

Institute of Computer Education & Training Centre (ICETC)

An Authorized Training Centre of Swanirvar Charitable Trust

2nd Floor, Tarun Ram Phukan Road, above PD Win shop

Chowkidinghee, Dibrugarh, Assam – 786 001

Contact No. : 7576940142 E-mail : bhagwan.ft@gmail.com



Last update : 27th July, 2025

Computer Software Courses :

DCA (Diploma in Computer Application)

Duration : 6th Months / 144 Hrs.

Minimum Educational Qualification : 8th Passed

1. Computer fundamental.
2. Hardware working and networking parts installation
3. OS = Windows 7/10/11.
4. Windows Basic & use of Shortcut keys.
5. Internet: Download/Upload/Email/Cloud backup etc.
6. Ms Office: Word, Excel, Power Point, Access
7. Programming: C Language.
8. Web design: HTML.
9. English + Hindi + Assamese typing.

DBA (Diploma in Business Accounting)

Duration : 6th Months / 144 Hrs.

Minimum Educational Qualification : 12th Passed

1. Computer fundamental.
2. Hardware working and networking parts installation
3. OS = Windows 7/10/11.
4. Windows Basic & use of Shortcut keys.
5. Internet: Download/Upload/Email/Cloud backup etc.
6. Ms Office: Word, Excel
7. Tally ERP & GST
8. English typing.

DOM (Diploma in Office Management)

Duration : 6th Months / 144 Hrs.

Minimum Educational Qualification : 12th Passed

1. Computer fundamental.
2. Hardware working and networking parts installation
3. OS = Windows 7/10/11.
4. Windows Basic.
5. Internet: Download/Upload/Email/Cloud backup etc.
6. Ms Office: Word, Excel, Power Point, Access
7. Data Backup/Restore
8. File & Folder Management
9. English + Hindi + Assamese typing.

Swanirvar Charitable Trust

Head Office : D.C. Neogi Road, North Ghosh Para, Near Bally Halt Station, Beside Utsab Building, Nischinda, Howrah – 711 227

Contact No. : 877698228/ 9123960557, E-mail : sct@headoffice@gmail.com

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ADCA (Advance Diploma in Computer Application)

Minimum Educational Qualification : 10th Passed

Duration : 12th Months / 288 Hrs.

1. Computer fundamental.
2. Hardware working and networking parts installation
3. OS = Windows 7/10/11.
4. Windows Basic & Short cut.
5. Internet: Download/Upload/Email/Cloud backup etc.
6. Ms Office: Word, Excel, Power Point, Access
7. Data Backup/Restore
8. File & Folder Management
9. Programming: C, C++, Python.
10. Web design: HTML, HTML 5, CSS, JAVA Script, PHP.
11. Database: MySQL.
12. Accounts: Tally ERP & GST.
13. Photoshop (Photo & signature) for online form fill up.
13. English + Hindi + Assamese typing
14. Personality development.

PGDCA (Post Graduate Diploma in Computer Application)

Minimum Educational Qualification : Pursuing Last Semester of Graduation & After Graduation

Duration : 12th Months / 288 Hrs.

1. Computer fundamental.
2. Hardware working and networking parts installation
3. OS = Windows 7/10/11.
4. Windows Basic & Short cut.
5. Internet: Download/Upload/Email/Cloud backup etc.
6. Ms Office: Word, Excel, Power Point, Access
7. Data Backup/Restore
8. File & Folder Management
9. Programming: C, C++, Python.
10. Web design: HTML, HTML 5, CSS, JAVA Script, PHP.
11. Database: MySQL.
12. Accounts: Tally ERP & GST.
13. Photoshop (Photo & signature) for online form fill up.
13. English + Hindi + Assamese typing
14. Personality development.

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Computer Hardware & Networking Courses Offered

DCH (Diploma in Computer Hardware)

Minimum Educational Qualification : 8th Passed

Duration : 6th Months / 150 Hrs.

