

An ISO 9001:2015 Certified Computer Educational Organization

INDIAN STANDARD COMPUTER EDUCATION

An Autonomous institute Under the Public Trust Act & Enrolled In C . R. Act- 1957 (MHRD)
GOVT. OF INDIA



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ADCA Advance Diploma in computer Application

Code No. :B-11

Duration : 12 Month

Eligibility :10th

SEMESTER-1

➤ Computer Concept& Fundamentals

- Operating System
 - ✓ Windows &

Android

- Ms office
 - ✓ Ms Word
 - ✓ Ms Excel
 - ✓ Ms Power

Point

- Typing Master
- Bengali Type
- practical
- Practical

SEMESTER-2

- DTP
 - ✓ Page Maker,
 - ✓ Corel draw,
 - ✓ photo shop
- Email& Internet Technology
- C++/HTML(WEB PAGE)

DSPP Diploma in Secretarial Practice & Publishing

Code No. :B-12

Duration : 12 Month

Eligibility :10th

SEMESTER-1

➤ Computer Concept& Fundamentals

- Operating System
 - ✓ Windows &

Android

- Ms office
 - ✓ Ms Word
 - ✓ Ms Excel
 - ✓ Ms Power

Point

- Programming in C+/HTML
- Advance Email& Internet Technology

- Practical

SEMESTER-2

- Financial Account with Tally 9.0
- D.T.P
 - ✓ -Page Maker
 - ✓ -Corel Draw
 - ✓ -Photo shop
- Project & Practical
- Typing Master
- Bengali Type

DOAP Diploma in Office Application & Publishing

Code No. :B-19

Duration : 18 Month

Eligibility :10th

SEMESTER-1

➤ Computer Concept & Fundamentals

Operating System
(Windows & Android,DOS)

➤ Paint,WordPad,Note Pad

➤ Concept Of Control Panel

- Ms office
- ✓ Ms Word
 - ✓ Ms Excel
 - ✓ Ms Power

Point

- Number System
- Practical /Project/Lesson Plan
- Advance Email& Internet Technology
- Hardware Concept
- HDD Format & OS Installation
- Software & Anti Virus Installation

SEMESTER-2

- Photo Shop, Page Maker, Corel Draw
- Account Concept
- Tally ERP 9 & GST
- Bengali Typing, Type Master
- Printing / Scanning /CD Making
- Project & Many More....

DCA Diploma in computer Application

Code No. :B-14

Duration : 6 Month

Eligibility :10th

- Computer Concept& Fundamentals
- Operating System
 - ✓ Windows & Android
- Ms office
 - ✓ Ms Word
 - ✓ Ms Excel
 - ✓ Ms Power Point
- Financial Account with Tally 9.0
- Advance Email& Internet Technology
- Practical
- Typing Master /Bengali Type
- Bengali Type

DOMP Diploma in Office management & Programming

Code No. :B-15

Duration : 6 Month

Eligibility :10th

- Computer Concept& Fundamentals
- Operating System
 - ✓ Windows & Android
- Ms office
 - ✓ Ms Word
 - ✓ Ms Excel
 - ✓ Ms Power Point
- Programming in C + /HTML(WEB PAGE) /VB
- Email& Internet Technology
- Project & Practical

DIT Diploma in Information Technology

Code No. :B-06

Duration : 6 Month

Eligibility :10th

- Computer Concept& Fundamentals
- Operating System
 - ✓ Windows & Android
- Ms office
 - ✓ Ms Word
 - ✓ Ms Excel
 - ✓ Ms Power Point
- Email& Internet Technology
- Typing Master
- Bengali Type
- C++ /VB
- Project & Practical

ADIT Advance Diploma in Information Technology

Code No. :B-17

Duration : 12 Month

Eligibility :10th

- Computer Concept& Fundamentals
- Operating System
 - ✓ Windows & Android
- Ms office
 - ✓ Ms Word
 - ✓ Ms Excel
 - ✓ Ms Power Point
- Email& Internet Technology
- Typing Master
- Bengali Type
- SQL with Project
- HTML /DHTML
- Visual Basic
- C++
- Project & Practical

