★ AI-INTEGRATED COURSE

# DIPLOMA IN COMPUTER APPLICATION (DCA06M)

**Duration:** 6 Month | **Diploma** | **Eligibility:** Candidates must have completed their 10th grade or equivalen

## OVERVIEW OF THE COURSE

The Diploma in Computer Application (DCA06M) is a comprehensive program designed to equip students with essential computer skills and knowledge. Over a duration of 6 months, participants will engage in interactive learning that covers various aspects of computer applications. Understanding of basic computer concepts Proficiency...

- Gain proficiency in essential computer applications.
- Develop skills in programming and basic web development.
- Understand database management systems and their applications.
- Learn the fundamentals of computer networking and security.
- Prepare for entry-level positions in the IT industry.



| 6 Month | 8 | 4 | 8 |
|---|---|---|---|
| DURATION | SUBJECTS | PROJECTS | TOOLS |

JOIN NOW →

WhatsApp us

WE ARE AVAILABLE AT
**600+ LOCATIONS**

NOT SURE WHICH COURSE IS RIGHT FOR YOU?
**Choose the Best Course for You - Try our AI-Powered Career Counselling for FREE**

Start free →

YOUR NEAREST ISDM NxT CENTRE
**PSM COMPUTER INSTITUTE OF PROFESSIONAL STUDIES**
Psm Computer Institute , Behind Hanumaan Temple, bhargat road kanhiwada, District Seoni, M.P, Madya Pradesh - 480990
Call / WhatsApp: **8982576583** · msmayanksahu@gmail.com

Scan to enquire

COURSE CURRICULUM

# What you will learn

01 Subjects → | 02 Projects → | 03 AI Integration

## 01 Subjects & modules

6 subjects

- 01 Fundamental of Computer Application
- 02 Windows Operating System
- 03 Microsoft Word
- 04 Microsoft Excel
- 05 Microsoft Power Point
- 06 Internet Operations

## 02 Projects & assignments

Hands-on work for your portfolio

- P1 Create a personal website using HTML and CSS.
- P2 Develop a small database application using Microsoft Access.
- P3 Prepare a presentation using Microsoft PowerPoint on a chosen topic.
- P4 Implement a basic project using Python programming.

## 03 AI Integration

How AI is used inside the work of this course

AI SUBJECT

### AI Fundamentals & Prompt Engineering

- **AI Basics and Everyday Uses**
- **Generative AI: How It Works**
- **Prompt Engineering Foundations**
- **AI for Study and Workplace Tasks**
- **Fact-Checking and Reliable Research**
- **Privacy, Safety and Responsible Use**
- **Integrated Practice and Review**

AI SUBJECT

### AI for Office Productivity (Word, Excel, PowerPoint)

- **Safe AI use and prompt basics for office work**
  Microsoft 365 Copilot and Gemini for Google Workspace in Microsoft 365 and Google Workspac
- **AI-assisted documents and email in Microsoft 365**
  Microsoft 365 Copilot in Word: Create, rewrite and summarise a workplace letter or report,
- **AI formulas, data cleaning and analysis in Excel**
  Microsoft 365 Copilot in Excel: Generate or explain formulas, analyse a table and create a
- **AI presentations in PowerPoint and Google Slides**
  Microsoft 365 Copilot in PowerPoint: Create or revise a presentation from a prompt or supp
- **Gemini in Google Workspace: documents, spreadsheets and email**
  Gemini for Google Workspace in Google Docs: Draft, rewrite or summarise a document and ver

- **AI-assisted calendar, meetings and task management**
  Microsoft 365 Copilot in Microsoft Teams, Microsoft To Do and Planner: Review an available
- **AI connectors and office-work automation**
  ChatGPT connectors in Gmail, Google Calendar and Google Drive where supported: Connect an

**AI TOOLS YOU WILL USE**

Google Gemini

Microsoft Copilot

ChatGPT

Claude

Power Automate

Zapier

Perplexity

NotebookLM

CAREER OPPORTUNITIES

# Where this course can take you

- Computer Operator
- Data Entry Specialist
- IT Support Technician
- Web Developer Assistant
- Office Administrator

## Certification

The ISDM NxT Diploma is awarded after you successfully complete the course and its final assessment.

**Practical AI-integrated project** | **Final online test** | **Verifiable certificate**

WHY START NOW

# Your future is built by the skills you learn today.

Companies hire people who can do the work. People who use AI well at work are in demand - this course teaches you the job skills and the AI tools together. Every month you practise adds a project to your portfolio - the best time to start is now.

| 18+ | 600+ | 2,708+ | 390+ |
|---|---|---|---|
| Years of training experience | Centres across India | Job offers to our students | Hiring companies |

## UNIQUE FEATURES AT ISDM NxT

- ✓ Free pre-counselling to choose the right course
- ✓ Study material, attendance, assignments, exams and results online from day one
- ✓ 24x7 AI trainer (ChatNxT) for your doubts
- ✓ Experienced, rated trainers and daily class feedback
- ✓ Practical lab sessions and live projects
- ✓ Monthly online mentorship sessions
- ✓ Resume, mock interviews and job offers in your student dashboard
- ✓ Freelancing and start-up guidance

● LIVE PLACEMENT DATA

## Latest job offers to ISDM NxT students

Updated 20 Nov 2026



**Gaurav M.**
India
**Java Software Development Engineer**
Health Catalyst



**Geeta K.**
New Delhi
**tellecaller for digital marketing**
balajimarketingexperts



**Anand S.**
Muvattupuzha
**Hiring Junior Account Executive J...**
CorpZop



**Adarsh S.**
Ghugus
**TGT Computer Science**
Adani Foundation



**Priyanka Y.**
Mumbai
**Data Entry Operator (Full-time) -...**
CorpZop



**Rajan S.**
Ahilyanagar
**Computer Trainer**
Enlearning skill development Ltd

Job offers shared with our students through the ISDM NxT job network. See all at isdmnext.in/latest-placement

LIMITED SEATS · VALID TILL 30 NOV 2026

## FREE Ambassador Affiliate Programme

Complete your admission within **10 days** and join the ISDM NxT Ambassador Affiliate Programme free of cost: refer friends, earn referral rewards as per the programme and get featured on the ambassador leaderboard.

CLAIM NOW

TAKE THE FIRST STEP

# Book your FREE counselling session today

Meet our counsellor, see the lab, get your doubts answered and know the current fees and offers for your centre.

YOUR ISDM NxT CENTRE

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### Choose the Best Course for You

Try our AI-Powered Career Counselling for FREE - answer a few questions and get the courses that fit your interests, skills and career goal.

Try it FREE → isdmnext.in/course-for-you

**01 Counselling**
Free guidance to pick the right course

**02 Training**
Practical classes, labs and projects

**03 Mentoring**
Experts, AI trainer and feedback

**04 Placement support**
Resume, interviews and job offers

### What you get with this course

- Study material and online access from day one
- Practical lab sessions and live projects
- 24x7 AI trainer support
- AI career counselling
- Interview preparation
- Job offers in the student dashboard
- ISDM NxT certificate

ISDM NxT Head Office: 309, Saffron Plaza, Airport Road, Vadodara, Gujarat, 390022 · +916263625594 · inquiry@gmail.com

Fees depend on the centre and current offers - ask your counsellor. Course content may be updated to stay current with industry needs. · isdmnext.in