

**DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION
SAMBALPUR UNIVERSITY**

Structure Syllabus – Academic Session (2006-2007)

Diploma in Computer Application (DCA)

Paper	Title	Internal Assessment	Term End Exam	Total Marks
I	Computer Fundamentals	20	80	100
II	Operating systems 1. MS DOS 2. MS Windows	20	80	100
III	Office Automation 1. MS Word 2. MS Excel 3. MS Power Point	20	80	100
IV	Business Data Processing 1. Introduction to Data Processing 2. Business Accounting 3. Ms-Access	20	80	100
V	Lab-I Operating System 1. MS DOS 2. MS Windows			100
VI	Lab- II Office Automation 1. MS Word 2. MS Excel 3. MS Power Point			100
			Total	600