



POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA)

1. Computer Fundamental & Network Basics.

- Introduction To Computer
- GUI Based Operating System(Windows-10)
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Application of Digital Financial Service
- Libre Office (Writer / Impress / Calc)

2. Internet Technology & Web Design.

- Introduction to Internet
- Computer Network
- WWW and web browsers.
- TCP/IP Internet Technology & Protocols
- Internet Connectivity
- Services on the Internet
- Electronic Mail
- HTML Programming Basic
- Social Impact of Internet
- Internet Security Management Concepts
- Current Trends of Internet Technologies

3. Programming using C Language.

- Flow Chart
- Elements of 'C' Language Operators
- Conditions, Loops & Branches
- Array
- Functions
- Pointers
- Structure & Union
- File Processing

4. Accounting Package

- Introduction to Accounting
- Golden Rules of Accounting
- Voucher Entry
- Journal, Ledger & Trial Balance
- Inventory Voucher
- GST
- SGST, CGST & IGST

Qualification	:	Pursuing graduation / Graduate and Above
Duration	:	12 Months
Course Fees	:	₹7,500/- (Lumpsum) ₹8,500/- (Installment)