

Post Graduate Diploma in Computer Applications (PGDCA) – Syllabus

Semester – I

S. No.	Paper Numerical Unique	Class & Papers	Paper Name / Subject
1	7805	1DCA1	Computers Fundamentals
2	7806	1DCA2	PC Packages (Word, Excel, PowerPoint)
3	7807	1DCA3 (A)	Database Using Foxpro
4	7808	1DCA3 (B)	Database Using MS-Access

Course Details:

- **Computers Fundamentals** – Basics of computer systems, hardware, software, operating systems, number systems.
 - **PC Packages (Word, Excel, PowerPoint)** – Document creation, spreadsheets, formulas, charts, presentations.
 - **Database Using Foxpro/MS-Access** – Tables, queries, forms, reports, data management concepts.
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Semester – II

S. No.	Paper Numerical Unique	Class & Papers	Paper Name / Subject
1	7905	2DCA1	IT Trends
2	7906	2DCA2	Internet and E-Commerce
3	7907	2DCA3 (A)	Multimedia with Corel Draw
4	7908	2DCA3 (B)	DTP with PageMaker & Photoshop

Course Details:

- **IT Trends** – Overview of latest IT developments, networking basics, cloud computing concepts.
- **Internet and E-Commerce** – WWW, HTML basics, online transactions, e-payment systems, security issues.
- **Multimedia with Corel Draw** – Graphics, drawing, editing, and designing concepts.
- **DTP with PageMaker & Photoshop** – Layout designing, publishing, image editing, photo retouching.