

PROGRAMME PROJECT REPORT (PPR)

Diploma in Computer Applications (DCA)

1. Introduction about the Programme

The Diploma in Computer Applications (DCA) is a comprehensive and targeted program designed to equip individuals with fundamental computer skills and knowledge. This program is typically structured to cover a range of essential topics in computer applications, providing participants with a solid foundation in the use of various software and applications commonly used in today's digital landscape.

2. Programme Mission & Objectives

2.1 Mission Statement

Upon completion of the Diploma in Computer Applications, learners will be able to gain practical skills and confidence in using computers for a variety of tasks. This foundational knowledge can be applied in various fields, enhancing employability and facilitating further education and skill development in the rapidly evolving field of information technology.

2.2 Main Objectives

The Programme has been framed to achieve the following main objectives:

- To empower learners with the practical skills necessary for effective computer use in both personal and professional settings.
- The curriculum is often crafted to cater to individuals with varying levels of computer literacy, making it accessible to beginners while also offering valuable insights to those with some prior experience

3. Relevance of the Programme

In this age of computers and everything being digitalized, knowledge about computer technology is very important. The Diploma in Computer Applications is highly relevant in today's digital age, addressing the demand for basic computer literacy and ensuring that individuals are well-equipped to thrive in both personal and professional spheres.

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4. Prospective Target Group

- Having passed 10+2 in any Stream or the equivalence examination or the higher examination from the recognized Board/University.
- Having passed 2 Years ITI Programme in any trade after Matriculation from Punjab State Board of Technical Education & Industrial Training, Chandigarh or such examination from any other recognized State Board of Technical Education.
- Having passed 3 Years Diploma in any stream after Matriculation from Punjab State Board of Technical Education & Industrial Training, Chandigarh or such examination from any other recognized State Board of Technical Education.

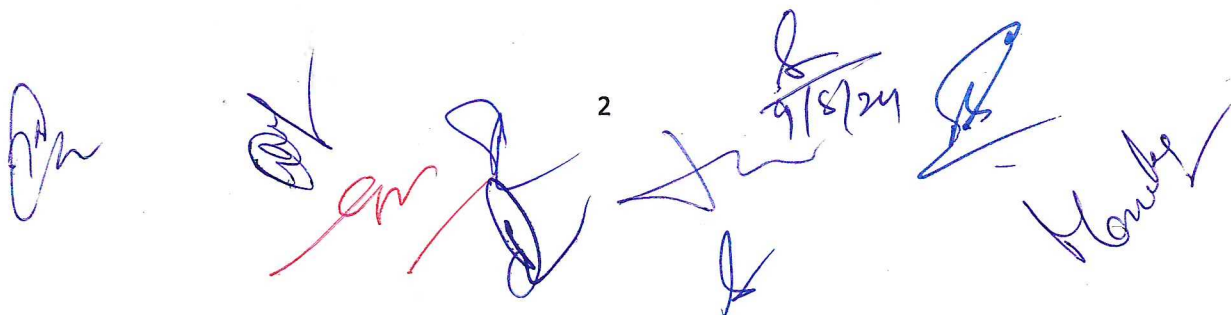
Learners with above said eligibility may join this course to improve their knowledge, skills, employability, and entrepreneurship ability. The working persons and who cannot study through regular mode can continue their education through this open learning mode.

5. Appropriateness of the Programme

The Programme will provide academic continuity to the learning community and will facilitate continuous professional development for the employees and entrepreneurs across the country and Punjab state, in particular. The Programme aims to reach the learners who are distant and those lacking access. To reach the unreached, the courses' instructions and specially prepared study material in the form of printed notes and audio-video lessons to the learners will be delivered at their door steps through postal correspondence and digital media like e-mail, website etc. Limited face-to-face contact sessions will be held at Learner Support Centres (LSC) set up by the university as close as possible to the learner's home. Communication with the university and interaction between the teacher and the learners will be further facilitated using electronic media options like telephone, e-mails, chat sessions, video conferencing and tele conferencing, if and when required. All of these characteristics will help learners to engage in relevant, purposeful and interesting lessons.