CIT Certificate in Information Technology

Code No. :B-18

Duration : 4 Month

Eligibility :Any

- Computer Concept& Fundamentals
- Operating System
 - ✓ Windows
- Ms office
 - ✓ Ms Word
 - ✓ Ms Excel
 - ✓ Ms Power Point

DCAD Diploma in Computer Application & Designing

Code No. :D-11

Duration : 9 Month

Eligibility :10th

- Computer Concept& Fundamentals
- Operating System
 - ✓ Windows & Android
- Ms office
 - ✓ Ms Word
 - ✓ Ms Excel
 - ✓ Ms Power Point
- D.T.P
 - ✓ -Page Maker
 - ✓ -Corel Draw
 - ✓ -Photo shop
- Project & Practical

DDTP Diploma in Desk Top Publication

Code No. :D-12

Duration : 6 Month

Eligibility :10th

- Computer Concept& Fundamentals
- Operating System
 - ✓ Windows & Android
 - D.T.P
 - ✓ -Page Maker
 - ✓ -Corel Draw
 - ✓ -Photo shop
 - ✓ Project & Practical

CDTP Certificate in Desk Top Publication

Code No. :D-13

Duration : 3 Month

Eligibility :10th

D.T.P

- ✓ Page Maker
- ✓ Corel Draw
- ✓ Photo shop

DAC Diploma In AutoCad

Code No. :D-16

Duration : 6 Month

Eligibility :10th

- Computer Concept & Fundamental
- OS Concept
- AutoCAD 2D
- Basic AutoCAD 3D

DWD Diploma in Web Deigned

Code No. :M-11

Duration : 6 Month

Eligibility :10th

- Computer Concept& Fundamentals
- Operating System
 - ✓ Windows & Android
- Flash
- Dreamweaver
- Illustrator
- In design
- Gif Animation
- Fire work
- Project & Practical

Diploma in 3D MAX

Code No. :M-12

Duration : 6 Month

Eligibility :10th

- Computer Concept& Fundamentals
- Operating System
 - ✓ Windows & Android
- 3 D MAX

VIDEO EDITING

Duration : 6 Month

Code No. :M-13

Eligibility :10th

- Adobe premiere
- Sound forge
- Gif Animation effect

DPMO Diploma in Professional Multimedia Operation

Code No. :M-14

Duration : 18 Month

Eligibility :10th

ISCE

COURSES OFFERED

SEMESTER-1

- Computer Concept& Fundamentals
- Operating System
 - ✓ Windows & Androed
- D.T.P
 - ✓ -Page Maker
 - ✓ -Corel Draw
 - ✓ -Photo shop
- Flash
- Project & Practical

SEMESTER-2

- Dreamweaver
- Illustrator
- In design
- Gif Animation
- Fire work
- Adobe premier
- Sound forge
- Free hand
- Project & Practical
- HTML (WEB PAGE)

SEMESTER-3

- Story boarding
- 3D MAX
- effect

DMO Diploma in Multimedia Operation

Code No. :M-15

Duration : 12 Month

Eligibility :10th

ISCE

COURSES OFFERED

SEMESTER-1

- Computer Concept& Fundamentals
- Operating System
 - ✓ Windows & Android
- D.T.P
 - ✓ -Page Maker
 - ✓ -Corel Draw
 - ✓ -Photo shop
- Flash

- Project & Practical

SEMESTER-2

- Dreamweaver
- Illustrator
- In design
- Gif Animation
- Fire work
- Adobe premier
- Sound forge
- Free hand
- Project & Practical

DPCA Diploma in Professional Computer Accounting

Code No. :FA-11

Duration : 18 Month

Eligibility :12th

SEMESTER-1 (3 months)

- Basic computer
- Basic Accounting

SEMESTER-2 (6 months)

- Tally E.R.P.9
- GST
- Advance Excel
- Advance Internet

SEMESTER-3 (4 months)

- Taxation
 - ✓ (a)Direct TAX
 - ✓ (b)Indirect Tax
- Company law
- Banking
- Insurance
- Port Folio management
- Cost-Accounting
- Auditing

