



S.G INFOTECH

SUDIP GHOSH INFOTECH (OPC) PRIVATE LIMITED

AN ISO 9001:2015 CERTIFIED INSTITUTION

Registered under Central Government Registration Centre

Registered under Ministry of Corporate Affairs, Govt. of India bearing CIN No.U72200AS2018OPC018941

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S.G INFOTECH COURSE CONTENTS

CERTIFICATE IN GYAN (CGYAN)

Course Contents:

Duration: 3 Months

- Fundamentals of Computer
- Operating System (Windows,DOS)
- Introduction to Internet & Electronic Mail
- DTP (pageMaker, CorelDraw, Photoshop, Leap Office)
- Tally with GST

***This Syllabus is subject to change according to latest trend in IT sector.**

CERTIFICATE IN TALLY (CIT)

Course Contents:

Duration: 3 Months

- Fundamentals of Computer
- Operating System (Windows, DOS)
- Introduction to Internet & Electronic Mail
- Tally with GST

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CERTIFICATE IN OFFICE AUTOMATION (COA)

Course Contents:

Duration: 3 Months

- Fundamentals of Computer
- Operating System (Windows, DOS)
- Ms-Office (Word, Excel, Powerpoint)
- Introduction to Internet & Electronic Mail

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CERTIFICATE IN DESKTOP PUBLISHING (CDP)

Course Contents:

Duration: 3 Months

- Operating System (Windows)
- Ms-Office (Word)
- PageMaker
- CorelDraw
- Leap Office

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CERTIFICATE IN COMPUTER APPLICATIONS (CCA)

Course Contents:

Duration: 3 Months

- Fundamentals of Computer
- Operating System (Windows, DOS)
- Ms-Office (Word,Excel,Powerpoint)
- Introduction to Internet & Electronic Mail
- Introduction to Computer Hardware & Networking

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PERFECT ACCOUNTANT (P.AC)

Course Contents:

Duration: 6 Months

- Operating System (Windows)
- MS-Office (Word,Excel and Access)
 - Internet & Electronic Mail
 - Accounting with Tally
- Basics of Accounting
- Fundamentals
- Creating Accounting Masters
- Creating Inventory Masters
- Voucher Entry
- Advanced Accounting
- Advanced Inventory
- Job Costing
- Multilingual Capabilities
- Technological Advantages
- Tally.NET
- Control Centre
- Tax Deducted at Source (TDS)
- Tax Collected at Source (TCS)
- Payroll
- Goods and Services Tax (GST)

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DIPLOMA IN WEB DESIGNING (DWD)

Course Contents:

Duration: 6 Months

- Fundamentals of web Designing
- Introduction to Internet & Electronic Mail
- HTML & Web page Designing
- Java
- PHP
- Photoshop
- Corel Draw
- Project (In-House)

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POST GRADUATE DIPLOMA IN COMPUTER APPLICATION **(PGDCA)**

Course Contents :

Duration : 12 Months

1st Semester

- Fundamentals of Computer
- Operating System (Windows,DOS)
- Ms-Office (Word,Excel,Powerpoint)
- Introduction to Internet & Electronic Mail
- Introduction to programming Language
- Programming in C
- Communication & Soft Skill

2nd Semester

- Software Engineering
- Programming in C ++
- Visual Basic
- Java
- Oracle
- DTP (PageMaker,CorelDraw,Photoshop,Leap Office)
- Tally with GST
- Introduction to Computer Hardware & Networking
- Trouble shooting

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POST GRADUATE DIPLOMA IN SOFTWARE ENGINEERING **(PGDSE)**

Course Contents:

Duration: 12 Months

1st SEMESTER

- Fundamentals of Computer
- Operating System (Windows, DOS)
- Ms-Office (Word, Excel, Powerpoint)
- Introduction to Internet & Electronic Mail
- Communication & Soft Skills
- DTP (PageMaker, CorelDraw, Photoshop, Leap Office)
- Tally with GST

