

Dr Anita Baruah Sarmah College Of Education



PGDCA SYLLABUS				
Sl no	Subjects	MARKS		Time (CLASSES)
1001	Fundamentals of Computer	10(ASSINGMENTS)	40	5 Hrs
1002	Overview of Operating Systems	10(ASSINGMENTS)	40	5 Hrs
1003	Practical on C Programming	10(ASSINGMENTS)	40	10 Hrs
1004	Financial Accounting With Tally	50		10 Hrs
2001	Database Management System	10(ASSINGMENTS)	40	5 Hrs
2002	Internet and Web Page Designing Project Work	50		5 Hrs
TOTAL		TOTAL	300	
		PASS MARKS	120	
Marks above 135 : B grade 180 : A Grade 225: A+ Grade 240: A++Grade				

1001: FUNDAMENTALS OF COMPUTERS : Block Diagram of elements of digital computer-their functions. Memory, CPU, I-O devices, Secondary storages, Magnetic Tape, Disk, CD-ROM. Other recent developments-Scanners, Digitizer, Plotters. Hardware and Software. Micro, Mini and Main-frame computers-their features.

1002: OVERVIEW OF OPERATING SYSTEMS : Process management-FCFS, Round Robin, Priority based. Memory management-segmentation, paging, virtual memory. I-O management-concept of I-O port.

1003: PRACTICAL ON C PROGRAMMING Introduction - C Character Set , Constants, Variables and Key words. if ,if-elses, forms of if-elses statement , Operator ,Types of Loops ,Case and Switch.

1004: Basic Concepts of Accounting, Financial Statements, Financial Statement Analysis, Cost Centre, Basic concepts of Inventory Tally Configuration & INI setup, Data Directory & Folders configuration, Single & Multiple User, Tally Screen Components, Mouse / Keyboard Conventions & Key, Combinations, Switching between screen areas, Quitting Tally. Maintaining Company Data, Basic Company Details, Create/Alter/Select/Load/Close a Company, Chart of Accounts, Company Features, Configuration.

Create, Alter & Display Groups and Ledgers, All accounting voucher types and transactions, Create and Alter new Voucher type, Item and Account Invoice transactions, Excise Invoice, Export Invoice, Transactions using Bill-wise details.

1005: Introduction to Database Systems: Overview – Data Models – Database System Architecture – History of Database Systems. Entity-Relationship Model: Basic Concepts – Constraints – Keys – Design Issues – Entity Relationship Diagram – Weak Entity Sets – Design of an E-R Database Schema.

Relational-Database Design: First Normal Form – Second normal form- Boyce-Codd Normal Form – Third Normal Form – Fourth Normal Form.

1006: Internet and Web Page Designing:

Brief History of Internet, What is World Wide Web, Why create a web site ,Web Standards ,Audience requirement.

Basic principles involved in developing a web site ,Planning process ,Five Golden rules of web designing ,Designing navigation bar ,Page design ,Home Page Layout ,Design Concept.

What is HTML ,HTML Documents ,Basic structure of an HTML document ,Creating an HTML document ,Mark up Tags ,Heading-Paragraphs ,Line Breaks , Concept of CSS.

