

INDEX**CERTIFICATE COURSE**

COURSE	CODE
Certificate Course in Computer Basic (CCB)	YS380
Certificate Course in Desktop Publication (DTP)	YS381
Certificate Course in Tally	YS382
Certificate Course in C Language	YS383
Certificate Course in C++ Language	YS384
Certificate Course Java Language	YS385
Certificate Course in Visual Basic (CVB)	YS386
Certificate Course in AutoCAD	YS387
Certificate Course in Hardware (CCH)	YS389

DIPLOMA COURSE

Diploma Course in Computer Application (DCA)	YS3801
Diploma Course in Basic + Tally	YS3802
Diploma Course in Desktop Publication (DTP)	YS3803
Diploma Course in Multimedia	YS3804
Diploma Course in Hardware Technology (DHT)	YS3805
Diploma Course in Software Development (DSD)	YS3806

ADVANCE DIPLOMA COURSE

Advance Diploma in Computer Application (ADCA)	YS38001
Advance Diploma in Hardware & Networking Technology (ADHNT)	YS38002
Advance Diploma in Financial Accounting (ADFA)	YS38003
Advance Diploma in Office Management (ADOM)	YS38004
Advance Diploma in Computer Teacher Training (ADCTT)	YS38005
Advance Diploma in Nursery Teacher Training (ADNTT)	YS38006
Advance Diploma in Multimedia & Animation (ADMA)	YS38007
Advance Diploma in Information Technology (ADIT)	YS38008
Advance Diploma in Web Designing (ADWD)	YS38009

PROFESSIONAL COURSES

Diploma in Mobile Repairing Courses (DMRC)	YS3380
Diploma in Hotel Management (DHM)	YS3381
Diploma in Food Production	YS3382
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SKILL DEVELOPMENT COURSE

Diploma in Front Office	YS3386
Diploma in Soft Skill Development	YS3387
Diploma in Spoken English	YS3388
Diploma in Personality Development	YS3389

CERTIFICATE COURSES IN COMPUTER (3 MONTHS)

CERTIFICATE COURSE IN C LANGUAGE

- Over View Of C
- The Pre Processor
- Variable & Constant Operators
- Control Statement
- Arrays
- Pointers
- Function
- File Handling



CERTIFICATE COURSE IN C++ LANGUAGE

- Overview Of C++
- Classes & Object
- Arrays, Pointers, Reference
- Dynamic Allocation Operators
- Constructor & Destructors
- Function Overloading
- Operator Overloading
- Virtual Function
- Pure Virtual Function
- Abstract Class
- Inheritance
- File Handling



CERTIFICATE IN VISUAL BASIC

- Visual Basic Ide
- Forms
- Variables
- Menus
- Controls
- Common Dialog Box
- Active X Controls
- File Handling
- Data Base Programming



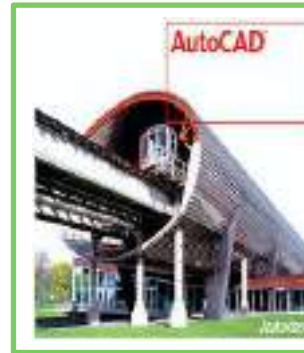
CERTIFICATE COURSES IN JAVA

- Introduction To Java
- Classes & Objects
- Inheritance
- Packages & Interfaces
- Exception Handling
- Multithreaded Programming & Applets



CERTIFICATE IN AUTOCAD

- Introduction of Autocad
- Customizing Autocad
- Creating Drawing Using Wizards
- Using Tools
- Concept of Printing & Scanning



CERTIFICATE IN COMPUTER BASIC (CCB)

- Fundamental Of Computer
- Concept Operating Systems
- Ms Office2007 (Word, Excel)
- Concept of Printing, Scanning
- Introduction Of Internet



CERTIFICATE IN DESKTOP PUBLICATION (CDTP)

- Computer Fundamentals
- Concept of Operating Systems
- Corel Draw 11
- Photo Shop 7
- Page Maker 7.0
- Concept of Printing & Scanning
- Introduction Of Internet



CERTIFICATE IN HARDWARE TECHNOLOGY (CHT)

- Fundamental Of Computer
- Introduction of Hardware
- PC Trouble Shooting
- Operating Systems Fundamentals
- Basics of Printing & Scanning
- IT Peripherals & Accessories Maintenance



