

## COMPUTER COURSES



### B.S.D.E.T CERTIFICATE IN COMPUTER APPLICATION (CCA)

#### Introduction to IT tools and application

- o Fundamental of computer
- o Fundamental of hardware technology
- o Introduction to software
- o About operating system
- o MS DOS (Microsoft Disk Operating System)
- o About Windows

#### Microsoft Office Package

- o MS-Word
- o MS-Excel
- o MS-Powerpoint
- o Visual Foxpro 6.0 Version

Duration-6 Months  
Code-BSDET-CC-02

### B.S.D.E.T DIPLOMA IN COMPUTER APPLICATION (DCA)

#### Introduction to it tools and application

- o Fundamental of Computer
- o Fundamental of Hardware Technology
- o Introduction to software
- o About Operating System
- o MOS DOS (Microsoft Disk Operating System)
- o About Windows

#### Microsoft Office Package

- o MS- Word
- o MS-Excel
- o MS- Powerpoint
- o Visual Foxpro 6.0 Version

#### Data Base Management System

- o Primary Concept of DBMS and RDBMS System
- o MS- Access and IT application
- o SAD

#### Visual Basic 6.0 Version

- o Introduction of VB
- o Application of VB

#### Project of VB

- o VB Graphics of Technology
- o VB tools

#### Web Technology and Web enabled Service

- o Introduction to World Wide web
- o HTML of DHTML
- o Internet Surfing

#### Networking System

- o Introduction to Networking system Technology
- o primary concept of Networking

Duration-12 Months  
Code-BSDET-CC-19

### B.S.D.E.T CERTIFICATE IN FINANCIAL ACCOUNTING (CFA)

- o Computer Fundamental
- o Operating system
- o Microsoft office package-MS-word,MS-excel
- o Concept of Database
- o Internet & E-mail
- o Tally

Duration-6 Months  
Code-BSDET-CC-03

### B.S.D.E.T DIPLOMA IN FINANCIAL ACCOUNTING (DFA)

- o Computer Fundamental
- o Operating system
- o Microsoft office package-MS-word,MS-excel
- o Concept of Database
- o RDBMS with MS-Access
- o DBMS with Foxpro
- o Internet & E-mail
- o Tally
- o Fact

Duration-12 Months  
Code-BSDET-CC-22

### B.S.D.E.T CERTIFICATE IN DESK TOP PUBLISHING (CDTP)

- o Computer Fundamental
- o Operating system-Windows
- o MS-word
- o Adobe pagemaker
- o Coral Draw
- o Bengali Fonts

Duration-6 Months  
Code-BSDET-CC-04

### B.S.D.E.T DIPLOMA IN DESK TOP PUBLISHING (DDTP)

- o Computer Fundamental
- o Operating system-Windows
- o MS-word,MS-Excel,MS-powerpoint
- o Adobe pagemaker
- o Coral Draw
- o Bengali Fonts
- o Scanning & Editing
- o Adobe Photoshop
- o Freehand

Duration-12 Months  
Code-BSDET-CC-21

### B.S.D.E.T CERTIFICATE IN COMPUTER HARDWARE (CCH)

- o Basic Electronics
- o Digital Electronics
- o Command Language (using DOS & windows)
- o Operating system Installation (XP,Win-7)
- o Software Installation
- o Assembling & Dissembling
- o Parts checking & Repairing
- o Troubleshooting & PC maintenance

Duration-6 Months  
Code-BSDET-CC-29

### B.S.D.E.T CERTIFICATE IN COMPUTER NETWORKING (CCN)

- o Basic Networking
- o Cables & cabling
- o LAN configuration
- o Peer to peer Networking, etc
- o Concept MAN & WAN,etc
- o Networking Back-up system

Duration-6 Months  
Code-BSDET-CC-26

### B.S.D.E.T DIPLOMA IN COMPUTER HARDWARE & NETWORKING (DCHN)

#### Introduction to IT tools and application

- o Basic Electronics o Digital Electronics
- o Command Language(using DOS & windows)
- o Operating system Installation(XPWin-7)
- o Software Installation
- o Assembling & Dissembling
- o Parts checking & Repairing
- o Troubleshooting & PC maintenance
- o Basic Networking
- o Topology, IP Address, Protocol
- o Cabling
- o Network Operating System (Windows Server-2003, Linux)
- o Network Support & Implementation
- o ICS,DS,DNS,DHCP
- o Client Server Networking
- o Proxy Server
- o Setting of Internet
- o Network back-up System