Apart from this, the learners will have the advantage to study at their own pace and convenience as the Programme can be completed in the time span ranging from one year to two years.

The multiple exit and enter option for learners is facilitated. Learners are allowed to exit the Programme after the six months obtained at least 20 credits with a relevant certificate and re-enter the same Programme at a later time.



6. Instructional Design

Annexure-A (Course Scheme of DCA)

Annexure-B (Syllabi of DCA)

7. Procedure for Admissions

Notifications regarding admission will be published in the leading national and regional newspapers. In addition to this, all the required information will be updated regularly on the university website

7.1 Programme Duration: One Year to Two Years

7.2 The Medium of Examination: English

7.3 Eligibility:

- Having passed 10+2 in any Stream or the equivalence examination or the higher examination from the recognized Board/University.
- Having passed 2 Years ITI Programme in any trade after Matriculation from Punjab State Board of Technical Education & Industrial Training, Chandigarh or such examination from any other recognized State Board of Technical Education.
- Having passed 3 Years Diploma in any stream after Matriculation from Punjab State Board of Technical Education & Industrial Training, Chandigarh or such examination from any other recognized State Board of Technical Education.

7.4 Total Programme Fee:

Fee Head Details	Semester-1	Semester-II
Registration/Continuation Fee	300	300
Tuition Fee	--	--
Examination Fee	1400	1400
I.T. and other Charges	1100	1100
Security Fee (Refundable)	--	--
Total Fee (Rs.)	2800	2800

7.5 Instructional Delivery Mechanisms:

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3
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The Programme has been designed with the aim to reach the distant and those lacking access to a regular mode of education. The courses' instructions and specially prepared study material will be made available through Learner Support Centres (LSCs) and digital media like e-mail, website etc. Limited face to face contact sessions will be held at the study centers set up by the university as close as possible to the learner's home. Communication with the university and interaction between the teacher and the learners will be further facilitated using electronic media options like telephone, e-mails, chat sessions, video conferencing and tele conferencing, if and when required. Besides this, Counseling Sessions will be held at all the LSCs regularly during weekends. The university will also conduct live/virtual classes for learners using modern ICT methods. However, to ensure learner participation and interaction, online classes will be blended with face to face discussions and meetings with the learners.

8. Evaluation

The learners' progress is measured through the means of continuous evaluation and end semester examinations.

8.1 Continuous Internal assessment through assignments

Assignments help the learners to recapitulate the theory and go back to the text again in case they are unable to answer a particular question. Thus, assignments also help to reinforce learning in distance and open learning system of education. The assignments will consist of a set of questions and activities that have to be answered by the programme participants by remaining at their own place.

Three assignments will be submitted for a 6 credits course, two assignments will be submitted for a 4 credits course and one assignment will be submitted by the learner for a 2 credits course. The assignments will cover all or any types of questions (long answer type, short answer type, objective type, multiple choice questions and case studies).

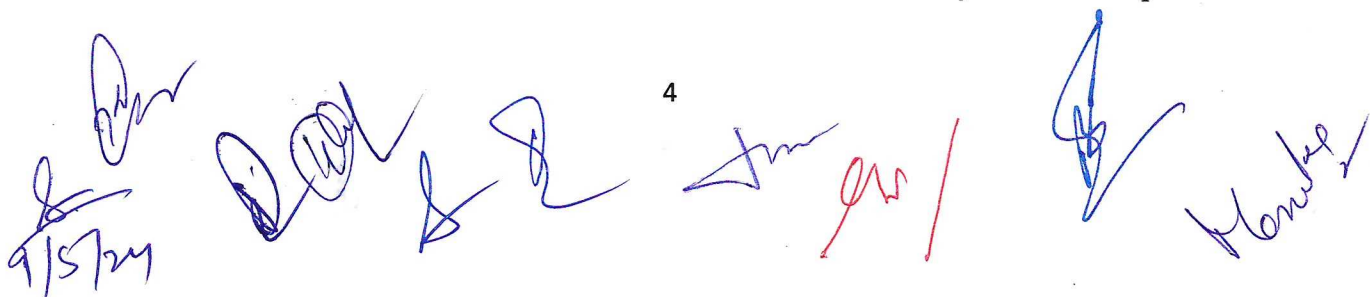
Learners will be required to obtain 40% marks as pass percentage in each assignment separately. In the final result, assignments will carry 30% weightage.