CERTIFICATE IN ACCOUNTING (TALLY)

- Fundamental Of Computer
- Concept of Operating Systems
- Basic Accounting
- Tally 9.0
- Concept of Printing & Scanning
- Introduction Of Internet



DIPLOMA COURSES IN COMPUTER (6 MONTHS)

CERTIFICATE IN INFORMATION TECHNOLOGY APPLICATION (CITA)

- Fundamental of computer
- Operating System
- Typing (English/Regional Language)
- MS-Office (Word, Excel, Power Point)
- Printing & Scanning
- Internet & Mail Handling

DIPLOMA IN COMPUTER BASIC + TALLY (DCBT)

- Fundamental Of Computer
- Concept of Operating Systems
- Ms Office 2007 (Word, Excel, Power Point)
- Introduction Of Internet
- Basics of Financial Accounts
- Tally 9.0
- Basics of Printing & Scanning



DIPLOMA IN COMPUTER APPLICATION (DCA)

- Fundamental Of Computers
- Concept of Operating Systems
- Ms Office 2007 (Word, Excel, Access, Power Point, Outlook)
- Basics of Printing & Scanning
- Introduction of Internet



DIPLOMA IN SOFTWARE DEVELOPMENT (DSD)

- Introduction Of Information Technology
- Concept of Operating Systems
- Fox Pro (DBMS, Visual Basic) &
- Programming In C & C++.



DIPLOMA IN MULTIMEDIA (DM)

- Introduction Of Information Technology
- Introduction of Operating Systems
- Ms Power Point 2007
- Photo Shop 7 & Photo Shop 9
- 3d Studio Max
- Flash



DIPLOMA IN DESKTOP PUBLICATION (DDTP)

- Fundamental Of Computer
- Introduction of Operating System
- Ms Office 2007 (Word, Excel, Power Point)
- Corel Draw 11 & Corel Draw 15
- Photo Shop 7 & Photo Shop 9
- Page Maker 7.0
- Bengali & Hindi Typing
- Introduction Of Internet,
- Printing, Scanning



DIPLOMA IN HARDWARE TECHNOLOGY (DHT)

- Fundamental Of Computer
- Introduction Of Hardware
- Personal Computer Components
- Software Installing, Configuring, Upgrading & Optimizing
- Basics of Operating Systems
- Disk & File Management

- PC Trouble Shooting & Preventive Maintenance
- Introduction Of Internet
- Basics of Printing, Scanning
- Basics of Networking
- IT Peripherals & Accessories Maintenance

ADVANCE DIPLOMA COURSES IN COMPUTER (1 YEAR)

ADVANCE DIPLOMA IN COMPUTER APPLICATION (ADCA)

- SEMESTER - 1

- Fundamental Of Computer
- Basics of Operating Systems
- Ms Office 2007 (Word, Excel, Access, Power Point, Outlook)
- Introduction Of Internet
- Printing , Scanning
- Project Presentation

- SEMESTER - 2

- Corel Draw 11 & Corel Draw 15
- Photo Shop 7 & Photo Shop 9
- Page Maker 7.0
- Bengali & Hindi Typing
- Tally 9.0
- Project Presentation



ADVANCE DIPLOMA IN HARDWARE AND NETWORKING TECHNOLOGY (ADHNT)

- SEMESTER - 1

- Concept of Ana log & Digital Electronics
- Fundamental Of Computer
- Ms Office 2007 (Word, Excel, Access, Power Point, Outlook)
- Fundamental of Computer Science
- Introduction Of Hardware
- Basics of Operating Systems
- Introduction Of Internet
- Basics of Printing , Scanning
- Project Presentation

- SEMESTER - 2

- Computer Assembling & Disassembling
- Software Installing, Configuring, Upgrading & Optimising
- Disk & File Management
- PC Trouble Shooting & Preventive Maintenance
- Basics of Networking
- Concept of Computer Security
- IT Peripherals & Accessories Maintenance
- Device Driver Management
- Project Presentation



COMPUTER TEACHER TRAINING COURSE (CTTC)

• SEMESTER - 1

- Fundamental Of Computer
- Basics of Operating System
- Primary PC Trouble Shooting
- Ms Office (Word, Excel, Power Point)
- Introduction of Internet
- Corel Draw 13
- Photo Shop 9
- Page Maker 7.0
- Tally 9.0
- Languages (C, C++)
- HTML Language
- Project Presentation



