

SCA(INFO)-2 Advanced Diploma in Computer Application, Accounting and Publishing-(Level-4) (New scheme).

Approved Outlay- Rs. 198.00 Lac

Under this scheme training will be imparted to BPL SCs in Computer Application, Accounting and Publishing etc. The training will be focused on the concepts of computer fundamental, identifying concepts of operating system, use of office automation software, preparation of financial accounting, preparation of account books through accounting package and advance skills on page maker, photo-shop and coral draw. Duration of the course will be 200 hrs.(2 months). The minimum qualification will be intermediate with knowledge of basic computer and internet concepts. Training will be provided in CAL-C centres across the State. Punjab INFOTECH will charge a fee of ` 5,000/- per candidate including study material. The detail of the broad syllabus and assessment criteria is as under:-

S. No.	Syllabus/Assessment criteria	Total marks	Written	Practical	Viva-voce
1	Knowledge of computer fundamentals and office automation	125	50	50	25
2	Concepts of Financial accounting	125	50	50	25
3	Preparation of account books using accounting package	125	50	50	25
4	Concept of desktop publishing software	125	50	50	25
	Total	500	200	200	100

A budget provision of Rs. 198.00 lac has been made during 2018-19 to provide Advanced Diploma to 2200 BPL SC boys/girls.