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SOVABAZAR
YOUTH COMPUTER
TRAINING CENTRE

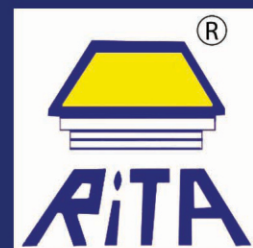


GOVT. OF WEST BENGAL

SYLLABUS



REGIONAL INSTITUTE
OF TECHNOLOGISTS
& ANALYSTS



Computer Academy

73A, Arabinda Sarani, Kolkata-700 005
[Between Metro Sovabazar and Hatibagan]

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WBBSE / WBCHSE :: Duration: 1 year

IV

History of computer, Word, PowerPoint

V

Computer Fundamental, Word, Internet, Logo

VI/VII/VIII

Word, PowerPoint, Excel, Network

IX

Generation of Computer, Boolean Algebra, Number System, WWW

X

Excel, Access, Network

XI [Application]

Generation of Computer, Number System, Boolean Algebra, Word, PowerPoint, Software and Languages and Visual Basic

XI [Science]

Generation of Computer, Number System, Boolean Algebra, Combinational Circuit, C Language, Software and Languages

XII [Application]

Combinational Circuit, Network, HTML, Excel, Access, Database and SQL

XII [Science]

Sequential Circuit, Network, HTML, Database and SQL, Data Structure, File Handling, C++

CBSE/ICSE :: Duration: 1 year

I

CH-1: Demo of few interesting uses and applications.

CH-2: Uses of a computer.

CH-3: Names of only basic parts of a computer.

CH-4: Worksheets related to parts of a computer. Such as: analogy with the human body.

CH-5: General carefulness, including power switch on/off. Such as: no banging on keyboard, no touching any wires, no direct switch off.

CBSE/ICSE :: Duration: 1 year

II

- | | |
|-----------------------------|--------------------------------------|
| CH-1: Parts of a Computer | CH-2: How Does a Computer Work |
| CH-3: Operating a computer | CH-4: The Keyboard and its Functions |
| CH-5: Handling a Mouse | CH-6: Fun with Paint |
| CH-7: Draw and Color Shapes | CH-8: Tux Paint |

III

- | | |
|------------------------------|---|
| CH-1: Computer Basics | CH-2: Fun with Paint Brush |
| CH-3: More About Paint Brush | CH-4: About Desktop and Computer
Peripherals |
| CH-5: Microsoft word 2007 | CH-6: Log on to LOGO |
| CH-7: Using Primitives | |

IV

- | | |
|--------------------------------|--------------------------------|
| CH-1: Introduction to Computer | CH-2: Components of a Computer |
| CH-3: Hardware and Software | CH-4: Introduction to Windows |
| CH-5: Paint Program | CH-6: Features of Paint |
| CH-7: Exploring MS Word | CH-8: MS PowerPoint |
| CH-9: Internet | |

CBSE :: Duration: 1 year

V-VI-VII

Word, Excel, PowerPoint, Access, HTML, QBASIC, Network

VIII

Access, HTML, Excel

IX

Open office writer, Open office impress, Open office Calc, ICT skill,
Communication skill, green skill

X

Employability skills, Open office writer, Open office calc, DBMS, SQL,
Web application

XI

Number system, Boolean algebra, Python

XII

CBSE 12 - Python, SQL, Network



ICSE / ISC :: Duration: 1 year

V

Word, PowerPoint, Scratch, Internet

VI-VII-VIII

Word, Excel, PowerPoint, Access, HTML, QBASIC, Network

IX

OOP Concept, Java, Computer Ethics

X

Java with class IX

XI

Java Array 2D Array, Call by reference method, Output Recursion, File Handling, String Tokenizer, Number System, Boolean Algebra (up to Full Adder)

XII

Combinational Circuit, K map, Java Recursion, DSA, Inheritance, including 11 Java Program

PROFESSIONAL COURSES

Course: HTML :: Duration: 6 months

1. HTML-OVERVIEW

- 1.1 Basic HTML Document
- 1.2 HTML Tags
- 1.3 HTML Document Structure
- 1.4 The <!DOCTYPE> Declaration

2. HTML- BASIC TAGS

- 2.1 Heading Tag
- 2.2 Paragraph Tag
- 2.3 Line Break Tag
- 2.4 Centering Content
- 2.5 Horizontal Lines
- 2.6 Preserve Formatting
- 2.7 Nonbreaking Spaces

3. HTML-ELEMENTS

- 3.1 HTML Tag vs. Element
- 3.2 Nested HTML Elements

4. HTML-ATTRIBUTES

- 4.1 Core Attributes
- 4.2 Internationalization Attributes
- 4.3 The xml: lang Attribute

5. HTML- FORMATTING

- 5.1 Bold Text
- 5.2 Italic Text
- 5.3 Underlined Text
- 5.4 Strike Text
- 5.5 Monospaced Font
- 5.6 Superscript Text
- 5.7 Subscript Text
- 5.8 Inserted Text
- 5.9 Deleted Text
- 5.10 Larger Text
- 5.11 Smaller Text
- 5.12 Grouping Content