Duration-12 Months  
Code-BSDET-CC-23

### B.S.D.E.T ADVANCE DIPLOMA IN COMPUTER APPLICATION (ADCA)

- o Computer Concept & Fundamentals with Introduction to Internet & Email
- o Operating System
- o Ms- Office: (Ms- Word, Ms-Excel, Ms-PowerPoint, Ms-Access)
- o HTML & Front Page
- o Lab-I
- o C Language
- o Programming in C++
- o Java
- o Lab-II
- o Project Work

Duration-18 Months  
Code-BSDET-CC-37

### B.S.D.E.T DIPLOMA IN WEB DEVELOPMENT & DESIGN (DWDD)

- o Introduction to web
- o HTML
- o CSS
- o Dream Weaver
- o Photoshop
- o Flash
- o C/C++ Programming
- o Java script
- o Concept of DBMS
- o SQL
- o PHP
- o Concept of Responsive Web design
- o Bootstrap
- o project

Duration-12 Months  
Code-BSDET-CC-47

### B.S.D.E.T DIPLOMA IN AUTO CAD (DAC)

- o 2D Drawing Construction
- o Drawing Aids in Auto CAD
- o Drawing Tools in Auto CAD
- o Modifying Commands in Auto CAD
- o Getting Information in Auto CAD
- o Fine Tuning Drawings in Auto CAD
- o Working With in Auto CAD
- o Grouping in Auto Text
- o Dimensioning in Auto CAD
- o 3D Drawing Construction
- o Modeling And Editing Solids
- o Rendering And Solids
- o Plotting Drawings
- o Project Work

Duration-12 Months  
Code-BSDET-CC-43

### B.S.D.E.T ADVANCE DIPLOMA IN COMPUTER APPLICATION (ADCA)

- o Computer Concept & Fundamentals with Introduction to Internet & Email
- o Operating System
- o Ms- Office: (Ms- Word, Ms-Excel, Ms-PowerPoint, Ms-Access)
- o HTML & Front Page
- o Lab-I
- o C Language
- o Programming in C++
- o Java
- o Lab-II
- o Project Work

Duration-12 Months  
Code-BSDET-CC-37

## OUR PROJECTS



1. BHARAT SKILL DEVELOPMENT EDUCATION & TRAINING
2. SCHOOLERSHIP EXAM / TALENT EXAM
3. EDUCATIONAL SCHOOL / NARSARY SCHOOL
4. BHARAT SKILL DEVELOPMENT DIGITAL LITERACY MISSION
5. AGRICULTURE EDUCATION & TRAINING
6. CULTURAL PROGRAM EDUCATIONAL MISSION
7. BHARAT SKILL DEVELOPMENT WOMEN EMPOWERMENT
8. ENVIRONMENTAL AWARENESS CAMPAIGN
9. SOCIAL AWARENESS CAMPAIGN
10. HEALTH AWARENESS CAMPAIGN
11. MARKET CONTROL AND CUSTOMER PROTECTION AWARENESS CAMPAIGN
12. DISTRIBUTION OF GARMENT AND DISTRIBUTION OF TREES TO THE POOR PEOPLE
13. B.S.D.C PUBLIC SOCIAL WORK FOR CHARITABLE PURPOSE

# BHARAT SKILL DEVELOPMENT EDUCATION & TRAINING

(An autonomous Organization under Govt. of West Bengal based on TR 1882 (Govt. of India) Associated with National Institution for Transforming India, NITI Aayog (Govt. of India) Dept. of Labour NCT Delhi (Govt. of India), C. R. Act- Ministry of Commerce & Industry (Govt. of India), Ministry of Small and Medium Enterprises (Govt. of India), Certified by Central Vigilance Commission and National Human Rights Commission, Member of QCI(Quality Council of India)



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# BHARAT SKILL DEVELOPMENT EDUCATION & TRAINING

(AN ISO 9001:2015 CERTIFIED ORGANIZATION)  
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## COMPUTER SYLLABUS