



POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA)

DURATION:	18 MONTHS
TOTAL COURSE FEES:	24999/-
ADMISSION FEES:	1969/-
INSTALLMENT:	$585 \times 18(\text{months})=10530/-$



1st Semester

- Fundamentals of Computer Hardware & Software.
- MS-DOS, Handling Windows (Note Pad, Word Pad, Paint, Internet Explorer etc.)
- MS Office (Word, Excel, Powerpoint, and MS Access)
- Internet Browsing Downloading Ro E-mail Handling)
- Financial Accounting Using Trade Easy, Tally(6:3/7.2/9.0 etc).
- D.T.P Full Package Including Page Maker, Corel Draw, Photoshop, GIST, etd).
- Bilinguals Package (Assamese, Bengali, Hindi, Bodo etc.).
- Concept on Multimedia and E-commerce.

2nd Semester

- Assembling and Overhauling of Computer.
- Backup of Data using Different process
- Computer Maintenance, Hardware Setting, Multi Booting.
- Virus killing using Antivirus.
- Detection of Problems and Trouble Shooting.
- BIOS and its Setup Options & Partitioning & Formatting of Harddisk.
- Installation and Classifications of Operating System (Win-98, XP, VISTA, Win-7 etc.)
- Installations of various Hardware Drivers.
- Installations of various Application Softwares (MS-Office, Page Maker, Photoshop, Corel Draw, Tally, SQL Server, "C"& "C++", Foxpro, Leap Office, ISM, GIST etc.
- Internet Configuring, Type of Networks , Networking (LAN, WAN etc.)
- Concept of HUB, Switch, Cables & Connectors etc.
- LAN Connection and its configurations Sharing of Computer, Drivers, Folders, Files, Printer etc

3rd Semester

- Web Page Designing (HTML, DHTML & font Page)
- Web Page Publishing
- Fundamentals of Java
- Java Programming (Adv) and Javascript.
- Database Management System(DBMS).
- Programming in "C" and Programming in "C++".
- Faculty Training
- Field Engineering Training.