• SEMESTER - 2

- Soft Skill
- Personality Development
- Micro Teaching & Planning
- Child Psychology
- Education Psychology
- Group Discussion
- Time Management
- Social & Office Etiquette
- Attitudinal Training
- Public Speaking Negotiation & Interview Skill
- Vocabulary Exercises
- Project Presentation

ADVANCE DIPLOMA IN OFFICE MANAGEMENT (ADOM)

• SEMESTER - 1

- Fundamental Of Computer
- Basics of Operating System
- Primary PC Trouble Shooting
- Ms Office (Word, Excel, Power Point)
- Computer Typing
- Anti-Virus Management
- Introduction of Internet
- Project Presentation



• SEMESTER - 2

- Business Correspondence
- Office Procedures & File Management
- Personality Development
- Time Management
- Social & Office Etiquette
- Attitudinal Training
- Public Speaking Negotiation & Interview Skill
- Vocabulary Exercises
- Group Discussion
- Soft Skill
- Project Presentation

ADVANCE DIPLOMA IN FINANCIAL ACCOUNTING SYSTEMS (ADFAS)

• SEMESTER - 1

- Fundamental Of Computer
- Basics of Operating System
- Ms Office (Word, Excel, Power Point)
- Introduction of Internet
- Manual Accounting
- Report Generation
- Project Presentation



• SEMESTER - 2

- Inventory Control

- Tax Management (Vat, Tcs, Service Tax, Excise Duty, Payroll System)
- Costing & Audit Report (Ratio Analysis)
- Stock & Exchange (Nse, Bse, F&O. Lpo)
- Mutual Fund Ulip Interview Workshop
- Project Presentation

ADVANCE DIPLOMA IN INFORMATION TECHNOLOGY (IT)

- SEMESTER-1

- Introduction of IT,
- Operating, System (98/XP/7)
- MS Office 2007 (Word, Excel, Power Point)
- HTML
- C Programing



- SEMESTER-2

- C++ Programming
- JAVA Script
- Oracle 8i
- VB Language

NURSERY TEACHER TRAINING (N.T.T.)

- SEMESTER-1

- Theory of Child Education
- Child Care & Health Topics
- Calligraphy
- Child Psychology
- School Organization & Administration
- Important Teaching Method
- Health Education & Nourishment
- Principal of Education

- SEMESTER-2

- Rhymes & Story File (Rhymes & Story Telling with Action)
- Lesson Plan & Black Board Work
- Art & Craft File
- Preparation of Teaching Aids
- Activity File
- Internal Marks

ADVANCE DIPLOMA IN WEB DESIGNING (ADWD)

- SEMESTER-1

- Introduction to Computer Concept & Fundamentals
- Introduction the www as an Educational Tool
- Introducing Network & Internet
- MS Office
- HTML & Front Page
- Ethical Responsibilities of The Web Developer

- SEMESTER-2

- DTP (Page Maker, Corel Draw, Photoshop)
- Dreamweaver
- Flash
- Java Script
- Visual Basic
- ASP/PHP
- Computer Network & Internet
- Project

ADVANCE DIPLOMA IN MULTIMEDIA & ANIMATION (ADMA)

- SEMESTER-1

- Computer Concept & Fundamentals
- Operating System
- MS Office
- DTP (Page Maker, Corel Draw, Photoshop)

- SEMESTER-2

- Adobe Illustrator
- Dreamweaver
- Adobe Premier
- 3D Max
- Flash / Maya
- Computer Network & Internet
- Project

DIPLOMA IN INFORMATION TECHNOLOGY APPLICATION (DITA)

- SEMESTER-1

-
- Fundamental of computer
- Operating System
- Typing (English/Regional Language)
- MS-Office (Word, Excel, Power Point)
- Printing & Scanning
- Internet & Mail Handling
- Project

- SEMESTER-2

- Programming Concepts Algorithm & Flow chart
- Database Management System (Visual FoxPro) Visual Basic
- RDBMS concepts with MS- Access
- Overview of VB.Net
- Project on Visual Basic & MS-Access
- Project

Diploma Course in Professional Course (6 Month)