Course: HTML :: Duration: 6 months

6. HTML-PHRASE TAGS

- 6.1 Emphasized Text
- 6.2 Marked Text
- 6.3 Strong Text
- 6.4 Text Abbreviation
- 6.5 Acronym Element
- 6.6 Text Direction
- 6.7 Special Terms
- 6.8 Quoting Text
- 6.9 Short Quotations
- 6.10 Text Citations
- 6.11 Computer Code
- 6.12 Keyboard Text
- 6.13 Programming Variable
- 6.14 Program Output
- 6.15 Address Text

7. HTML-META TAGS

- 7.1 Adding Meta Tags to your Documents
- 7.2 Specifying Keywords
- 7.3 Document Description
- 7.4 Document Revision Date
- 7.5 Document Refreshing
- 7.6 Page Redirection
- 7.7 Setting Cookies
- 7.8 Setting Author Name
- 7.9 Specify Character Set

8. HTML-COMMENTS

- 8.1 Valid vs Invalid Comments
- 8.2 Multiline Comments
- 8.3 Conditional Comments
- 8.4 Using Comment Tag
- 8.5 Commenting Script Code
- 8.6 Commenting Style Sheets

9. HTML- IMAGES

- 9.1 Insert Image
- 9.2 Set Image Location
- 9.3 Set Image Width/Height
- 9.4 Set Image Border
- 9.5 Set Image Alignment
- 9.6 Free Web Graphics

Course: HTML :: Duration: 6 months

10. HTML-TABLES

- 10.1 Table Heading
- 10.2 Cellpadding and Cellspacing Attributes
- 10.3 Colspan and Rowspan Attributes
- 10.4 Table Backgrounds
- 10.5 Table Height and Width
- 10.6 Table Caption
- 10.7 Table Header, Body, and Footer
- 10.8 Nested Tables

11. HTML-LISTS

- 11.1 HTML Unordered Lists
- 11.2 The type Attribute
- 11.3 HTML Ordered Lists
- 11.4 The type Attribute
- 11.5 HTML Definition Lists

12. HTML – TEXT LINKS

- 12.1 Linking Documents
- 12.2 The target Attribute
- 12.3 Use of Base Path
- 12.4 Linking to a page section
- 12.5 Setting Link Colors
- 12.6 Download Links
- 12.7 File Download Dialog Box

13. HTML – IMAGE LINKS

- 13.1 Mouse-Sensitive Images
- 13.2 Server-Side Image Maps
- 13.3 Client-Side Image Maps
- 13.4 Coordinate System

14. HTML-EMAIL LINKS

- 14.1 HTML Email Tag
- 14.2 Default Settings

15. HTML-FRAMES

- 15.1 Disadvantages of Frames
- 15.2 Creating Frames
- 15.3 The <frameset> Tag Attributes
- 15.4 The <frame> Tag Attributes
- 15.5 Browser Support for Frames
- 15.6 Frame's name and target attributes

16. HTML-IFRAMES

- 16.1 The <iframe> Tag Attributes

Course: HTML :: Duration: 6 months

17. HTML-BLOCKS

- 17.1 Block Elements
- 17.2 Inline Elements
- 17.3 Grouping HTML Elements
- 17.4 The <div> tag
- 17.5 The tag

18. HTML-BACKGROUNDS

- 18.1 Html Background with Colors
- 18.2 Html Background with Images
- 18.3 Patterned & Transparent Backgrounds

19. HTML-COLORS

- 19.1 HTML Color Coding Methods
- 19.2 HTML Colors- Color Names
- 19.3 W3C standard 16 colors
- 19.4 HTML Colors-Hex Codes
- 19.5 HTML Colors-RGB Values
- 19.6 Browser Safe Colors

20. HTML-FONTS

- 20.1 Set Font Size
- 20.2 Relevant Font Size
- 20.3 Setting Font Face
- 20.4 Specify alternate font faces
- 20.5 Setting Font Face
- 20.6 Specify alternate font faces
- 20.7 Setting Font Color
- 20.8 The<basefont>Element
- 20.9 Example of the <basefont> Element

21. HTML-FORMS

- 21.1 Form Attributes
- 21.2 HTML Form Controls
- 21.3 Text Input Controls
- 21.4 Single-line text input controls
- 21.5 Attributes
- 21.6 Password Input controls
- 21.7 Attributes
- 21.8 Multiple-Line Text Input Controls
- 21.9 Attributes
- 21.10 Checkbox Control
- 21.11 Attributes

Course: HTML :: Duration: 6 months

- 21.12 Radio Button Control
- 21.13 Select Box Control
- 21.14 Attributes
- 21.15 File Upload Box
- 21.16 Button Controls
- 21.17 Hidden Form Controls

22. HTML-EMBED MULTIMEDIA

- 22.1 The <embed>Tag Attributes
- 22.2 Supported Video Types
- 22.3 Background Audio
- 22.4 HTML Object tag

23. HTML-MARQUEES

- 23.1 The <marquee> Tag Attributes

24. HTML-HEADER

- 24.1 The HTML<title> Tag
- 24.2 The HTML<meta>Tag
- 24.3 The HTML<base>Tag
- 24.4 The HTML<link>Tag
- 24.5 The HTML<style>Tag
- 24.6 The HTML<script>Tag

