

BAGDEVI VOCATIONAL TRAINING CENTRE

A Govt. Recognised Institution

(COMPUTER PROGRAMME)

- A. Post Graduate Diploma in Computer Application (Only for Graduate)**
- Semester - I : Windows, MS Office 2007/2010, DTP., Photoshop, Tally (ERP9)
 Semester - II : HTML, 'C', Java Script, My SQL
 Duration : 1 Year, Total Fees : Adm. Fee-1500/-, Mly. Fee
 Sem-I - 800/- x 6
 Sem-II - 1000 x 6
- B. Diploma in Computer Application (Weekly 5 days class)**
- Course contents : Computer Concepts, MS Office 2007/2010, Tally (ERP9)
 D.T.P., Photoshop & Assamese/Hindi computer typing
 Duration : 6 Months, Total Fees : Adm. Fee-800/-, Mly. Fee-800/- x 6
- C. Diploma in Computer Application (Weekly 3 days class)**
- Course contents : Computer Concepts, MS Office 2007/2010, Tally (ERP9)
 D.T.P., Photoshop & Assamese/Hindi computer typing
 Duration : 6 Months, Total Fees : Adm. Fee-800/-, Mly. Fee-700/- x 6
- D. Diploma in Software Application (Useful for school Teacher) (Weekly 5 days class)**
- Course contents : Windows, Paint, MS Office 2007/2010, 'C',
 HTML, Java Script, Photoshop
 Duration : 6 Months, Total Fees : Adm. Fee-800/-, Mly. Fee-800/- x 6
- E. Hons. Diploma in Computer Application (For under Graduate Students)**
- Course contents : Computer Concept, MS Office 2007/2010, Tally, D.T.P.,
 Photoshop, HTML, Internet, 'C' & Java Script
 Duration : 1 Year, Total Fees : Adm. Fee-1500/-, Mly. Fee-800/- x 6
 For Second Part Fee-1000 x 6
- F. D.T.P. (Desk Top Publishing)**
- Course contents : Adobe PageMaker 7.0, Coral Draw, Assamese/Hindi
 Computer Typing & Photoshop
 Duration : 3 Months, Total Fees : Adm. Fee-800/-, Mly. Fee-700/- x 3
- G. Learn MS Office 2007**
- Course contents : MS Word, MS Power Point, MS Excel & MS Access
 Duration : 3 Months, Total Fees : Adm. Fee-800/-, Mly. Fee-700/- x 3
- H. Tally ERP9 (with GST) & MS-Excel**
- Duration : 2 Months, Total Fees : 1000 x 2 or Rs. 2000/- in single instalment.

STENOGRAPHY/TYPEWRITING PROGRAMME

(a) Diploma in Stenography

Adm fees - Rs. 1000/-, Mly fees - 600/-, Duration - 1 year

(b) Diploma in Typewriting (Eng.)

Adm fee - 400/-, Mly fee - Rs. 400/-, Duration - 3 months.