

## **3Month Course**

### **CERTIFICATE COURSE IN COMPUTER APPLICATION**

**Course Code: CCCA 026**

**Duration: 3 MONTHS**

\* Computer Concept & Fundamentals With Introduction to Internet & Email\*  
Windows-win Xp,Win-7, Win-10 update\* Word Pad/Note Pad. \* Paint. \* Ms-word.  
\* Ms-excel. \* Ms- Access. \* Ms-power Point. \* Printing. \* Windows-maintenance.

### **COURSE ON COMPUTER CONCEPTS [CCC] (CCC 0098)**

**Course Code: CCC0098**

**Duration: 3 MONTHS**

Computer Fundamentals, Windows, Ms Office (Word, Excel, Power Point),  
Internet.

### **BASIC COMPUTER COURSE [BCC] (BCC)**

**Course Code: BCC0099**

**Duration: 3 MONTHS**

Computer Fundamentals, Windows, Ms Office (Word, Excel, Power Point),  
Internet.

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## **6 Month Course**

### **DIPLOMA IN COMPUTER APPLICATION & DESIGNING (DCAD)**

Course Code: **DCAD029**

Duration: **6 MONTHS**

\* Computer Concept & Fundamentals with Introduction to Internet & Email\*  
Operating System\* MS-Office: MS. Word MS-Excel MS-Power Point MS-  
Access\* HTML & Front Page\* D.T.P.(Page Maker,Corel Draw,Photo Shop, Photo  
Impression)\* Lab-1

### **DIPLOMA IN COMPUTER SOFTWARE APPLICATION (D.C.S.A.)**

Course Code: **DCSA038**

Duration: **6 MONTHS**

Computer Concept & Fundamentals Introduction to Internet & Email- ID,  
Chatting, Browsing etc.Operating System-OS (MS-DOS, Windows xp, win-7, win-  
8)Word Pad / Note Pad & PaintMS-Office:2003 / 2007 /2010 -MS. Word -MS-  
Excel -Power Point Presentation UtilityConcept of DBMS with RDBMS (MS-  
Access)Lab-I Adobe PageMaker - 6.5 / 7.0Instant ArtistCorel Draw -5 /12Photo  
DeluxeBengali ScriptAdobe PhotoShop 6 / 7Logic Building with 'C'Creating  
MpegH/Mp3/Date FileSoftware Installation & Windows- MaintenanceC.D. /  
VIDEO Workshop & Scanning with PrintingWindows & Software Maintenance  
Project Work & Seminar

### **DIPLOMA IN HARDWARE MAINTENANCE (DHM0045)**

Course Code: **DHM0045**

Duration: **6 Months**

Computer Fundamentals, Windows 7, Construction & Functioning of Different PC  
Parts (Monitor, Mother Board, Hard Disk, CD-ROM etc.), Software Installation,  
Troubleshooting etc.

### **DIPLOMA IN FINANCIAL ACCOUNTING (DFA0042)**

Course Code: **DFA0042**

Duration: **6 Months**

Computer Fundamentals, Windows 7, Accounting Concept, Tally, Internet.

## **12 Month Course**

### **1 YEAR DIPLOMA IN DESKTOP PUBLISHING (DTP0431)**

**Course Code: DTP0431**

**Duration: 12 MONTHS**

SEMI I : Computer Fundamental, Windows XP/7/8.1, Microsoft Office (Word, Excel, PowerPoint), Regional Typing, Internet. SEMI II : Adobe PageMaker, Adobe Photoshop, Corel Draw, Leap Office, All Type Computer Printing, Real Life Project Work.

### **ADVANCE DIPLOMA IN COMPUTER TECHNOLOGY (ACT0123)**

**Course Code: ACT0123**

**Duration: 12 MONTHS**

Computer Fundamentals, Windows 7, Office 2010 (Word, Excel, Power Point, Access), Regional Typing, Photoshop 7, Video Mixing, HTML, Hardware Concept & Internet.

### **ADVANCE DIPLOMA IN COMPUTER ACCOUNTING (ACA0053)**

**Course Code: ACA0053**

**Duration: 12 MONTHS**

Computer Fundamentals, Fundamental of Accounts, Accounting Package Tally, Statutory Taxation, ERP Accounting Packages (Advance), Accounting for Business Decisions, Banking & Finance, Soft Skills and Job Skills, Personality Development Programme, Internet.

### **DIPLOMA IN OFFICE AUTOMATION & PUBLISHING (D.O.A.P.)**

**Course Code: DOAP030**

**Duration: 12 MONTHS**

\* Computer Concept & Fundamentals \* Operating System\* MS-Office: MS. Word MS-Excel MS-Power Point MS- Access\* HTML & Front Page \* Basics of Financial Accounting\* Computerized Accounting Through Tally-GST (B.M)\* D.T.P.(Page Maker,Corel Draw,Photo Shop)\* Computer Network & Internet\* Project Work

## **Post Graduate Diploma In Information Technology (PG-DIT)**

**Course Code: PG-DIT042**

**Duration: 12 MONTHS**

· Computer Concept & Fundamentals· Operating System (MS DOS, Windows-XP, Win-7 / 8)· Rapid Typing / Word Pad / Note Pad & Paint· Word Processing including Ms Word,· Spread Sheet including advance Ms Excel,· Concept of DBMS With RDBMS (MS Access),· MS-Power Point· Computer Network & Internet· Programming in C++ · Desktop Publishing DTP/ Page Maker- 7.0· Financial Management Using TALLY-GST (B.M)· Java / Programing in VB.Net· HTML & Front Page· Lab- II· Project Work

## **ADVANCE DIPLOMA IN COMPUTER APPLICATION (A.D.C.A.)**

**Course Code: ADCA025**

**Duration: 12 Month**

Computer Concept & Fundamentals, With Introduction to Internet & Email, Windows-win Xp,Win-7, Win-8., Dos-conception., Ms-word., Ms-Excel., Paint. \*Dbms-Rdbms.,Word Pad/Note Pad., Ms-power Point, Adobe Page Maker. Bengali Script, Programming With "C" Language,Html & Front Page, Visual Basic, Photo Impact,Os- Ms-windows,Internet & Web Designing, Scanning With Printing. Windos Maintenance, Software Maintenance. Cd/Video Workshop,Project Work.

## **DIPLOMA IN COMPUTER APPLICATION (DCA)**

**Course Code: DCA034**

**Duration: 12 Month**

Computer Concept & Fundamentals, Introduction to Internet & Email- ID, Chatting, Browsing etc, Operating System (MS-DOS, Windows xp, win-7, win-8), Word Pad / Note Pad & Paint, MS-Office:,MS. Word, MS-Excel, MS-Power Point, Concept of DBMS with RDBMS (MS- Access), HTML & Front Page, Lab-1 D.T.P./ Page Maker /Instant Artist, LEAP Office, Corel Draw - 5 / 12, Adobe Photo Shop- 6 / 7 Photo Impression, Programming with Logic Building with "C", Scanning with Printing, VIDEO Workshop, Windows & Software Maintenance, Project Work