25. HTML-stylesheet

- 25.1 External Style Sheet
- 25.2 Internal Style Sheet
- 25.3 Inline Style Sheet

26. HTML JAVASCRIPT

- 26.1 External JavaScript
- 26.2 Internal Script
- 26.3 Event Handlers
- 26.4 Hide Scripts from Older Browsers
- 26.5 The <noscript> Element
- 26.6 Default Scripting Language

27. HTML-LAYOUTS

- 27.1 HTML Layout- Using Tables
- 27.2 Multiple Columns Layout-Using Tables
- 27.3 HTML Layouts-Using DIV,SPAN

Course: CORE JAVA :: Duration: 6 months

1. INTRODUCTION OF JAVA

- 1.1 Platform Independent
- 1.2 Open Source
- 1.3 Multi-threading
- 1.4 More Secure
- 1.5 Portable

2. CORE JAVA TOPICS

- 2.1 OOPS Concept
- 2.2 Control Statement and Looping
- 2.3 Arrays
- 2.4 String
- 2.5 Collections
- 2.6 Exceptions
- 2.7 Constructor

3. INTRODUCTION OF OOPS

- 3.1 Class
- 3.2 Object
- 3.3 Method
- 3.4 Encapsulation
- 3.5 Inheritance
- 3.6 Polymorphism
- 3.7 Abstraction

4. ENCAPSULATION

5. INHERITANCE

- 5.1 Single Inheritance
- 5.2 Multilevel Inheritance
- 5.3 Multiple Inheritance
- 5.4 Hybrid Inheritance
- 5.5 Hierarchical Inheritance

6. ACCESS SPECIFIER

- 6.1 Public
- 6.2 Private
- 6.3 Protected
- 6.4 Default

7. DATA TYPES AND WRAPPER CLASS

- 7.1 Data types
- 7.2 Variable
- 7.3 Wrapper Class



Course: CORE JAVA :: Duration: 6 months

8. CONTROL STATEMENT

- 8.1 If
- 8.2 If-else
- 8.3 If-else-if

9. LOOPING

- 9.1 For Loop
- 9.2 While Loop
- 9.3 Do-While Loop

10. POLYMORPHISM

- 10.1 Method Overloading
- 10.2 Method Overriding

11. ABSTRACTION

- 11.1 Abstract Class
- 11.2 Interface

12. ARRAYS

13. STRING

- 13.1 String Functions
- 13.2 Literal String
- 13.3 Non-Literal String
- 13.4 Mutable String
- 13.5 Immutable String

14. COLLECTIONS

- 14.1 List
- 14.2 Set
- 14.3 Map

15. EXCEPTION

- 15.1 Unchecked Exception
- 15.2 Checked Exception
- 15.3 Exception Handling

16. PACKAGES



Course: ADVANCE JAVA :: Duration: 6 months

1. BASICS OF A WEB APPLICATION

- 1.1 What is a web application?
- 1.2 What is a web client and web server?
- 1.3 How do client and server communicate?
- 1.4 HTTP protocol basics
- 1.5 HTTP Language basics
- 1.6 What is a TCP/IP port, URL?
- 1.7 Need for a web container

2. WEB CONTAINER AND WEB APPLICATION PROJECT SET UP

- 2.1 To set up Tomcat Container on a machine
- 2.2 To set up a Servlets JSP project in eclipse
- 2.3 To configure dependency of servlet JSP APIs
- 2.4 Web application project structure

3. SERVLETS

- 3.1 What are Servlets?
- 3.2 What can they do? Why are they needed?
- 3.3 How do servlets look in code?
- 3.4 HTTP Methods; GET, POST, PUT, DELETE, TRACE, OPTIONS
- 3.5 GET/POST request; difference between the two Servlet Lifecycle
- 3.6 Servlet Context and Servlet Config
- 3.7 Forwarding and Redirection of requests

4. SESSION MANAGEMENT

- 4.1 What is a session?
- 4.2 Why is it required?
- 4.3 How to get a session?
- 4.4 Session Information passing between client and server
- 4.5 Session information passing mechanisms-Cookies, Rewriting
- 4.6 How to destroy a session

5. JSPs

- 5.1 Introduction to JSP and need for JSPs
- 5.2 Basic HTML tags
- 5.3 JSP Lifecycle

6. JSP ELEMENTS

- 6.1 Scriptlets
- 6.2 Expressions
- 6.3 Declarations
- 6.4 Significance of above elements and fitment into the JSP Lifecycle



Course: ADVANCE JAVA :: Duration: 6 months

6.5 What are Directives in JSP?

6.6 Page Directive

6.7 Include Directive

6.8 Taglib Directive

7. JSP TAG LIBRARY

7.1 JSP Standard Actions

7.2 Expression Language

7.3 JSTL basics and it's usage

7.4 Need for custom Tag Library

7.5 Custom Tag Library implementation

8. STRUTS FRAMEWORK

8.1 What is MVC?

8.2 MVC Type1 and Type2 architecture

8.3 Why Struts framework?

9. HIBERNATE FRAMEWORK

9.1 Introduction

9.2 Hibernate Architecture

9.3 Hibernate CRUD

10. VARIOUS WEB TECHNOLOGY KNOWLEDGE

Course: C :: Duration: 6 months

1. Getting Started
 - 1.1. History
 - 1.2. The first program and explanation
 - 1.3. Character Sets
 - 1.4. Tokens – Keywords, Literals, Identifiers, Variables
 - 1.5. Data types
 - 1.6. Format Specifier
 - 1.7. Operators
 - 1.8. Type Conversion
 - 1.9. Comments
 - 1.10. Escape Sequence
 - 1.11. Input function
 - 1.12. Storage Classes
 2. Branching and Looping
 - 2.1. Conditional Statements – if-else, switch
 - 2.2. Loops – for, while, do-while, break, continue
 3. Functions, Pointer
 4. Arrays
 5. Strings
 6. Structure
 7. File Handling
-