A computer hardware syllabus typically covers the physical components of a computer system and their functions. Key topics include the CPU, RAM, motherboard, storage devices, input/output devices, and troubleshooting techniques. Additionally, the syllabus often includes network fundamentals, installation and configuration of operating systems, and basic network security concepts.

1. Introduction to Computer Hardware:
2. Internal Components of a PC:
3. Installation and Configuration:

DCN (Diploma in Computer Networking)

Minimum Educational Qualification : 12th Passed

Duration : 6th Months / 150 Hrs.

1. Introduction to Computer Networks:
2. Physical Layer:
3. Data Link Layer:
4. Network Layer:
5. Transport Layer:
6. Application Layer:
7. Network Security:
8. Network Management:
9. Advanced Topics:
10. Practical Skills:

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ADCHN (Advance Diploma in Computer Hardware & Networking)

Minimum Educational Qualification : 12th Passed

Duration : 12th Months / 300 Hrs.

- **Introduction to Computer Hardware:** Basic Computer Organization; Types of Computers; Input/Output Devices; Storage Devices.
- **Internal Components of a PC:** Motherboard; CPU (Processor); RAM (Memory); Power Supply Unit (PSU); Video Card; Sound Card; Expansion Cards.
- **Installation and Configuration:** PC Assembly; Operating System Installation; Troubleshooting; BIOS/UEFI Settings.
- **Networking Fundamentals:** Network Topologies; Network Devices; Cables and Connectors; IP Addressing; TCP/IP; Basic Network Configuration; Network Security.
- **Advanced Topics (may be included in more advanced courses):** Virtualization; Cloud Computing; Server Administration; Data Storage and Backup.
- **Practical Skills:** Component Testing; Soldering and De-soldering; Troubleshooting Techniques; Network Configuration and Troubleshooting.
- **Introduction to Computer Networks:**
- **Network Types and Components:** Understanding LANs, WANs, MANs, and the physical components like routers, switches, and NICs.
- **Network Architecture:** Exploring the OSI and TCP/IP models, their layers, and how they facilitate communication.
- **Data Transmission:** Covering guided and unguided media, switching techniques (circuit, packet, and virtual circuit), and error detection/correction methods.
- **Protocols:** Understanding the role of protocols like TCP, UDP, IP, ICMP, etc.
- **Data Link Layer:**
- **Framing:** How data is structured into frames for transmission.
- **Error Detection and Correction:** Techniques like parity checks, checksums, and cyclic redundancy checks (CRC).
- **Medium Access Control:** Protocols like ALOHA, CSMA/CD, and CSMA/CA, used for managing access to the shared network medium.
- **Switches and Bridges:** How they operate and their role in network segmentation.

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- Network Layer:
- IP Addressing: Understanding IPv4 and IPv6 addressing schemes, subnetting, and CIDR notation.
- Routing: Exploring routing protocols like shortest path, flooding, distance vector, and link state routing.
- IP Support Protocols: ARP, RARP, DHCP, and ICMP.
- Network Address Translation (NAT): Its purpose and how it works.
- Transport Layer:
- TCP and UDP: Understanding the differences and when to use each protocol.
- Flow Control and Congestion Control: Mechanisms to manage data flow and prevent network congestion.
- Socket Programming: How to use sockets for communication between applications.
- Application Layer:
- Common Protocols: DNS, HTTP, FTP, SMTP, etc., and their functions.
- Email Protocols: SMTP, POP3, and IMAP.
- Network Security:
- Security Threats: Understanding common threats like malware, phishing, and DoS attacks.
- Security Solutions: Firewalls, encryption, and access control mechanisms.
- Network Management:
- SNMP: Simple Network Management Protocol.
- Network Monitoring and Troubleshooting: Tools and techniques for identifying and resolving network issues.
- Advanced Topics (Optional):
- Wireless Networks and Mobile Computing: Specific protocols and challenges related to wireless communication.
- IPv6: The next generation of the Internet Protocol.
- Multimedia Networking: Challenges and solutions for transmitting audio and video data.
- Network Virtualization and Software Defined Networking (SDN): Modern approaches to network management and flexibility.