

Syllabus

| S.N. | Course Name | Code | Duration | Course Fee |
|------|--|------------|-----------------|------------|
| 01 | Certificate in Financial Accounting (CFA) | CFA | 3 Months | |
| | Concept of Financial Accounting Introduction to Tally..... Company Creation Accounting and Inventory Accounting and Inventory Master Creation Entering Vouchers Accounting for payroll, Value Added Tax (VAT), Tax Deduction at Source, Service Tax Keyboard shortcuts Assignment & Project Work | | | |
| 02 | Diploma in Computer Application (DCA) | DCA | 6 Months | |
| | Fundamental of Computer (CF) Microsoft Disk Operating System (MS DOS): Internal Commands, External Commands, Batch File, Wild Cards MS Windows XP: Windows concept, Features, Desktop, Start Menu, My Computer, Recycle Bin, Keyboard, Shortcuts, Windows, Accessories: Paint, Notepad, WordPad etc, Window Explorer, Entertainment : CD Player, Media Player, System Tools MS Office MS Word: Concept of word processing, Introduction of MS Word, Features, Key-board Shortcuts, Editing & Formatting documents, Table, Advance features of MS Word, Mail Merge, Macro MS Excel: Worksheet basic, Working with formulas and cell referencing, Auto sum, Formatting to worksheet, Previewing and Printing worksheet, Graphs and Charts, Functions, Macros MS Access: Concept of database, Table, Sorting and filtering, Relationship between Tables, Query, Form, Report, Macro, Database security MS PowerPoint: Introduction, Use of Standard Formatting toolbar, | | | |

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|----|--|-------------|------------------|---------------------------|
| | Drawing toolbar, Editing slides, Changing templates, Slide Layouts, inserting clipart & Pictures into slide, Slide Transitions, Animation, Inserting sound and movies into slides Internet, E-mail and Multimedia Concept of HTML (Hyper Text Mark up Language) Assignment, Project on Data Entry & Conversion Work | | | |
| 03 | Desktop Publishing (DTP) | DTP | 6 Months | |
| | Concept of MS- Word EXCEL PageMaker Mobile Downloading MR Photo PageMaker Photoshop CorelDraw | | | |
| 04 | Advance Diploma in Computer Programming | ADCP | 12 Months | 1ST SEM |
| | Programming Logic & Technique (PLT): Concept of Programming, Program Development Cycle Algorithm, Flow Chart, Pseudo Code, Program Elements- Variable, Array, Function, Characteristics of a good program Concept of C: Data Types, Control Statement, Arrays, Structure Programming in C++: Introduction to C++, Concept of OOPs Programming, Basics of C++ (Keyword, Constants, Data Types etc.), Operators and Expressions, Control statements, Arrays (Single Dimensional Arrays & Two Dimensional Arrays), Functions (User defined functions & library functions), Structures, Classes and objects, Constructors and Destructors, Object and Function overloading, inheritance, Pointers FoxPro Programming: Database Concept, FoxPro Compounds- LIST, DISPLAY, BROWSE, EDIT, DELETE etc., Variables, Conditions Statements, Loops, Arrays, Procedure, Creation of menu GUI Programming in Visual Basic: Introduction to Visual Basic, Working with Projects and Forms, Variables, Constants, Arrays, Control Flow, Statements and Conditional Statements, Menus (Designing, Programming), Active X Controls, Events Driven Programming, MDI (Multiple Document Interface) Assignment and Project work | | | |

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|-----------|--|------------|------------------|------------------------|
| | 2nd sem | | 06 Months | |
| | Visual Basic C++ Programming Oracle Java Techniques of Software Development Assignment & Project work | | | |
| 05 | Certificate in Web Designing | CWD | 6 Months | |
| | HTML & DHTML ADOBE PHOTOSHOP JAVA SCRIPT ADOBE FLASH DREAM WEAVER SQL | | | |
| 06 | Certificate in Multimedia course | CMC | 6 Months | Rs. 4800/- Only |
| | Introduction to information Technology Windows XP MS- PowerPoint Adobe Photoshop 3D Studio Max | | | |

COMPUTER HARDWARE COURSES

| S.N. | Course Name | | Duration | |
|-------------|---|------------|-----------------|--|
| 01 | Certificate in Computer Hardware | CCH | 3 Months | |
| | Concept of Fundamental (CF) MS DOS Concept of Windows Computer Assembling Software Installation Troubleshooting & Fault finding Project work | | | |
| 02 | Diploma in Computer Hardware | DCH | 6 Months | |
| | Basic Electronics and Electrical (Ana log, Digital) Computer Hardware and its Components: Processor, Motherboard, RAM, FDD, HDD, CD-ROM, CD-R/W, Keyboard, Scanner, | | | |