Course: C ++ :: Duration: 6 months

1. Getting Started
 - 1.1. History
 - 1.2. The first program and explanation
 - 1.3. Character Sets
 - 1.4. Tokens – Keywords, Literals, Identifiers, Variables
 - 1.5. Data types
 - 1.6. Operators
 - 1.7. Type Conversion
 - 1.8. Comments
 - 1.9. Escape Sequence
2. Branching and Looping
 - 2.1. Conditional Statements – if-else, switch
 - 2.2. Loops – for, while, do-while, break, continue



Course: C ++

3. Functions, Pointer
 4. Arrays
 5. Strings
 6. Structure
 7. File Handling
 8. OOP concept
-

Course: Python :: Duration: 6 months

1. Getting Started with Python
 - 1.1. Features and Advantages of Python
 - 1.2. Structure of Python Program
 2. Python Fundamental
 - 2.1. Tokens: Keyword, Identifier, Literals & Operators
 - 2.2. Variables and Data Type
 - 2.3. Input Output Function
 3. Program Control Flow
 - 3.1. Condition Statement
 - 3.2. Looping and Iteration
 4. List
 - 4.1. List Methods
 - 4.2. Searching and Sorting
 5. Tuple
 6. String
 7. Dictionary
 8. Set
 9. Functions
 - 9.1. Recursive functions
 10. Modules
 - 10.1. Random
 - 10.2. Math
 11. Lambda Functions
 12. File Handling
 13. Database Connectivity
-

Course:Data Structure & Algorithm :: Duration: 4 Months

Unit I

Introduction to data structures:

Algorithms and Flowcharts, Basics Analysis on algorithm, Complexity of algorithm, Introduction and definition of data structure, classification of data, Arrays, Various types of data structure, Static and dynamic memory allocation, Function, Recursion.

Arrays, Pointers, Strings:

Introduction to arrays, Definition, One Dimensional Array and Multi-Dimensional Arrays, Pointer, Pointer to structure, various programs for array and pointer. Strings. Introduction to Strings, Definition, Library functions of Strings.

Unit II

Stacks and Queue:

Introduction to stack, Definition, Stack Implementation, Operations of stack, Application of stack and multiple stacks. Implementation of Multiple Stack Queues, Introduction to queue, Definition, Queue Implementation, Operations of queue, Circular queue, De-queue and Priority queue.

Unit III

Linked Lists and Trees:

Introduction, Representation and operations of Linked Lists, Singly Linked List, Doubly Linked List, Circular Linked List, And Circular Doubly Linked List.

Trees:

Introduction to Tree, Tree Terminology Binary Tree, Binary Search Tree, Strictly Binary Tree, Complete Binary Tree, Tree Traversal, Threaded Binary Tree, AVL Tree, B Tree, B+ Tree

Unit IV

Graphs, Searching, Sorting and Hashing Graphs:

Introduction, Representation of graphs, Graph Traversals Shortest path algorithms.

Searching and Sorting:

Searching, Types of searching, Sorting, Types of Sorting like quick sort, bubble sort, merge sort, selection sort.

Hashing:

Hash Function, Types of Hash Functions, Collision, Collision Resolution Technique(CRT), Perfect Hashing



Course: PHP :: Duration: 6 Months

1. Getting Started with PHP
 - 1.1. Features and Advantages of PHP
 - 1.2. Structure of PHP Program
2. PHP Fundamental
 - 2.1. Tokens: Keyword, Identifier, Literals & Operators
 - 2.2. Input Output Function
3. Branching and Looping
 - 3.1. Conditional Statements – if-else, switch
 - 3.2. Loops – for, while, do-while, break, continue
4. Array
5. String
6. OOP Concept
7. Method
 - 7.1. Overloading
 - 7.2. Passing Arguments
8. Constructor and Destructor
9. Inheritance
 - 9.1. Access Modifiers
 - 9.2. Overriding
10. Abstract Class and Interface
11. File Handling, Exception and Error Handling
12. Session and Cookies
13. File Upload and Form Validation
14. Database Concept and Database Connectivity



