## Diploma In Computer Application

### DCA

**Code no. :RA010DCA**  **Eligibility : 10th**

**Duration : 6 Month**

Subject - 1 : Computer concept & Fundamental
Subject - 2 : Operating System (Windows - 7)
Subject - 3 : MS - OFFICE (Word, Excel , Power point )
Subject - 4 : C - language
Subject - 5 : Internet & E - mail technology.
Subject - 6 : Live Project & Practical

## Certificate in Information Technology Application

### CITA

**Code no. :RA011CITA**  **Eligibility : 10th**

**Duration : 6 Month**

Subject - 1 : Computer concept & Fundamental
Subject - 2 : Operating System (Windows - 7)
Subject - 3 : MS - OFFICE (Word, Excel , Power point,Access )
Subject - 4 : HTML & Foxpro
Subject - 5 : Live Project & Practical

## Diploma in Professional Computer Accounting

### DPCA

**Code no. :RA012DPCA**  **Eligibility : 10th**

**Duration : 6 Month**

Subject - 1 : Computer concept & Fundamental
Subject - 2 : Operating System (Windows /Xp/Vista)
Subject - 3 : MS - OFFICE (Word, Excel , Power point,Access)
Subject - 4 : Tally erp.9 with GST.
Subject - 5 : Internet & E - mail technology.
Subject - 6 : Live Project & Practical

## Certificate in Data Entry Operator

### CDEO

**Code no. :RA020CDEO**  **Eligibility : 10th**

**Duration : 3 Month**

Subject - 1 : Computer concept & Fundamental
Subject - 2 : MS - OFFICE (Word, Excel , Power point )
Subject - 3 : DBMS (Data Base Management System)
Subject - 4 : Internet & E - mail technology.

## Certificate in Information Technology

### CIT

**Code no. :RA019CIT**  **Eligibility : 10th**

**Duration : 3 Month**

Subject - 1 : Computer concept & Fundamental
Subject - 2 : MS - OFFICE (Word, Excel , Power point )
Subject - 3 : Scanning , Data - Back up , Print
Subject - 4 : Internet & E - mail technology.

## Certificate in Computer Application

### CCA

**Code no. :RA017CCA**  **Eligibility : 10th**

**Duration : 3 Month**

Subject - 1 : Computer concept & Fundamental
Subject - 2 : Operating System (Windows - 7)
Subject - 3 : MS - OFFICE (Word, Excel , Power point )
Subject - 4 : Internet & E - mail technology.

## Certificate in Financial Accounting

### CFA

**Code no. :RA018CFA**  **Eligibility : 10th**

**Duration : 3 Month**

Subject - 1 : Computer concept & Fundamental
Subject - 2 : MS-OFFICE (Word, Excel)
Subject - 3 : Tally erp.9
Subject - 4 : Internet & E - mail technology.

## RAJEEV GANDHI COMPUTER SAKSHARTA ABHIYAN

Head Office : Patna *Debra*Paschim Medinipur
Mob : 7047829438 , 7001507466
Website : www.rgcsa.co.in, E-mail : helpdesk.rgcsa@gmail.com

**RGCSA - COMPUTER EDUCATION**

**RGCSA**
COMPUTER EDUCATION

**Information Brochure**
**2023**

**An ISO - 9001 : 2015 Certified Org.**

# Introduction

Rajeev Gandhi Computer Saksharta Abhiyan is a unit of Human Welfare Foundation Trust has been registered under the Public Charitable Trust Act 1882 under section 17 vide Reg.No.5362/18 from Govt.of W.B. Working in different fields of programme & Commercial training conducted by the State Government & Central Government to approach every class of the society.Trust is also certified by ISO 9001 : 2015 Organisation.

The main function of this organisation is to provide higher technical education in nominal charges for every group of society of Urban & Rural areas all over India and get success in computer revolution which is the main dream of India Govt.

In present time ,some big Institution run their one year or more then one - year programme in higher charges.Due to which the middle class families of our institute cannot afford the load of their charges.Our Institute studied their theme properly and decided to provide better higher technical education in computer.