Mouse, Joy stick, SMPS, Monitor, Printer, UPS
Overview of the BIOS, CMOS setting, Advanced award BIOS setting,
BIOS features setup, Chipset feature setup, Power Management Setup
**DATA Backup, Low Level Formatting, Partitioning your Drive,
High Level Formatting, Master/Slave, Jumpers, DOS
Formatting**
Assembling of Computer
**Installation of Windows 98/2000/XP, Installation of Drivers-
Display/Sound Card, Modem Card, Computer Anti Virus
Software, Dual Boot, Bootable CD, Floppy Creation, CD Writing**
Computer Networking: LAN, WAN Internet, Intranet, VSAT,
Windows 98 Networking, Win 2000 Networking, Topology, OSI Model,
Proto cal
Computer Trouble Shooting & Utilities: Fault finding, Scan Disk,
Defragmentation, Control Panel etc.,
Maintenance & Repairing of Computer Systems

Marketing Concepts and Live Project Work

| S.N. | Course Name | Course Code | Duration | |
|---|---|-------------|----------|--|
| 01 | Advance Diploma in Information Technology | ADIT | 1 Year | |
| <p>SEMESER I</p> <p>Computer Fundamental: Introduction to Computer, Operating System, Software & Hardware, Memory, Number System</p> <p>MS Windows XP: Concept of Windows, Managing Files & Folders in Computer, Basic Operation of the file (Cut/Copy/Paste/Rename/Deletion and Searching the files & folders), Control Panel, Notepad, Paint and Media Player</p> <p>MS Word: Creating & Managing Documents, Modifying the Documents, Save & Print, Editing the Documents, Using Header & Footer Concept, Auto Text, Insert Picture/word Art/Graph/ Symbol in documents, Hyperlink, Creating Columns & Tables, Change Background colour of the documents, Using Tab setting, Paragraph Setting, Font Setting</p> <p>MS Excel: Concept of Spreadsheet, Work in Excel using formula, Using Functions (Sum, Average, Max, Min, Today, Now, Count, Product), Using IF function, Insert chart in the sheet, Hyperlink, Formatting of cell, Sorting & Filtering the Data, Print out in Excel</p> <p>MS PowerPoint: Creating a Presentation, Making Slides, Formatting the Slides, Insert Picture in slide, Using Master Slides Concepts, Slides Animation</p> <p>Internet: Introducing the Networking concept using LAN & WAN, Internet & their uses, concepts of Web Browser, Web Page and Web Site, Creating E- mail Account, Communications through E-mail</p> <p>SEMESTER II</p> <p>PageMaker: About the PageMaker concept, Working with Tool box, view Pages, Moving between Pages, Adding & Deleting Pages, Setting Default & Preferences, working with Text & Graphics, Working with Multiple Open Publication</p> <p>Photoshop: An overview of Photoshop, Working with Toolbox, Getting images into Photoshop & Image Ready, Using Layers, Web Page Designing, Drawing, Creating Rollovers & Animation, Transforming & Retouching, Applying Filters for Special effects, Saving & Exporting Images</p> <p>Corel DRAW: Concept of Corel Draw, Import Files, Add objects, Change Objects, Draw Simple Objects, Using Spiral Tool, Use free Skew Tool, Drawing Corel Support & Working with lines</p> <p>Financial Accounting (Tally.....): Concept of Financial Accounting, Book Keeping, Tally with Inventory, VAT, Tax Deduction,</p> | | | | |

