



An ISO 9001:2008 Certified Institute  
**GLOBAL INFOTECH**

Power House Road , Panjlasa Chowk , Naraingarh, Distt. Ambala, Haryana  
 Phone :- 01734-285324 , 9896572742  
 E-Mail :- info@globalinfo.co.in , Web Site :- www.globalinfo.co.in

Affiliated from NIELIT (National Institute of Electronics and Information Technology), Government of India

**भारत सरकार द्वारा मान्यता प्राप्त कम्प्यूटर सेंटर**

Course Duration: 12 Months		<b>DCA</b>	Course Fees : Rs.12000/-
<b>Diploma in Computer Applications</b>			
<b>Semester-I</b>			
<b>Computer Fundamentals</b>	Introduction to Computer , Application / System Software's, Digital process of computer , Conversion of Binary code, Introduction to LAN, WAN & Internet.		
<b>Operating Systems</b>	Windows , DOS , UNIX / Linux.		
<b>MS Office</b>	<b>MS Word</b> : To write rich text documents. <b>MS Excel</b> : Manage data with datasheets with Functions <b>MS Power Point</b> : To create slides for presentation. <b>MS Outlook Express</b> : To manage E-mails.		
<b>Multimedia</b>	Using external disks(CD, Pen Drive, etc.) , Scanner Zip / Unzip , Audio , Video Process.		
<b>Internet Applications</b>	E-mail , Search Process , Messengers Services, Google Earth, Remote Login. Downloading & Uploading.		
<b>Semester-II</b>			
<b>HTML</b>	Introduction , Create List, Set Background Color & Image , Image Handling, Tables, Marquee, Hyperlinks, Frames , Forms .		
<b>CSS</b>	Introduction , Handling Images , ID , Class , Background Color & Image , Text Handling , Fonts & Styles , Lists .		
<b>PHP</b>	Introduction , Variables , Loops , Conditions , Arrays , File Handling , Cookies & Sessions , Java Script , Filters , PHP Connection with Databases MySQL , ODBC .		
<b>Web Servers</b>	Apache , WAMP , LAMP , XWAMP		
<b>Databases</b>	MS Access , MySQL		
<b>Programming</b>	<b>OR</b>	C Language , ( Module-I )	
<b>Accounting</b>		Tally 9.0 ERP , ( Module-I )	

**Terms & Conditions:-**

1. Admission Fee Rs. 1000 /-
2. Fees once paid would not be refundable.
3. Fee would be paid in one installment Rs. 1000 \* 12 = 12000/-
4. Examination Fee would be Rs. 2000 /-
5. To submit a passport size Photo and a copy of Aadhar Card is must at admission time.
6. W.E.F. : 01-04-2018