SEMESTER-4 (5 months)

- E-Banking
- Share Market, Money Market, Capital Market
- Share Trading
- E-Filing of Tax
- ROC

DMT

Diploma in Master Tally & GST

Code No. :FA-12

Duration : 6 Month

Eligibility :10th

- Tally E.R.P.9
- GST

- Advance Excel
- Advance Internet

DAT

Diploma in Advance Taxation

Code No. :FA-13

Duration : 6 Month

Eligibility :10th

- Taxation
 - ✓ (a)Direct TAX
 - ✓ (b)Indirect Tax
- Company law
- Banking
- Insurance
- Port Folio management
- Cost-Accounting
- Auditing

Diploma in E-Banking & ROC

Code No. :FA-14

Duration : 6 Month

Eligibility :10th

- E-Banking
- Share Market, Money Market, Capital Market
- Share Trading
- E-Filing of Tax
- ROC

Certificate Course

Code No. : S

Duration : 3 M(Each)

Eligibility :10th

- 1) Certificate in Tally (S 11)
- 2) Certificate in taxation (S 14)
- 3) Certificate in GST (S 21)
- 4) Certificate in Auditing (S 15)
- 5) Certificate in E -Banking (S 16)
- 6) Certificate in C (S 17)
- 7) Certificate in C++ (S 18)
- 8) Certificate in JAVA (S 19)
- 9) Certificate in Auto CAD (S 20)
- 10) Certificate in Multimedia (S 21)
- 11) Certificate in Animation (S 22)
- 12) Certificate in Email & Internet (S 12)
- 13) Certificate in E-Commerce (S 23)
- 14) Certificate in web Technology (S 24)
- 15) Certificate in Advance Excel (S 13)
- 16) Certificate in Ms Word (S 25)
- 17) Certificate in Mobile Repairing (S 26)
- 18) Certificate in Bengali Typing (S 27)
- 19) Certificate in SQL (S 28)
- 20) Certificate in HTML (S 29)
- 21) Certificate in GW BASIC (S 30)

CDTS Certificate in Desk Top Support

Code No. : H11

Duration : 3 Month

Eligibility :Any

- Introducing to PC Hardware
- Hardware installation & configuration
- Troubleshooting & Maintenance of Basics
- Software installation & configuration(os-xp,7)

CDTSE Certificate in Desk Top Support Exctive

Code No. : H12

Duration : 6 Month

Eligibility :Any

- Introducing to PC Hardware
- Hardware installation & configuration
- Troubleshooting & Maintenance of Basics
- Software installation & configuration(os-xp,7)
- Basic Electrical & Electronics
- Computer Organization, Microprocessors & memory Basics
- PC Assembling & Troubleshooting
- Understanding portable Systems, Laptop, TAB etc(only theoretical)
- Configuring Windows7
- Windows 7 Enterprise Desktop support technician
- Red Hot Linux os installation part-I

DNSE Diploma in Network Support Executive

Code No. : HN11

Duration : 12 Month

Eligibility :10th

- Introducing to PC Hardware
- Hardware installation & configuration
- Troubleshooting & Maintenance of Basics
- Software installation & configuration(os-xp,7)
- Basic Electrical & Electronics
- Computer Organization, Microprocessors & memory Basics
- PC Assembling & Troubleshooting
- Understanding portable Systems, Laptop, TAB etc(only theoretical)

- Configuring Windows7
- Windows 7Enterprise Desktop support technician
- Red Hot Linux os installation part-I
- Configuring Window server 2008/2012 active Directory Configuring
- Window server 2008/2012 Network Infrastructure
- Window server 2008* server administration
- understanding basic of IT service Management

