



# PGDCA

**Post Graduate Diploma in  
Computer Application**

# COURSE DETAILS

- ▶ Duration : 1 Year Diploma Course
- ▶ University : Makahanlal University, Bhopal  
AISECT University, Bhopal
- ▶ Eligibility : Graduate
- ▶ Documents Required : 10<sup>th</sup>, 12<sup>th</sup> , Graduate Marksheets  
(Photocopy only)



# FEE DETAILS

- ▶ Admission +Tuition Fee : 12,000/-
- ▶ Exam Fee 1<sup>st</sup> SEM : 1,000/-
- ▶ Exam Fee 1<sup>st</sup> SEM : 1,000/-
- ▶ Total fee : 14,000/- (Including All Charges)
- ▶ Free Workbooks , Notes & other Study Material
- ▶ No Any other Extra Charges



# INSTALLMENTS

- ▶ 1ST : 5,000/- (Admission + Enrollment Etc. )
- ▶ Other : 1000/- Per month (for next 9 Months)



# BATCH TIMINGS

## MORNING SESSION

8 -9 AM

9 -10 AM

10-11 AM

11-12 PM

## EVENING SESSION

5 - 6 PM

6 - 7 PM

## THEORY CLASS (Competitive)

9-10 AM (Mon – Wed – Fri )



# PGDCA 1ST SEM SUBJECTS

1. Fundamental of Computers

2. PC Package

(MS Word, MS Excel, MS Power Point)

3. MS Access

4. Multimedia



# PGDCA 2nd SEM SUBJECTS

1. IT Trends
2. Web Designing
3. Internet & E-Commerce
4. Tally Prime



# Printed books & workbooks

- ▶ **MS WORD** WORKBOOK
- ▶ **MS EXCEL** WORKBOOK
- ▶ **MS POWER POINT** WORKBOOK
- ▶ **DCA THEORY BOOK – VOL-1**
- ▶ **DCA THEORY BOOK – VOL-2**
- ▶ **TYPING WORKBOOKS**
- ▶ **TEST SERIES** (Actual DCA / CPCT Test Paper of last years)







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# MS-WORD

## WORKBOOK

53, Mayur Market, Thatipur, Gwalior (M.P.) Ph: 0751-4042064 Mob: 94257-03888



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# MS-EXCEL

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**VOL-1**

# TYPING WORKBOOK

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# **VOL-1**

## **ENGLISH MEDIUM**

- 01. Computer : General Introduction
- 02. Development of Computer
- 03. Input & Output Devices
- 04. Memory
- 05. Personal Computer
- 06. Design Tools & Programming Language
- 07. Data Representation & Number System



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# **COMPUTER BOOK**

**CPCT/COMPETITIVE EXAMS/DCA/PGDCA**

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# **VOL-2**

## **ENGLISH MEDIUM**

- 08. Computer Software
- 09. Data Communication
- 10. Internet
- 11. Microsoft Windows
- 12. Microsoft Office
- 13. Abbreviations



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# Absolutely Free with PGDCA

1. CPCT Course Preparation
2. Competitive Computer Syllabus
3. Basic Computer Certificate (CCA)



# CONTACT

# Viva Technologies

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