Course: MySQL :: Duration: 6 Months

- 2.18 SQL Joins
- 2.19 SQL Inner Join
- 2.20 SQL Left Join
- 2.21 SQL Right Join
- 2.22 SQL Full Join
- 2.23 SQL Union
- 2.24 SQL Select Into
- 2.25 SQL Insert Into Select
- 2.26 SQL Create DB
- 2.27 SQL Create Table
- 2.28 SQL Constraints
- 2.29 SQL Not Null
- 2.30 SQL Unique
- 2.31 SQL Primary Key
- 2.32 SQL Foreign Key
- 2.33 SQL Check
- 2.34 SQL Default
- 2.35 SQL Create index
- 2.36 SQL Drop
- 2.37 SQL Alter
- 2.38 SQL Auto Increment
- 2.39 SQL Views
- 2.40 SQL Dates
- 2.41 SQL Null Values
- 2.42 SQL Null Functions
- 2.43 SQL Data Types
- 2.44 SQL DB Data Types

3 SQL Functions

- 3.1 SQL Avg()
- 3.2 SQL Count()
- 3.3 SQL First()
- 3.4 SQL Last()
- 3.5 SQL Max()
- 3.6 SQL Min()
- 3.7 SQL Sum()



Course: MySQL :: Duration: 6 Months

- 3.8 SQL Group By
- 3.9 SQL Having
- 3.10 SQL Ucase()
- 3.11 SQL Lcase()
- 3.12 SQL Mid()
- 3.13 SQL Len()
- 3.14 SQL Round()
- 3.15 SQL Now()
- 3.16 SQL Format()

4 SQL STORED PROCEDURES

- 4.1 MySQL Stored Procedure Introduction
- 4.2 MySQL Stored Procedures Getting Started
- 4.3 MySQL Stored Procedure Variables
- 4.4 MySQL Stored Procedure Parameters
- 4.5 MySQL Stored Procedures-Return Multiple Values
- 4.6 MySQL IF Statement
- 4.7 MySQL CASE Statement
- 4.8 IF vs. CASE
- 4.9 MySQL Loop Statements
- 4.10 MySQL Cursor
- 4.11 MySQL Stored Procedure -Raising Error Conditions
- 4.12 MySQL Stored Function

5 Introduction to SQL Trigger

- 5.1 MySQL Triggers Implementation
- 5.2 Create Trigger in MySQL
- 5.3 Managing Triggers in MySQL
- 5.4 Create Multiple Triggers For The Same Trigger Event And Action Time
- 5.5 Working with MySQL Scheduled Event
- 5.6 Modifying MySQL Events

6 MySQL VIEWS

- 6.1 Introduction to Database View
- 6.2 Views in MySQL
- 6.3 MySQL CREATE VIEW
- 6.4 MySQL Views & With Check Option
- 6.5 Creating MySQL Updatable Views
- 6.6 LOCAL & CASCADED in WITH CHECK Option
- 6.7 Managing Views in MySQL



Advanced Excel



Basic to Advanced Excel Course Syllabus

Introduction to Computers

- Font formatting
- Number formatting
- Table formatting
- Conditional formatting
- Hide / Unhide
- Sort / filter
- Paste special
- Find and select

Insert

- Illustrations
- Charts
- Tables

Basic Functions

- Sum / Average / Count / Max / Min / Product / Quotient / Mod
- Basic Text / date / time / lookup / information functions
- Name manage
- Formula Auditing

Review

- Proofing
- Comments
- Protection Views
- Types of views
- Zoom

Lookup Functions

- Vlookup / HLookup
- Index and Match
- Nested VLookup
- Vlookup with Helper Column
- Vlookup using Match Function (Two_Way_Lookup)
- VLOOKUP with Multiple Criteria
- Vlookup with AutoDrag Feature
- Using VLOOKUP to consolidate Data from Multiple Sheets

PivotTables

- Creating, Formatting Simple PivotTables
- Page Field in a PivotTable
- Formatting a PivotTable
- Creating / Modifying a PivotChart

Logical/Statistical/Information Functions

- And
- Or
- Count/Counta/CountBlank
- DSum/DMax/DMin/DAverage/DCountA
- SumProduct
- IsNumber/IsText/IsBlank/IsError
- Trend/ForeCast
- Time & Date
- IF
- IF/ IFs and Nested IF Functions
- CountIF/CountIFS
- IF+OR/IF+AND
- SumIF/SumIF+SumIF/SumIFS
- SumIF with Data Validation
- DatedIF
- IF+Isnumber/ IF+Istext / IF+Isblank
- IF+Sum
- IF+Average

Other Functions

- Cell ABS Large / Small Rank Fact
- Round/Rounddown/Roundup
- Odd/Even
- Power
- Proper/Upper/Lower
- Left/Right/Mid/Len

Validations

- Input Messages / Error Alerts / Drop-Down Lists
- Conditional Formatting and Advance Level Conditional Formatting
- Define Name/ Name Constant/ Name Manager

Advanced Filters

- Extracting Records with Advanced Filter
- Using Formulas in Criteria

Hyper / Data Linking

- Hyper linking data, within sheet / workbook
- Linking & Updating links between workbooks & application

Consolidation

- Consolidating Data with Identical / Different Layout

Sharing and Protecting Workbooks

- Sharing Workbooks & Tracking Changes
- Protecting sheets / workbooks / Files



B.Com :: Year 3 / 4: Semester VI / VIII

COMPUTERISED ACCOUNTING SYSTEM and E-FILING OF TAX RETURN

Unit-1: Computerized Accounting Package: Using Generic Software

[40 Marks, Class: 40]

