

COMPUTER COURSE SYLLABUS**PGDCA (1 YEAR)****150 HOURS**

TOPICS	CONTENT	THEORY (IN HOURS)	PRACTICAL (IN HOURS)	TOTAL HOURS
COMPUTER FUNDAMENTALS	1. INTRODUCTION TO COMPUTER 2. NUMBER SYSTEM	2	3	5
ENGLISH + ASSAMESE TYPING	1. INTRODUCTION 2.OBJECTIVES 3. LEARNING COMPETENCIES 4. TYPES OF KEYS 5. TYPING ERGONOMICS	2	10	12
INTERNET & EMAIL	1. INTRODUCTION TO INTERNET 2. INTERNET SAFETY 3. CREATING AN E-MAIL ACCOUNT 4. COMPOSING AND SENDING MESSAGES	3	5	8
DTP	1. CANVA 2. PHOTOSHOP 3. VIDEO EDITING 4. IMAGE EDITING 5. PAINT 3D	4	13	17
CMD	1.WHAT IS MS DOS 2. FEATURES OF DOS 3. TYPING OF DOS COMMANDS 4. USES OF DOS COMMANDS	1	4	5
MS OFFICE	1. MS WORD 2. MS POWER POINT 3. MS EXCEL 4. MS ACCESS	12	43	55
HTML, CSS, JAVASCRIPT	1. INTRODUCING HTML 2. HTML TAGS AND ELEMENTS 3. HTML FORMATTING 4. HTML TABLES 5. HTML LISTS 6. CSS BASICS 7. JAVASCRIPT BASICS	8	12	20
C PROGRAMMING	1. INTRODUCTION TO C LANGUAGE 2. THE C COMPILATION MODEL 3. C PROGRAM STRUCTURE 4. VARIABLES 5. CONDITIONAL STATEMENTS 6. LOOPS 7. ARRAY 8. FUNCTIONS	5	10	15
TALLY ERP 9 WITH GST	1. INTRODUCTION 2.FINANCIAL ACCOUNTING	8	12	20
HARDWARE & NETWORKING, REVISION	1.ASSEMBLING COMPUTER 2. INSTALL THE POWER SUPPLY 3. INSTALL RAM 4. INSTALL MOTHERBOARD 5. INSTALL DRIVES 6. INSTALL EXTERNAL CABLES	-	3	3

TOTAL :- 160 HOURS