DENA Diploma in Enterprise Network Administrator

Code No. :NH12

Duration : 18 Month

Eligibility :10th

- Introducing to PC Hardware
- Hardware installation & configuration
- Troubleshooting & Maintenance of Basics
- Software installation &configuration(os-xp,7)
- Basic Electrical &Electronics
- Computer Organisation, Microprocessors &memory Basics
- PC Assembling & Troubleshooting
- Understanding portable Systems,Laptop,TAB etc(only theoretical)
- Configuring Windows7
- Windows 7Enterprise Desktop support technician
- Red Hot Linux os installation part-I
- Configuring Window server 2008/2012 active Directory Configuring
- Window server 2008/2012 Network Infrastructure
- Window server 2008* server administration
- understanding basic of IT service Management
- Understanding cisco Networking Devices(ICND-1)
- Administration of cisco Networking Devices(ICND-2)
- Red Hot Linux os installation part-II(RHCE-II)

DNE Diploma in Network Expert

Code No. :NH13

Duration : 24 Month

Eligibility : 10th

- introducing to PC Hardware
- Hardware installation & configuration
- Troubleshooting & Maintenance of Basics
- Software installation & configuration (os-xp,7)
- Basic Electrical & Electronics
- Computer Organization, Microprocessors & memory Basics
- PC Assembling & Troubleshooting
- Understanding portable Systems, Laptop, TAB etc (only theoretical)
- Configuring Windows 7
- Windows 7 Enterprise Desktop support technician
- Red Hat Linux os installation part-I
- Configuring Window server 2008/2012 active Directory Configuring
- Window server 2008/2012 Network Infrastructure
- Window server 2008* server administration
- understanding basic of IT service Management
- Understanding Cisco Networking Devices (ICND-1)
- Administration of Cisco Networking Devices (ICND-2)
- Red Hat Linux os installation part-II (RHCE-II)
- Red Hat Linux os installation part-II (RHCE-III)
- IT security (just concept, No practical)
- storage Fundamentals
- Installing, configuring & configuring Exchange server 2007/2010

Advance Diploma in Computer for Junior master(level-1)

Code No. : J11

Duration : 12month

Eligibility :Any

- Computer concept (theory),
- mouse, key board speaker, head phone, printer, scanner, joystick, monitor, C.P.U etc(practical Theory),
- computer on/off(windows xp,windows-7,windows-8)
- ms-paint,
- word pad, notepad,
- windows media player, sound recorded.
- change Desktop Background, change screen sever(windows-xp,7,8)
- Type-master, folder,
- file making, cut-copy-paste

Advance Diploma in Computer for Junior master(level-2)

Code No. : J12

Duration : 12month

Eligibility :Any

- OS-concept(windows-7,windows-8)(theory),
- MS-word, MS -excel,
- concept of pen drive, sound system (advance)
- printer(advance)etc.,
- concept of 'Control Panel ,concept of system tools,
- Transfer folder & file,
- Delete & restore

Advance Diploma in Computer for Junior master(level-3)

Code No. : J13

Duration : 12month

Eligibility :Any

- Ms-POWERPOINT,
- Bengali/Hindi typing(practical theory)
- Concept of RAM ,ROM ,HDD ,CPU, ALU ,DVDRW ,Mother Board
- LOGO,
- Internet,
- Typing Master
- Concept of Hardware & Software
- Advance control penal
- Accessories menu

Advance Diploma in Computer for Junior master(level-4)

Code No. : J14

Duration : 12month

Eligibility :Any

- MS-Excel (advance)
- ,MS-Access, MS-outlook
- BASIC Programming
- Logic gate
- Decimal, Binary, octal, Hexa -Decimal
- Convert Binary to decimal &decimal to binary
- Advance Internet(practical theory)
- MS-power point project

ADFA Advance Diploma in Financial Accounting

Code No. : FA15

Duration : 12month

Eligibility : 10TH

SEMESTER-1 (2 months)

- Basic computer
- Basic Accounting

SEMESTER-2 (6 months)

- Tally E.R.P.9
- GST
- FACT
- Advance Excel
- Advance Internet

SEMESTER-3 (4 months)

- Taxation
 - ✓ (a)Direct TAX
 - ✓ (b)Indirect Tax
- Company law
- Banking
- Insurance
- Port Folio management
- Cost-Accounting
- Auditing

DMT Diploma in Master Tally & GST

Code No. : FA16

Duration : 6/9 month

Eligibility : 10TH

- Tally E.R.P.9.0
- GST
- Advance Excel
- Advance Internet