



**RGCSA**  
COMPUTER EDUCATION



## RAJEEV GANDHI COMPUTER SAKSHARTA ABHIYAN

A national institute of information technology education  
& Research, a unit of Human welfare foundation,  
An Autonomous Institution Registered  
under public trust act, Govt. of India.  
Course registered under MHRD.  
An ISO - 9001 : 2015  
Certified organization



**Head Office :**

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**CCA**

**Certificate in Computer Application**

Code no. : RA017CCA  
Eligibility : 10th  
Duration : 3 Month  
Computer concept & Fundamental  
Operating System (Windows - 7)  
MS - OFFICE  
(Word, Excel, Power point)  
Internet & E - mail technology.

### MANY MORE CERTIFICATE & PROFESSIONAL COURSE

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) \* Diploma in Auto Cad (DAC)  
Diploma in Desktop Publishing (DDTP)  
Diploma in Computer Hardware (DCH)  
Diploma in Computer Programming (DCP)

### WHY RGCSA ???

- An ISO - 9001 : 2015 Certified org.
- standard professional faculties
- Registered under MSME (Govt. of India)
- Online student registration & verification.
- Registered by the Trade mark (TM) Act, 1999
- Member of national human rights commission, India
- International syllabus & Job related quality courses.
- Certificate is acceptable in all Employment Exchange

**Admissions**

**OPEN**

## RAJEEV GANDHI COMPUTER SAKSHARTA ABHIYAN

**Authorised Study Center**

Information  
Brouchure **2023**

**07047829438**

**For Affiliation :: Call  
07047829438**

**Head office :: Patna, Debra, Paschim Medinipur :: West Bengal - 721156**





## ADCA

### Advance Diploma in Computer Application

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

#### SEMESTER - I

Computer concept & Fundamental  
Operating System (Windows /Xp/Vista)  
MS - OFFICE  
(Word, Excel , Power point, Access)  
HTML & C-language  
Live Project & Practical

#### SEMESTER - II

C++ Programming  
Data entry, Typing -skill, Speed Test.  
PC - Architecture & its Components.  
Internet & E - mail Technology.  
Live Project & Practical

## DITA

### Diploma in Information Technology and Application

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

#### SEMESTER - I

Computer concept & Fundamental  
Operating System (Windows /Xp/Vista)  
MS - OFFICE (Word, Excel , Power  
point)  
Live Project & Practical

#### SEMESTER - II

Programming in C - language  
Internet & e mailing  
HTML (Hypertext Mark up - Language)  
Live Project & Practical



## DOAP

### Diploma in Office Automation & Publishing

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

#### SEMESTER - I

Computer concept & Fundamental  
Operating System (Windows /Xp/Vista)  
MS - OFFICE (Word, Excel , Power point)  
Live Project & Practical

#### SEMESTER - II

Basic accounting , Tally erp.9  
DTP(Coreldraw, Pagemaker, Photoshop)  
Internet & email technology.  
Live Project & Practical

## CITA

### Certificate in Information Technology Application

Code no. :RA011CITA Eligibility : 10th  
Duration : 6 Month

Computer concept & Fundamental  
Operating System (Windows - 7)  
MS - OFFICE  
(Word, Excel , Power point, Access )  
HTML & Foxpro  
Live Project & Practical



### Diploma in Computer Application

Code no. :RA010DCA Eligibility : 10th  
Duration : 6 Month

Computer concept & Fundamental  
Operating System (Windows - 7)  
MS - OFFICE (Word, Excel , Power point )  
C - language  
Internet & E - mail technology.  
Live Project & Practical

**DPCA**

Diploma in Professional Computer  
Accounting

Code no. :RA012DPCA Eligibility : 10th  
Duration : 6 Month

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

### Advance Diploma in Hardware & Network Technology

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

#### SEMESTER - I

Computer concept & Fundamental  
O.S. (DOS, Windows/Xp/Vista/Unix Linux)  
Micro-processor  
Installation, Assembling & Maintenance  
Live Project & Practical

#### SEMESTER - II

PC - Architecture & its Components  
Power supply & Display system  
Virus removing & Detection  
Web browsing & E - mailing.  
Live Project & Practical



### Advance Diploma in Office Application & Publication

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

#### SEMESTER - I

Computer concept & Fundamental  
Operating System (Windows /Xp/Vista)  
MS - OFFICE  
(Word, Excel , Power point, Access)  
C-language  
Live Project & Practical

#### SEMESTER - II

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



### Intermediate level (6 months)

Eligibility : 10th Duration :12 Month

Introduction to Tally  
Basic Accounting  
Ledger and Vouchures  
Balance sheet  
Profit and Loss Account  
Inventory  
Payroll  
Display of Day Book  
Godown creation and Stock Management  
system  
Import and Export  
TDS and Service Tax  
CGST , SGST And IGST  
GST - Return  
Account Finalization