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|----|--|------|--------|--|
| | <p>Service Tax, Keyboard Shortcuts</p> <p>Basic Electronics and Electrical (Ana log, Digital)</p> <p>Computer Hardware and its Components: Processor, Motherboard, RAM, FDD, HDD, CD-ROM, CD-R/W, Keyboard, Scanner, Mouse, Joy stick, SMPS, Monitor, Printer, UPS</p> <p>Overview of the BIOS, CMOS setting, Advanced award BIOS setting, BIOS features setup, Chipset feature setup, Power Management Setup</p> <p>DATA Backup, Low Level Formatting, Partitioning your Drive, High Level Formatting, Master/Slave, Jumpers, DOS Formatting</p> <p>Assembling of Computer</p> <p>Installation of Windows 98/2000/XP, Installation of Drivers-Display/Sound Card, Modem Card, Computer Anti Virus Software, Dual Boot, Bootable CD, Floppy Creation, CD Writing</p> <p>Computer Networking: LAN, WAN Internet, Intranet, VSAT, Windows 98 Networking, Win 2000 Networking, Topology, OSI Model, Proto cal</p> | | | |
| 02 | Computer Teachers Training Course | CTTC | 1 Year | |
| | <p>SEMESER I</p> <p>Fundamentals of Computer (CF)</p> <p>Microsoft Disk Operating System (MS-DOS): Internal Commands, External Commands, Batch File etc.</p> <p>Windows Concept: Features of Desktop, Start Menu, My Computer, Recycle Bin, Key Board, Shortcuts, Windows Explorer</p> <p>Windows Accessories: MS-Paint, Notepad, WordPad etc.</p> <p>Entertainment: CD Player, Media Player, Game etc.</p> <p>Internet: E-mail, Surfing and Chatting</p> <p>MS -Office</p> <p>MS Word: Concept of word processing, Introduction of MS Word, Features, Keyboard Shortcuts, Editing and Formatting Documents, Table, Advance features of MS Word, Mail Merge, Macro</p> <p>MS Excel: Worksheet basics, Working with formulas and Cell referencing, Auto Sum, Formatting to worksheet, Previewing and Printing worksheet, Graphs and Charts, Function</p> <p>MS PowerPoint: Introduction to PowerPoint, Use of standard and formatting Toolbar, Drawing Toolbars, Editing Slides, Changing Templates, Slide layouts, Inserting Clip Arts & Pictures into slide Transition, Animation, Inserting sound and movies into slides</p> <p>Concept of HTML (Hyper Text Mark up Language)</p> <p>Programming Logic & Technique (PLT): Concept of Programming, Program Development Cycle-Algorithm, Flow Chart, Pseudo Code, Program Elements- Variable, Array, Function, Characteristics of good programs</p> | | | |

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|----|--|-------------|---------------|--|
| | <p>Concept of C: Data Types, Control Statement, Arrays, Structure Programming in C++: Introduction of C++, Concepts of OOPs Programming, Basics of C++ (Keyword, Constants, Data Types etc.), Operators and Expressions, Control statement, Arrays (Single Dimensional Arrays & Two Dimensional Arrays), Functions (User defined functions & library functions), Structures, Classes and objects, constructors and Destructors Object and function overloading, Inheritance, Pointers</p> <p>SEMESTER II</p> <p>PageMaker: About the PageMaker concept, Working with Tool box, view Pages, Moving between Pages, Adding & Deleting Pages, Setting Default & Preferences, working with Text & Graphics, Working with Multiple Open Publication</p> <p>Photoshop: An overview of Photoshop, Working with Toolbox, Getting images into Photoshop & Image Ready, Using Layers, Web Page Designing, Drawing, Creating Rollovers & Animation, Transforming & Retouching, Applying Filters for Special effects, Saving & Exporting Images</p> <p>Corel DRAW: Concept of Corel Draw, Import Files, Add objects, Change Objects, Draw Simple Objects, Using Spiral Tool, Use free Skew Tool, Drawing Corel Support & Working with lines</p> <p>GUI Programming in Visual Basic: Introduction to Visual Basic, working with Projects and Forms, Variables, Constants, Arrays, Control Flow, Statements and Conditional Statements, Menus (Designing, Programming), Active X Controls, Event driven Programming, MDI (Multiple Document Interface)</p> | | | |
| 03 | Advance Diploma in Computer Application | ADCA | 1 Year | |
| | <p>SEMESTER I</p> <p>Fundamentals of Computer</p> <p>Microsoft Disk Operating System (MS-DOS): Internal Commands, External Commands, Batch File etc.</p> <p>Windows Concept: Features of Desktop, Start Menu, My Computer, Recycle Bin, Key Board Shortcuts, Windows Explorer</p> <p>Windows Accessories: MS- Paint, Notepad, WordPad etc.</p> <p>Entertainment: CD Player, Media Player, Game etc.</p> <p>Internet: E-mail, Surfing and Chatting</p> <p>MS- Office</p> <p>MS Word: Concept of word processing, Introduction of MS Word, Features, Keyboard Shortcuts, Editing and Formatting Documents, Table, Advance features of MS Word, Mail Merge, Macro</p> <p>MS Excel: Worksheet basics. Working with formulas and Cell</p> | | | |

referencing, Auto Sum, Formatting to worksheet, Previewing and Printing worksheet, Graphs and Charts, Function

MS PowerPoint: Introduction to PowerPoint, Use of standard and formatting Toolbar, Drawing Toolbars, Editing Slides, Changing Templates, Slide layouts, Inserting Clip Arts & Pictures into slide, Slide Transition, Animation, Inserting sound and movies into slides

Introduction to Manual Accounting: Difference between Tally & Manual Accounting Cash Book, Journal Entries

Types of Accounts & their rules: Personal A/c, Nominal A/c

Introduction to Tally.....: Introduction to Ledger & Opening Balance Sheet, Alter & Delete Company, Describe Function Key F11 & F12 etc.

