# 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

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

# 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

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

# 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 Sourse (TDS)
→      Tax Collected at Sourse (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)

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

# POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA)

Course Contents :                                    Duration : 12 Months

- 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
- 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

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

# POST GRADUATE DIPLOMA IN SOFTWARE ENGINEERING (PGDSE)

Course Contents:                                        Duration: 12 Months

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

- 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

- 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
- 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, Demultiplexture, Encoder, Decoder, Processor Architecture.
- PC Assembling
- PC Maintenance
- Trouble Shooting
- Netwarking Basic-Fundamentails, 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


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

# 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 Requirments
   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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# CERTIFICATE IN GUITAR (CIG)

Course Contents:                                    Duration: 3 Months

- Introduction to Guitar.
- Introduction to Music.
- Finger Exercise.
- Basic Song (Training on Jingles, Nursery Rhyme).
- Introduction to Scales.
- Introduction Basic Chords.
- How to Strum a Guitar.
- How to Play Rhythm Guitar.
- How to Tune a Guitar.

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# DIPLOMA COURSE IN TAILORING (DCIT)

Course Contents:                                Duration: 6 Months

- Introduction.
- Dress Measurements & Techniques.
- Pattern Making & Drafting.
- Children's wear (Male & Female).
- Men's wear.
- Female wear.
- Accessories (Bags, Pillow, Cushion covers & ETC).
- Training.

| Woman Dresses | Men's Wear | Children's Wear | HouseHold Accessories |
|---|---|---|---|
| 1. Six Panel Petticoat | | | |
| 2. A-line Cut frock | | | |
| 3. Femi Frock | | | |
| 4. Maliya Frock | | | |
| 5. Umbrella Frock | | | |
| 6. Under Wear | | | |
| 7. Nightie | | | |
| 8. Kamiz | | | |
| 9. Salwar with belt | | | |
| 10. Plain Blouse | | | |
| 11. Churidar Kamiz | | | |
| 12. Churidar With Belt | | | |
| 13. Housecoat | | | |
| 14. Collar Blouse | | | |
| 15. Pipin Blouse | | | |
| 16. Choli Cut Blouse | | | |
| 17. Short Sleeve blouse with Lining | | | |
| 18. Night Gown Set | | | |
| 19. Night Suit | | | |
| 20. Full Length Wraparound Skirt | | | |
| 21. Squat | | | |
| 22. Angarakha Kurta | | | |
| 23. Princess Shirt | | | |

| Woman Dresses | Men's Wear | Children's Wear | HouseHold Accessories |
|---|---|---|---|
| | 1. Basic Shirt Block | | |
| | 2. Shirt Full Sleeve | | |
| | 3. Shirt Half Sleeve | | |
| | 4. Aligarhi Pajama | | |
| | 5. Basic Trouser Block | | |
| | 6. Flat Front Trousers | | |
| | 7. Churidar | | |
| | 8. Cargo Pants | | |
| | 9. Achkan | | |
| | 10. Kalidar Kurta | | |
| | 11. Nehru Kurta | | |
| | 12. Bengali Kurta | | |
| | 13. Waist Coat | | |
| | 14. Denim Jacket | | |

| Woman Dresses | Men's Wear | Children's Wear | HouseHold Accessories |
|---|---|---|---|
| | | 1. Jangna | |
| | | 2. Children's Bengali Kurta | |
| | | 3. 2 Part Skirt | |
| | | 4. School Dress | |
| | | 5. Bib | |
| | | 6. Feeder | |
| | | 7. Panties | |
| | | 8. Toddlers Frock (Jhabla two variations) | |
| | | 9. Baba Suit | |
| | | 10. Slip | |
| | | 11. Bloomer | |
| | | 12. Under Wear with Gusset | |
| | | 13. Top | |
| | | 14. Shorts & Shirt | |
| | | 15. Sun Suit | |
| | | 16. Pleated Skirt | |
| | | 17. Sports Skirt | |
| | | 18. A-Line Frock | |
| | | 19. Party Frock | |
| | | 20. Dungarees | |
| | | 21. Jump Suit | |
| | | 22. Baby Bag | |

| Woman Dresses | Men's Wear | Children's Wear | HouseHold Accessories |
|---|---|---|---|
| | | | 1. Pillow Cover |
| | | | 2. Cushion Cover |
| | | | 3. Apron with Decorative Stitches |

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