Diploma in Mobile Repairing

- Basic of Mobile Phone
- Mobile Functions
- Advance Mobile Software
- Knowledge of Windows Mobile & Android Mobile
- Files Downloading
- Mobile Repairing Tools
- Mobile Phone Repairing
- Various Mobile Circuit
- Mobile Phone Faults
- Downloading Techniques
- Flash IC
- Flash Software
- Tracing Board
- Diploma in web designing
- Advance Diploma in Web Designing
- Advance diploma in IT
- Advance diploma in Multimedia



Diploma in Fire Safety (DFS)

Duration: 1 Year

Eligibility: 10+2 or Equivalent

Lateral Entry: The candidate who has certificate in Fire Safety with 10+2 is eligible for Semester 2.

- Semester I

- Fire Tech & Design
- Construction Safety
- Industrial Safety
- Environmental Safety
- Practical.

- Semester II

- Safety of People in the event of Fire
- Fire Risk Assessment
- Fundamental of Fire Engineering Science
- Fire Control Technology
- Fire Fighting Drills-1.

Diploma in Food Processing and Preservation (DFPP)

Duration: 1 Year

Eligibility: 10+2 or Equivalent

- Semester-I
 - Business communication-I
 - Fundamental of Food science
 - Food preservation-I
 - Agro processing
 - Bakery & confectionary
 - Industrial visit
- Semester-II
 - Business communication-II
 - Fundamentals of Nutrition
 - Food preservation-II
 - Food Quality control and Waste Management
 - Milk And milk product processing
 - On Job Training

DIPLOMA IN FRONT OFFICE OPERATIONS

Duration: 1 Year

Eligibility: 10+2 or Equivalent

- Semester - I
 - Business Communication-I
 - Front Office Operations-I
 - Principals of Accounts
 - Applications of Computer-I
 - Front Office Organization
 - Seminar
- Semester - II
 - Business Communication-II

- Front Office Operations-II
- Hotel Accounts
- Applications of Computer-II
- Front Office Organisation and Supervision
- Seminar

Diploma in Hotel Management & Catering Technology

Duration: 2 Year

Eligibility: 10+2 or Equivalent

- YEAR - I

- Accommodation Operation
- Food & Beverage Service Level I
- Spoken English Composition and Business Correspondence
- Food & Bakery Confectionery Production Level I
- Food Hygiene & Nutrition
- Economics and Statistics for Hotel & Tourism
- Hotel Maintenance & Engineering
- Hospitality French
- Fundamentals of Travel & Tourism
- Projects

- YEAR - II

- Housekeeping Management
- Food & Beverage Service Level II
- Hospitality Accounts
- Food & Bakery Confectionery Production Level II
- Hospitality Sales & Marketing and Public Relations
- Hotel Law
- Human Resource Management
- Basics of Computer Application
- Front Office Operation
- Projects

Diploma in House Keeping - 1 Year

Duration: 1 Year

Eligibility: 10 (Secondary) or Equivalent

- SEMESTER - I

- Accommodation Operations-1
- Food Service - 1
- Housekeeping-1

- Front Office -1
- Application of Computers
- Personality Development
- SEMESTER - I

- Laundry & Linen Mgmt
- F&B Service -II
- Housekeeping-II
- Front Office-II
- Business Communication
- Industrial Training

Diploma in Personality Development - 1 Year

Duration: 1 Year

Eligibility: Higher Secondary (10 + 2) or Equivalent

SEMESTER - I: (Self-Development Skills)

- Introduction to Personality
- Self-Esteem and Self-Confidence
- Thinking and Problem Solving Skills
- Stress Management
- SWOT Analysis and Goal-Setting

SEMESTER - II: (Interpersonal Skills)

- Hard Skills and Soft Skills
- Effective Communication
- Skills for successful interview
- Leadership
- Social Empathy

Diploma in Soft Skills - 06 Months

Duration: 06 Months

Eligibility: Higher Secondary (10 + 2) or Equivalent

- Introduction to Soft Skills
- Communication Skills
- Presentation Skills
- Time Management Skills
- Body Language & Etiquettes
- Group Discussion & Interview Skills
- Preparation of CV
- Emotional Intelligence Skills
- Life Skills
- Presentation on Soft Skills
- Activities related to Soft Skills
- Introduction to Computer
- Windows
- MS Office - Word
- MS Office - Excel
- MS Office - PowerPoint
- Project Development