Types of Vouchers: Accounting Vouchers, Inventory Vouchers, Maintain cost categories & centres creating voucher classes, Maintain Price List, Create Different Types of currencies VAT (Value Added Tax), TDS (Tax Deduction at Source), Service Tax

Financial Accounting (Tally.....): Concept of Financial Accounting, Book Keeping, Tally with Inventory, VAT, Tax Deduction, Service Tax, Keyboard Shortcuts

SEMESTER II

PageMaker: About the PageMaker concept, Working with Tool box, view Pages, Moving between Pages, Adding & Deleting Pages, Setting Default & Preferences, working with Text & Graphics, Working with Multiple Open Publication

Photoshop: An overview of Photoshop, Working with Toolbox, Getting images into Photoshop & Image Ready, Using Layers, Web Page Designing, Drawing, Creating Rollovers & Animation, Transforming & Retouching, Applying Filters for Special effects, Saving & Exporting Images

Corel DRAW: Concept of Corel Draw, Import Files, Add objects, Change Objects, Draw Simple Objects, Using Spiral Tool, Use free Skew Tool, Drawing Corel Support & Working with lines

Computer Troubleshooting: Introduction, Read the instructions, Beep Codes, Safe Mode, Windows Setup, Re-install window, Common Hard Drive, Error Message, General Sound Problems, Device Manager, Keyboard Failure, Turbo Change Your Mouse, Internet Connections, ISP Software Setup, Scan Disk, System information, Disk Defragmenter

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| 04 | Hons. Diploma in Computer Application | HDCA | 12 months | |
| <p>SEMESTER I</p> <p>Fundamentals of Information Technology: An overview of Computer System, Components of Computer System, Computer Software & Hardware, Number System, Binary Codes, Logic circuits Concepts in Operating System: Introduction to DOS, MS-Windows XP, Evolution of Unix OS, Features & Structure of Unix OS, Difference from other OS</p> <p>Elementary Concept of MS Office: MS- Word, MS-Excel, MS-PowerPoint, Tools for Data Management, Basics of Database management system, Introduction to basic commands of Dhase</p> <p>SEMESTER II</p> <p>Concept of C: Data Types, Control Statement, Arrows, Structure</p> <p>Programming in C++: Introduction to C++, Features of C++, Data types in C++, Program code for C++ looping, If condition, Concept of OOPs (Object Oriented Programming), Class & Objects, Functions, Function call by value, Call by reference, Constructor & Destructor, Inheritance, Overriding & Overloading, Arrays in C++, Pointers in C++, Operator Overloading, File Handling, Data Structure in C++, Using Link List</p> <p>Database Technology: What is database, types of Databases, concepts of Relational Databases, SQL plus oracle data type, Table, Data constraints, Join, Triggers, Setting up MS Access, Designing database, add & editing data, tables, queries, forms & Reports</p> <p>Web Technology and Internet: Internet Principals, Introduction to HTML, Frames and Forms, Elements of Java Script, Server Side Script with JSP, JSP with JDBC</p> <p>SEMESTER III</p> <p>Object Oriented Programming and Java: Difference Between Java & C++, Introduction to JAVA, JAVA Using OOPs, Application and Applets, Architecture of JAVA, Program Code for JAVA, Date Types in JAVA, Class & Objects, Typecasting in Java, Methods in Java, Applet & J applet (Swing Components), Publish an application on Web page in JAVA, Adding Controls (Buttons, Check Box, Text Field, Text Box, Images in Applet), Event Handling program in Applet, Creating file in Java, JDBC concepts for Database Connectivity (Client Server Application), Project in JAVA</p> <p>System Analysis and Design: The role of the System Analyst, The Analyst/User Interface, Feasibility study, Input / Output and forms Design, File organization & data base design, Testing and conversion, Maintenance guidelines</p> | | | | |