8.2 Semester End Examination

Semester end examination is the major component of the evaluation system and carries 70% weightage in the final result. The university will conduct end semester examination twice a year i.e., in June and in December. The learners can take the examination only after the completion of

9/5/24

4



the course, failing which they can take the same in December or June of subsequent years but within the total span of the programme. In case any student fails to get a passing score in the semester end examination, they will be eligible to reappear in the next semester end examination for that course as and when it is held but within the total span of the programme only.

In order to claim Diploma in Computer Applications, the learner is required to score at least 40% marks in both continuous evaluations (i.e.in assignments) as well as in semester end examinations separately.

8.3 Updated Notification for the Learners

The information regarding the university policies and procedures, academic activities like assignment submissions, question papers, results and other notices related to examination and evaluation will be uploaded on the official website of the university.

9. Laboratory Support

Modernize Computer Labs at the Learner Support Centres (LSCs) will be provided with all latest computers and software required for this Programme.

10. Library Resources

The students may avail the library facilities at their Learner Support Centres (LSCs).

11. Cost Estimation

The cost of the programme will be as per the fee decided upon.

12. Quality Assurance Mechanism

The university has constituted a “Centre of Internal Quality Assurance (CIQA) as per UGC (Open and Distance Learning) Regulations, 2020.

13. Programme Outcomes (POs)

Programme: DCA

Programme Outcomes (POs)	
On successful completion of this programme, the students will be able to:	
PO1	Demonstrate a solid understanding of fundamental computer concepts, including hardware, software, and operating systems.
PO2	Obtain proficiency in using common office productivity software, including word processing, spreadsheet applications, and presentation tools. This includes skills in creating, editing, and formatting documents, spreadsheets, and presentations.

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5

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PO3	Browse the internet securely, understand online safety practices, and effectively use email for communication.
PO4	Use appropriate techniques, skills, and modern IT tools necessary for computing practice with an understanding of the limitations.
PO5	Understand basic programming concepts for developing basic coding skills, algorithmic thinking, and an awareness of programming languages.
PO6	Obtain an awareness of the dynamic nature of technology and the need for continuous learning.
PO7	Gain knowledge applicable to entrepreneurial endeavors and business applications. This could involve skills related to managing information, creating business documents, and using technology for business purposes.
PO8	Gain foundational knowledge that prepares learners for more advanced coursework.

14. Programme Specific Outcomes (PSOs)

Programme: DCA

Programme Specific Outcomes (PSOs)	
On successful completion of this programme, the students will be able to:	
PSO1	Understand computer fundamental concepts, including hardware, software, and operating systems.
PSO2	Obtain ability to proficiently use and apply Microsoft Word, Excel, and PowerPoint for creating, editing, and presenting documents, spreadsheets, and presentations.
PSO3	Demonstrate an understanding of the digital market evolution, social media strategy, content creation, and engagement
PSO4	Design, create, and manage databases using a specific database management system (Microsoft Access) to organize and retrieve information.

15. Course Outcomes (COs)

Course Outcomes (COs) of Courses

Course Outcomes (COs) of Courses of Semester-1

Course#1

Course: Fundamentals of Computer	
Course Code: FC-1-01T	
Course Outcomes (COs)	
After the completion of this course, the students will be able to:	
CO1	Learn the basic knowledge of computer hardware and software
CO2	Get basic knowledge of number system
CO3	Gain knowledge of computer languages such as machine language, assembly language, high level language, 4GL.
CO4	Learn hands on experience with operating systems

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CO5	Learn the computer networks, Information Technology and Society
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Course#2

Course: Fundamentals of Digital Marketing	
Course Code: FDM-1-02T	
Course Outcomes (COs)	
After the completion of this course, the students will be able to:	
CO1	Recall the fundamental concepts and principles of digital marketing
CO2	Demonstrate an understanding of the digital market evolution, social media strategy, content creation, and engagement
CO3	Apply knowledge of digital marketing concepts and manage digital advertising campaigns on platforms like Google Ads and social media.
CO4	Evaluate the impact of digital marketing on various industries and businesses, while developing digital marketing strategy aligned with business goals.
CO5	Explore strategies for marketing on mobile devices, including mobile advertising and app marketing.