- (a) Company creation, ledger creation, order processing, accounting voucher, inventory voucher, memorandum voucher, invoicing, multiple godown handling, Transfer of materials across godowns, Bank Reconciliation,
- (b) Cost Centre, Cost Category, Bill of Material (BoM), Budget and Controls
- (c) Payroll Accounting
- (d) TDS, GST
- (e) Back up & Restore, Export and Import data

Unit 2: Designing Computerized Accounting System

[15 Marks, Class:15]

- (a) Introduction to DBMS Package – Table, Query, Form and Report
- (b) Designing Computerized Accounting System using DBMS Package
Creating a voucher entry Form, Preparing ledgers, trial balance, profit & loss a/c, and balance sheet with Form wizard and Report
- (c) Designing Payroll System for Accounting using Form, Query, and Report

Unit-3: E-filing of Tax return

[25 Marks, Class: 25]

- (a) Preparation and submission of the Income Tax Return (ITR) offline/online for individual taxpayer [e-filing without using DSC and with using DSC, EVC]
- (b) View form 26AS, Upload return, View e-file returns, e-verification
- (c) Use of e-tax calculator (including interest calculation u/s 234A, 234B, 234C)
- (d) E-Pay tax (Challan No./ITNS 280, ITNS 281)
- (e) Preparation and submission online form 10E [Relief u/s 89(1)]

Project Work:

Assignment based for each and every topic should be prepared

- Software: Singhania, V.K., E-Filing of Income Tax Returns and Computations of Tax, Taxmann
- Software: “Excel Utility”, incometaxindiaefiling.gov.in



Tally with GST



Contents

BASIC OF ACCOUNTING

Introduction - Types of Accounts - Accounting Principles or concepts - Mode of Accounting - Rules of Accounting - Double-entry system of bookkeeping

FUNDAMENTALS OF TALLY

Company Features - Configuration - Getting functions with Tally - Creation / setting up of Company in Tally

ACCOUNTING MASTERS IN TALLY

Chart of Groups - Groups - Multiple Groups - Ledgers - Multiple Ledgers

INVENTORY MASTERS IN TALLY

Stock Groups - Multiple Stock Groups - Stock Categories - Multiple Stock Categories - Units of Measure - Stock Items

VOUCHER ENTRIES IN TALLY

Introduction - Types of Vouchers - Chart of Vouchers - Accounting Vouchers - Inventory Vouchers - Invoicing

ADVANCE ACCOUNTING IN TALLY

Bill-wise details - Cost centers and Cost Categories - Multiple currencies - Interest calculations - Budget and controls - Scenario management - Bank Reconciliation

ADVANCE INVENTORY IN TALLY

Order Processing - Recorder Levels - Batch-wise details - Bill of Materials - Batch-Wise Details - Different Actual and Billed Quantities - Price Lists - Zero-Valued Entries - Additional cost details -POS

GST IN TALLY

GST – GST Transactions for Registered Dealer - Composite Supply - Sales Return - Payment of GST - GST Transactions with Un-Registered Dealer with RCM - GST Transactions with Composition Dealer

TECHNOLOGICAL ADVANTAGES IN TALLY

Tally vault - Security controls - Tally Audit - Backup and restore - Split company data - Import and export of data - Printing Reports and Cheques - Company Logo

PAYROLL ACCOUNTING IN TALLY

Employee Creation - Salary Define - Employee Attendance Register - Pay Heads Creation - Salary Report

GENERATING REPORTS IN TALLY

Financial Statements - Trading Account - Profit & Loss Account - Balance Sheet - Accounts Books and Reports - Inventory Books and Reports - Exception Reports - Statutory Reports - Payroll Reports - Trial balance - Day Book - List of Accounts - Stock Summary - Outstanding Statement



Graphic Designing :: Duration: 6 months

COREL DRAW :: Duration: 2 months

Introduction of COREL DRAW
BASIC TOOL, SHAPE and BEZIER TOOL, MOVE TOOL
CONTOUR, Introduction of GRAPHIC
Difference between RASTER GRAPHIC and VECTOR GRAPHIC
and VECTOR GRAPHIC
Definition of DPI and PPI
Basic difference of DOTS and PIXELS

PROJECTS :

LOGO
VISITING CARD
LEAFLET
DANGLER
BROCHURE
PACKAGING



PHOTO SHOP :: Duration: 2 months

Introduction of PHOTO SHOP
BASIC TOOL
MASKING
PHOTO EDITING
COLOUR CORRECTION
FILTER EFFECT
BRUSH EFFECTS
BRUSH MAKING
TEXTURE MAKING
PATTERN MAKING
and Many More

PROJECTS :

LEAFLET DESIGNING
POSTER DESIGNING
MOVIE POSTER DESIGNING
BOOK COVER DESIGNING
ART MANIPULATION
DIGITAL PAINT



Graphic Designing

ILLUSTRATOR :: Duration: 2 months

Introduction of ILLUSTRATOR
BASIC TOOL
MASKING
PHOTO EDITING
COLOUR CORRECTION
FILTER EFFECT
BRUSH EFFECTS
BRUSH MAKING
TEXTURE MAKING
PATTERN MAKING
and Many More

PROJECTS :