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| | Visual Basic: Introduction to Visual Basic, Creating an application, Programming Fundamental, Menus & MDI (Multiple Documents Interface), Graphics in Visual Basic Form Computer Network: Introduction to Computer Networks, Fundamentals of Data Communication, Fundamentals of Networks, Overview of all Layers, LAN Technologies overview of DNS, FTP, TELNET, HTTP, SMTP and Client/Server Computing | | | |
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| 05 | Master Diploma in Computer Application | MDCA | 2 Years | |
| | <p>SEMESER I</p> <p>Fundamentals of Computer (CF) : Introduction to Computer, Operating System, Software & Hardware, Memory, Number System</p> <p>Microsoft Disk Operating System (MS-DOS): Internal Commands, External Commands, Batch File etc.</p> <p>MS Windows: Windows Concept- Features of Desktop, Start Menu, My Computer, Recycle Bin, Key Board, Shortcuts, Windows Explorer</p> <p>Windows Accessories: MS-Paint, Notepad, WordPad, Calculator</p> <p>Entertainment: CD Player, Media Player, Game etc.</p> <p>Internet: E-mail, Surfing and Chatting</p> <p>MS -Office</p> <p>MS Word: Concept of word processing, Introduction of MS Word, Features, Keyboard Shortcuts, Editing and Formatting Documents, Table, Advance features of MS Word, Mail Merge, Macro</p> <p>MS Excel: Worksheet basics, Working with formulas and Cell referencing, Auto Sum, Formatting to worksheet, Previewing and Printing worksheet, Graphs and Charts, Function</p> <p>MS PowerPoint: Introduction to PowerPoint, Use of standard and formatting Toolbar, Drawing Toolbars, Editing Slides, Changing Templates, Slide layouts, Inserting Clip Arts & Pictures into slide Transition, Animation, Inserting sound and movies into slides</p> <p>MS Access: Concept of database, Table, Sorting and Filtering, Relationship between Tables, Query, Form, Report, Macro, Database security</p> <p>SEMESTER III</p> <p>HTML (Hyper Text Mark up Language) & Java Script</p> <p>Programming Logic & Technique (PLT): Concept of Programming, Program Development Cycle-Algorithm, Flow Chart, Pseudo Code, Program Elements- Variable, Array, Function, Characteristics of good</p> | | | |

programs

Concept of C: Data Types, Control Statement, Arrays, Structure

Programming in C++: Introduction of C++, Concepts of OOPs Programming, Basics of C++ (Keyword, Constants, Data Types etc.), Operators and Expressions, Control statement, Arrays (Single Dimensional Arrays & Two Dimensional Arrays), Functions (User defined functions & library functions), Structures, Classes and objects, constructors and Destructors Object and function overloading, Inheritance, Pointers

Programming in Java

GUI- Programming in Visual Basic: Introduction to Visual Basic, Working with Project and Forms, Variables, constants, Arrays, Control Flow Statements and conditions statements, Menus/ Designing Programming, Active X controls, Event driven programming, MDI (Multiple Documents Interface)

SEMESTER II

PageMaker: About the PageMaker concept, Working with Tool box, view Pages, Moving between Pages, Adding & Deleting Pages, Setting Default & Preferences, working with Text & Graphics, Working with Multiple Open Publication

Photoshop: An overview of Photoshop, Working with Toolbox, Getting images into Photoshop & Image Ready, Using Layers, Web Page Designing, Drawing, Creating Rollovers & Animation, Transforming & Retouching, Applying Filters for Special effects, Saving & Exporting Images

Corel DRAW: Concept of Corel Draw, Import Files, Add objects, Change Objects, Draw Simple Objects, Using Spiral Tool, Use free Skew Tool, Drawing Corel Support & Working with lines
Financial Accounting (Tally.....): Concept of Financial Accounting, Book Keeping, Tally with Inventory, VAT, Tax Deduction, Service Tax, Keyboard Shortcuts

Assignment, Project on Data Entry & Conversion work

SEMESTER IV

Basic Electronics and Electrical (Ana log, Digital)

Computer Hardware and its Components: Processor, Motherboard, RAM, FDD, HDD, CD-ROM, CD-R/W, Keyboard, Scanner, Mouse, Joy stick, SMPS, Monitor, Printer, UPS
Overview of the BIOS, CMOS setting, Advanced award BIOS setting, BIOS features setup, Chipset feature setup, Power Management Setup
DATA Backup, Low Level Formatting, Partitioning your Drive, High Level Formatting, Master/Slave, Jumpers, DOS Formatting
Assembling of Computer

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| | <p>Installation of Windows 98/2000/XP, Installation of Drivers- Display/Sound Card, Modem Card, Computer Anti Virus Software, Dual Boot, Bootable CD, Floppy Creation, CD Writing</p> <p>Computer Networking: LAN, WAN Internet, Intranet, VSAT, Windows 98 Networking, Win 2000 Networking, Topology, OSI Model, Proto cal</p> <p>Computer Trouble Shooting & Utilities: Fault finding, Scan Disk, Defragmentation, Control Panel etc.,</p> <p>Maintenance & Repairing of Computer Systems</p> <p>Marketing Concepts and Live Project Work</p> |
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