## Advance Diploma in Computer Application
# ADCA

**Code no. :RA01ADCA**          **Eligibility : 10th**
**Duration :12 Month**

**SEMESTER - I**
 Subject - 1 : Computer concept & Fundamental
 Subject - 2 : Operating System (Windows /Xp/Vista)
 Subject - 3 : MS - OFFICE (Word, Excel , Power point,Access)
 Subject - 4 : HTML & C-language
 Subject - 5 : Live Project & Practical

**SEMESTER - II**
 Subject - 6 : C++ Programming
 Subject - 7 : Data entry, Typing -skill, Speed Test.
 Subject - 8 : PC - Architecture & its Components.
 Subject - 9 : Internet & E - mail Technology.
 Subject - 10 : Live Project & Practical

## Advance Diploma in Office Accounting & Publishing
# ADOAP

**Code no. :RA02ADOAP**          **Eligibility : 10th**
**Duration :12 Month**

**SEMESTER - I**
 Subject - 1 : Computer concept & Fundamental
 Subject - 2 : Operating System (Windows /Xp/Vista)
 Subject - 3 : MS - OFFICE (Word, Excel , Power point,Access)
 Subject - 4 :  C-language
 Subject - 5 : Live Project & Practical

**SEMESTER - II**
 Subject - 6 : DTP (Page maker, Corel Draw, Photoshop)
 Subject - 7 : Accounting Through Tally - erp.9 with GST.
 Subject - 8 : PC - Architecture & its Components.
 Subject - 9 : Internet & E - mail Technology.
 Subject - 10 : Live Project & Practical

## Diploma in Information Technology and Application
# DITA

**Code no. :RA03DITA**          **Eligibility : 10th**
**Duration :12 Month**

**SEMESTER - I**
 Subject - 1 : Computer concept & Fundamental
 Subject - 2 : Operating System (Windows /Xp/Vista)
 Subject - 3 : MS - OFFICE (Word, Excel , Power point)
  Subject  4 : Live Project & Practical
**SEMESTER - II**
 Subject  5 : Programming in C - language
 Subject  6 : Internet & e  mailing
 Subject  7 : Html
 Subject  8 : Live Project & Practical

**Many more Certificate & Professional Courses : -**
Certificate in DTP * Certificate in Tally * Certificate in Java * Certificate in C language * Certificate in C++ * Diploma in Computer Financial Accounting (DCFA) *Diploma in Computer Teacher Training Course (DCTTC) * PGDCA * etc ...

## Advance Diploma in Hardware & Network Technology
# ADHNT

**Code no. :RA08ADHNT**          **Eligibility : 12th**
**Duration :12 Month**

**SEMESTER - I**
 Subject - 1 : Computer concept & Fundamental
 Subject - 2 : O.S. (DOS,Windows/Xp/Vista/Unix Linux)
 Subject - 3 : Micro-processor
 Subject - 4 : Installation, Assembling & Maintenance
 Subject - 5 : Live Project & Practical

**SEMESTER - II**
 Subject - 6 : PC - Architecture & its Components
 Subject - 7 : Power supply & Display system
 Subject - 8 : Virus removing & Detection
 Subject - 9 : Web browsing & E - mailing.
 Subject - 10 : Live Project & Practical

## Diploma in Office Automation & Publishing
# DOAP

**Code no. :RA07DOAP**          **Eligibility : 10th**
**Duration :12 Month**

**SEMESTER - I**
 Subject - 1 : Computer concept & Fundamental
 Subject - 2 : Operating System (Windows /Xp/Vista)
 Subject - 3 : MS - OFFICE (Word, Excel , Power point)
 Subject - 4 : Live Project & Practical

**SEMESTER - II**
 Subject  5 : Basic accounting , Tally erp.9
 Subject  6 : DTP(Coreldraw,Pagemaker,Photoshop)
 Subject  7 : Internet & email technology.
 Subject  8 : Live Project & Practical

**Many more Certificate & Professional Courses : -**
**Certificate Course in Digital Literacy (CCDL),**
**Diploma in Auto Cad (DAC)**
**Diploma in Desktop Publishing (DDTP)**
**Diploma in Computer Hardware (DCH)**
**Diploma in Computer Programming (DCP)**