Course#3

Course: Office Automation Tools	
Course Code: OAT-1-03T	
Course Outcomes (COs)	
After the completion of this course, the students will be able to:	
CO1	Demonstrate proficiency in using office suite applications such as Microsoft Office for Word Processing.
CO2	Demonstrate proficiency in using office suite applications such as Microsoft Office for Power Presentations.
CO3	Demonstrate proficiency in using office suite applications such as Microsoft Office for Spread Sheets.
CO4	Understand and utilize electronic signature tools such as DocuSign or Adobe Sign for digitally signing documents.
CO5	Familiarity with Video conferencing software for online meetings and webinars.

Course#4

Course: Office Automation Tools Lab	
Course Code: OAT-1-03P	
Course Outcomes (COs)	
After the completion of this course, the students will be able to:	
CO1	Create and format various types of documents using word processing software.
CO2	Apply styles, formatting, and templates to enhance document appearance.

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CO3	Create, edit, and format spreadsheets for data management and analysis using tools like Microsoft Excel.
CO4	Develop effective presentation skills using presentation software (e.g., Microsoft PowerPoint).
CO5	Enhance communication skills through effective use of email, instant messaging, and other communication tools.

Course Outcomes (COs) of Courses of Semester-II

Course#5

Course: E-Commerce	
Course Code: DCA-2-01T	
Course Outcomes (COs)	
After the completion of this course, the students will be able to:	
CO1	Gain a solid understanding of the basic concepts, models, and frameworks of e-commerce, including its history, development, and current trends.
CO2	Learn about the various technologies that support e-commerce, such as online payment systems, security protocols, and e-commerce platforms
CO3	Analyze different e-commerce business models
CO4	Understand E-payment system and on-line business transactions
CO5	Understand the importance of security in e-commerce transactions

Course#6

Course: Basic Communication Skills	
Course Code: BCS-2-01T	
Course Outcomes (COs)	
After the completion of this course, the students will be able to:	
CO1	Gain competence in verbal and non-verbal communication
CO2	Increase comprehension levels
CO3	Use language for effective communication
CO4	Understand the processes of communication
CO5	Overcome barriers in communication

Course#7

Course: Web Designing & Development	
Course Code: DCA-2-02T	
Course Outcomes (COs)	
After the completion of this course, the students will be able to:	
CO1	Understand characteristics of a website.
CO2	Understand web Programming Technologies: Programming Languages, Frameworks, Libraries, Databases

CO3	Learn about design principles such as layout, typography, color theory, and user experience (UX) design, and how these principles apply to web design.
CO4	Learn how to use graphics and multimedia elements, such as images, videos, and animations, to enhance the visual appeal and interactivity of websites.
CO5	Gain practical experience with web development tools and frameworks, such as Bootstrap, jQuery, and AngularJS, to streamline the development process and enhance website functionality.

Course#8

Course: Web Designing & Development Lab	
Course Code: DCA-2-02P	
Course Outcomes (COs)	
After the completion of this course, the students will be able to:	
CO1	Understanding of the structure and syntax of HTML, including elements, attributes, and how to create well-formed HTML documents.
CO2	Create basic web pages using HTML, including adding text, images, links, lists, tables, forms, and other elements.
CO3	Understand the fundamentals of JavaScript programming, including variables, data types, operators, and control structures, and be able to use JavaScript to create interactive and dynamic web content.
CO4	Develop client-side scripts using JavaScript to enhance the functionality and interactivity of web pages.
CO5	Understanding of the core concepts of AngularJS, including directives, controllers, services, filters, and modules.

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