



PGDCA

**Post Graduate Diploma in
Computer Application**

COURSE DETAILS

- Duration : 1 Year Diploma Course
- University : Makhanlal University, Bhopal
AISECT University, Bhopal
- Eligibility : Graduate
- Documents Required : 10th, 12th , Graduate Marksheets
(Photocopy only)

FEE DETAILS

- ▶ Admission + Tuition Fee : 12,000/-
- ▶ Exam Fee 1st SEM : 1,000/-
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- ▶ 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**
- ▶ **TYPIING 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

WORKBOOK

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POWER POINT WORKBOOK

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VOL-1

TYPIING 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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Viva
Technologies

COMPUTER BOOK
CPCT/COMPETITIVE EXAMS/DCA/PGDCA



VOL-2

ENGLISH MEDIUM

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



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CPCT/COMPETITIVE EXAMS/DCA/PGDCA

Absolutely Free with PGDCA

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

CONTACT

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