VECTOR ART
POLY ART
MESH ART
WALL PAPER ART
BRANDING



2D Animation :: Duration: 1 year

HAND SKETCH DRAWING :: Duration: 5 months

Definition of ANIMATION
12 Principle of ANIMATION
Basic of Human ANATOMY
WALK CYCLE of Human, Animal, Creature
RUN CYCLE of Human, Animal, Creature
CYCLING, HORSE RIDING, DANCING



FLASH :: Duration: 5 months

CINEMATIC and NON CINEMATIC
All Types of TOOLS in FLASH like
LINE Tool
GRADIENT Tool
GRAPHICS and MOVIE CLIP
CHARACTER ANIMATION



PHOTO SHOP :: Duration: 2 months

Introduction of PHOTO SHOP
BASIC TOOL
MASKING
PHOTO EDITING
COLOUR CORRECTION
FILTER EFFECT
BRUSH EFFECTS
BRUSH MAKING
TEXTURE MAKING
PATTERN MAKING
BACKGROUND ART
and Many More

PROJECTS :

MAN WALKING and RUNNING, CYCLING
ANIMAL RUNNING and WALKING
STORY BOARDING
SYNOPSIS
ANIMATIX
CARTOON MOVIE MAKING



Video Editing and Compositing with Motion Graphics

:: Duration: 10 months

PREMIERE PRO :: Duration: 4 months

BASIC SETTING
BASIC TOOLS
ROGER TOOL
HAND TOOL
SLOW MOTION
ADDING SOUND
AUDIO VIDEO MIXING
ULTRA KEY
CHROMA KEY
GREEN SKIN REMOVE
TRANSITION EFFECTS
COLOUR CORRECTION AND BLUR TOOL
MASKING

PROJECTS :

TRAILER MAKING
TEASER MAKING
TEXT ANIMATION
ADVERTISEMENT MAKING
STORY BOARDING



PHOTO SHOP :: Duration: 2 months

Introduction of PHOTO SHOP
BASIC TOOL
MASKING
PHOTO EDITING
COLOUR CORRECTION
FILTER EFFECT
BRUSH EFFECTS
BRUSH MAKING
TEXTURE MAKING
PATTERN MAKING
and Many More

PROJECTS :

CLOUD MAKING
MATTE PAINTING
ART MANIPULATION
DIGITAL PAINTING



Video Editing and Composition with Motion Graphics

AFTER EFFECTS :: Duration: 4 months

BASIC SETTINGS OF AFTER EFFECTS
BASIC TOOLS OF AFTER EFFECTS
Different TOOLS of TEXT EFFECTS
Different TYPES of MASKING
ALPHA KEY
CLONE STAMP TOOL
PIN PUPPET TOOL
3D ROTATION
COLOUR CORRECTION
PRACTICAL ANIMATION
WRITE ON
2D MOTION TRACKING
3D MOTION TRACKING
ROTOSCOPING
3D CAMERA PROJECTION

PROJECTS :

Different Type of EFFECTS MAKING in
AFTER EFFECTS like FAIR MAKING
WATER MAKING
LOGO ANIMATION
MOTION POSTER
3D SLIDE SHOW
10 TYPES OF MOTION GRAPHICS



Learn COMMUNICATIVE ENGLISH to make your future ready

Why is English important for Students!

English language plays an essential role in our lives as it helps in Communication. It is the main language for studying any subject all over the world. English is important for students as it broadens their minds, develops emotional skills, improve the quality of life by providing job opportunities.

Moreover, the use of English as an international language is growing with time because it is the only medium for communication in many countries. English is also used widely in the literature and media section to publish books, most of the writers write in the English language due to the vast majority of readers know only the English language and they can describe their ideas best in the English language.

Core Skill of English Language:

As we are aware that English language skills depend upon four Core Skills. These skills are essential for learning the English language that is,

Listening Skills:- It improves the imagination and vocabulary of a learner. While listening we used to visualize the scene and memorize in our memory.

Speaking Skills:- When a learner speaks, he gets to know his mistakes and he can improve it further.

Reading Skills:- Reading a book or a passage helps in improving the vocabulary the spellings of all words. If a student masters those four skills then his/her English will automatically improve and gain confidence in presenting his skill.

Writing Skills:- When we write we get to know, what we are writing and we know the spelling of all words.

Why learning English language is important?

Perfect Communication – It is important to speak effectively. People get impressed by those who have good communication skills.

Gain Confidence – If you own good communication skills then your confidence will automatically be high.

Achieve you goal early – Effective English language skills help you meet your career goals quickly.

Effective Personality – When we speak effectively and with confidence, anyone can get attracted.

Part of the Global Communication – English language is a part of the global world. So if one knows good English then one can interact with others.

Multiple Career prospects – A person possessing effective communication skills have more career opportunities than others.

The importance of the English language is wider in education. A student studies other subjects in the English language only like Science, Economics, Geography, History etc. If he knows the general rules of grammar well then the student can easily write the notes and ace in exam.

With the growing competition, it has become essential to speak and write English perfectly. Our course of content is designed to mitigate this purpose. It has levels from beginner to advance. It depends upon the learner from which level he wants to learn. Students learn here in an easy way through audio and videos.

