

(PG DIPLOMA IN COMPUTER APPLICATION)

S.No	1ST SEM
1PGDCA1	COMPUTER FUNDMENTALS
1	History of Computers, Basic Components of Computer
2	MEMORY - Ram, Rom Etc. Generations of Computers
3	Analog, Digital & Hybrid Computers
4	General & Special Purpose Computers
5	Types of Computer - Micro, Mini, Mainframe, Super
6	Personal Computer (PC)
7	Desktop, Laptop, Notebook, Palmtop, PDA Etc.
1PGDCA2	PC PACKAGE (WORD, EXCEL & POWERPOINT)
1	Operating System, Accessories, Control Panel Etc.
2	MS WORD - Menus, Commands, Toolbars, Tables Etc.
3	Advance Features, Spell Check, Indents, Margins
4	Clip Art, Shapes, Smart Art, Mail Merge Etc.
5	MS EXCEL - Workbook & Worksheets, Column & Rows
6	Page Setup, Cell Formatting, Border, Buttons & Colors
7	Data & Ranges, Freezing, Hiding , Merging & Charts Etc
8	MS POWERPOINT - Introduction, Working & Uses
9	Creating, Inserting, Copying & Deleting Slides.
10	Adding Transitions, Animations, Sound, Videos Etc.
1PGDCA3	DATABASE USING MS ACCESS
1	Introduction, Primary Key, Tables, Field, Records
2	Copy, Delete, Import, Modify Table Structure
3	Relationships, Referential Integrity & Joins
4	Defference Between Queries & Filter
5	Create Select, Run, change & Save Queries
6	Forms, Datasheet, Headers-Footers, Labels & Wizards
7	Basic Reports Type - Single Column & Tabular Report
1PGDCA4	FUNDAMENTALS OF MULTIMEDIA
1	Introduction, Concept & Need of Multimedia
2	Multimedia Elements - Text, Images, Sound, Video Etc.
3	Importance of Sound, Analog & Digital Sound
4	Graphics in Multimedia, Vector & Raster Graphics
5	Video & Animation, Virtual Reality, Software used.
FINAL 1ST SEMESTER EXAM	

S.No	2ND SEM
2PGDCA1	IT TRENDS & TECHNOLOGIES
1	E-Governance, PPP Model, MP Online, CM Helpline
2	Aadhar, Digilocker, Digital Library, Cyber Crime
3	Phishing, Spoofing, hacking, Spyware, Malware Etc.
4	Wireless LAN, Bluetooth, Wifi, Wimax, 2G,3G,4G, 5G
5	IP Telephony, VOIP, Voice mail, Cellular System
6	Artificial Intelligence & Expert System
7	Big Data Application & Use, MIS Development
2PGDCA2	INTERNET & E-COMMERCE
1	Internet Evolution, WWW,
2	Internet & Intranet, Internet Service Provider(ISP)
3	HTML - Editor & Tags, Attributes, Syntax & Elements
4	CSS - Overview, Syntax & Conventions
5	JAVA SCRIPT - Overview, Syntax & Conventions
6	Creating & Inserting Images & Adjust Settings
7	Designing Website, HTML Editor
8	Creating & Inserting Images & Adjust Settings
9	Word Press - Installation, Login, & Controlling Panel
10	Web hosting & Domain Name Searching
2PGDCA3	FINANCIAL ACCOUNTING WITH TALLY
1	Accounting, Financial Statements,
2	Creating Company, Altering & Selecting a Company
3	Group & Ledgers, Creating Invoice
4	Reconciliation, interest Calculation
5	Budget & Variance, Godown & Stock Summary
6	Reports - Balancesheet, Profit & Loss Etc.
7	Backup Restore, Import Export, Printing Reports
2PGDCA4	MULTIMEDIA WITH CORELDRAW
1	Importance of Graphics, Vector & Raster Graphics
2	Image File Formats, Videos & Animations
3	Video Editing & Animation Software
4	Introduction to Adobe Premier, Tools & Workspace
5	Introduction to Sound Forge, Tools & Workspace
FINAL 2ND SEMESTER EXAM	