS	
23	MODEM	
24	WAN	
25	KBPS	
26	MBPS	
27	Dpi	
28	DTP	
29	J2EE	
30	DBMS	
31	RDBMS	
32	http	
33	Ftp	
34	LASER	
35	www	



<https://snjinfotech.com>

PONNUR

Course Enquiry Details

UPI – Payment :- **snjinfotech@kotak**

G.S.T-IN : 37AG\*PC27\*\*G1ZG.

AP-07-48-012-0697614

Date :     / Jan / 2022

(Note:- DCA / PgDCA / Web Technologies / Accounting / DTP / MultiMedia, etc.. Courses are best always....)

Prop/Faculty /Instructor

**Ch.JyothiSarath**

**9440241093@upi**