2nd SEMESTER

- Introduction to Programming Language
- Programming in C
- Introduction to Computer Hardware & Networking
- Trouble Shooting
- Visual Basic
- Corel Java
- LINUX

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DIPLOMA IN COMPUTER APPLICATIONS (DCA)

Course Contents:

Duration: 12 Months

Paper-I

- Fundamentals of Computer
- Operating System (Windows, DOS)
- Ms-Office (Word, Excel, Powerpoint)
- Introduction to Internet & Electronic Mail
- HTML Programming Basic
- RDBMS with SQL Server
- Communication & Soft Skill

Paper-II

- Introduction to Programming Language (Algorithm & Flow Charts)
- Programming in C & C++
- Visual Basic
- DTP (PageMaker, CorelDraw, Photoshop, Leap Office)
- Tally with GST

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MASTER DIPLOMA IN COMPUTER HARDWARE ENGINEERING **(MDCHE)**

Course Contents:

Duration: 12 Months

- Fundamentals of Computer Hardware
- Operating System (DOS, Windows,LINUX)
- Advanced Hardware & Digital Electronics-Chipsets,Cache Memory,Details of Memory,Analog & Digital Signal, Number System, Logic Gates, Diode Matrix, Adder, Flip Flop, Multiplexure, Demultiplexure, Encoder, Decoder, Processor Architecture.
- PC Assembling
- PC Maintenance
- Trouble Shooting
- Networking Basic-Fundamentals, Peer-Peer, Windows-Client/Server
- Windows Network Administration
- Windows Server Administration-Active Directory Configuration, DHCP & DNS Configuration
- Linux Network Administration-User Administration, File System Management , File System Security, Network Setup & Configuration, Troubleshooting Network issues, Organizing Networked Systems, Network File Sharing Services
- Linux Server Administration-Mail Server, DNS-BIND Configuration, DHCP Configuration
- Linux Security Administration
- Concept of Monitor, SMPS, UPS, Printer

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DIPLOMA IN INFORMATION TECHNOLOGY (DIT)

Course Contents:

Duration: 12 Months

1. Introduction
 - a) Fundamentals of Computer Hardware
 - b) Classification and Generation of Computers
 - c) Anatomy and Architecture of Computer System
 - i) Central Processing Unit
 - ii) Memory
 - iii) Input Device
 - iv) Output Device
2. Computer Assembling, PC Assembling, PC Maintenance
 - a) Different Chipsets (810-845, VIA, Intel)
 - b) Configuration of Mother Board, RAM, Processor
 - c) Different types of Memory Module (DHM, RHM, DDR), Cache Memory and Slots
 - d) Practical
3. Installation
 - a) Introduction to Operating Systems : Functions and Classifications
 - b) CMOS setup, Booting, POST, Partition and File Systems and Practical
 - c) Analyzing Hardware Requirements
 - d) Installation of Operating Systems , Software Programmes etc.
4. Networking
 - a) Introduction to Network Architecture, Topologies, Components
 - b) Creating the Network Structure
 - c) Peer to Peer Network using Windows
 - d) Client Server Network using Windows
 - e) Installing Database in a Client-Server Environment
 - f) Internet Sharing (Proxy Server), Printer
 - g) Trust Relationship
 - h) Designing a Network Structure
5. Concepts of Monitors, SMPS, UPS & Printer

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DIPLOMA IN COMPUTER APPLICATION & MAINTENANCE **(DICA&M)**

Course Contents:

Duration: 6 Months

- Fundamentals of web Designing
- Operating system (Windows, DOS)
- MS-Office (Word, Excel, PowerPoint)
- Introduction to Internet & Electronic Mail
- Communication & Soft Skills
- DTP (PageMaker, Corel Draw, Photoshop, Leap Office)
- Tally with GST
- Introduction to Computer Hardware Networking
- Trouble Shooting

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