The content and textbooks are pretended to be use before oral practice in English. According to the age, groups of learners have been divided into three categories – (i) Primary plus (6-10 years), (ii) Secondary plus (11-17 years), (iii) Career plus (18-40 years).

Primary Plus:- 6 Months Course

Unit-1	Know me!	Unit-2	Wishing some one	Unit-3	My House
Unit-4	My Class	Unit-5	On a Sunday	Unit-6	Lesson on Pants
Unit-7	Good Manners	Unit-8	Environment	Unit-9	Opposites
Unit-10	Going for a Picnic	Unit-11	The little Birdie	Unit-12	In the Market
Unit-13	Helping your Mother	Unit-14	What are they doing	Unit-15	Meet my family
Unit-16	My Best friend	Unit-17	About myself	Unit-18	Birthday Party
Unit-19	My Favorite	Unit-20	At the Breakfast Table	Unit-21	Airport
Unit-22	Story telling				

Secondary Plus:- 8 Months Course

Unit-1	My Country	Unit-2	Buying things	Unit-3	Restaurant
Unit-4	Getting to know	Unit-5	Table Manners	Unit-6	Asking for Directions
Unit-7	Talk on Computer	Unit-8	About Cricket	Unit-9	Telephonic Conversation
Unit-10	Road safety	Unit-11	Shopping vegetables	Unit-12	Asking about School work
Unit-13	Visiting a Sick friend	Unit-14	At the Doctor's	Unit-15	At the Railway Station
Unit-16	At the Hotel	Unit-17	At a Wedding	Unit-18	At the Bank
Unit-19	Introducing People	Unit-20	Getting Information	Unit-21	Common Health Problem
Unit-22	Active VS Passive verbs conversation	Unit-25	Interrogative Words	Unit-23	Tag Questions
Unit-24	Short Answers	Unit-28	Final preposition	Unit-26	Simple Questions and Negatives
Unit-27	General Conversation	Unit-30	Infinitive VS General Conversation		
Unit-29	Word Forms	Unit-32	Illocution	Unit-33	Extempore Speech
Unit-31	Fluency Development				

Career Plus:- 6 Months Course

Unit-1	Preparing for an Interview	Unit-2	The Interview
Unit-3	Group Discussion	Unit-4	First Day at Work
Unit-5	Effective Telephone Skills	Unit-6	Conversational Ability
Unit-7	E-Writing	Unit-8	Modes of Reporting
Unit-9	Video Conferencing	Unit-10	Public Speaking & Presentation Skill
Unit-11	Personality Development		



INFORMATION TECHNOLOGY

SEM I Certificate in Information Technology Application (CITA)

Fundamental, OS- Windows 11, Keyboard Shortcuts, Typing, MS Office, Visual FoxPro 6.0

SEM II Diploma in Information Technology Application (DITA)

MS ACCESS, Visual Basic, Internet & Email, Advanced Excel

SEM III Advanced Diploma in Information Technology Application (ADITA)

C++, VB.Net, JAVA SCRIPT, VB SCRIPT

FINANCIAL ACCOUNTING SYSTEM

SEM I Certificate in Financial Accounting System (CFAS)

Fundamentals, OS- Windows 11, Keyboard Shortcuts, Typing, Ms Word 2021, Tally Erp9, Ex-Next Gen

SEM II Diploma in Financial Accounting System (DFAS)

Tally with GST, Basic to Advanced Excel, Ms-PowerPoint, Database Management System (Visual FoxPro), Two Financial Accounting Packages [Fact, Accord], Internet & E-Mail

SEM III Advanced Diploma in Financial Accounting System (ADFAS)

Tally Prime 2.0.1, Payroll System, Online GST (Video Classes), Taxation Software (IDT), TDS & E-return preparation Software, Two Financial Accounting Packages [Busy, Ace], MS Office 365 or latest (Advance) & Project Work

DESK TOP PUBLISHING

SEM I Certificate in Desk Top Publishing (CDTP)

Fundamental, OS- Windows 11, MS Office, Page Maker, Corel Draw, Bengali Type

SEM II Diploma in Desk Top Publishing (DDTP)

Scanning & Editing Images of Publications, Adobe Photoshop, Freehand, Flash, Internet & E-Mail

SEM III Advanced Diploma in Desk Top Publishing (ADDTP)

Adobe Illustrator, Adobe InDesign, Basic of Web designing with Flash and Dreamweaver

MULTIMEDIA

SEM I Certificate in Web Designing (CWD)

Concepts on Internet Protocols, Browsers Domain Names & Registering Domain Names
Scripting Languages (HTML, DHTML, XML, Java Script), GIF Animator / Cool 3D, Dreamweaver
Project on Web Page Designing, Web Hosting

SEM I Certificate in Basic Multimedia (CBM)

Creating Illustrations: Adobe Illustrator CS3, Corel Draw X4, Imaging: Adobe Photoshop, 2D Animation: Adobe Flash, Authoring: Adobe Director, Sound Editing : Sound Forges

SEM II Diploma in Multimedia, Animation & Video Editing (DMAVE)

Creating Illustrations: Adobe Illustrator CS3, Corel Draw X4, Imaging: Adobe Photoshop
2D Animation: Adobe Flash, Authoring: Adobe Director, Sound Editing : Sound Forges
Video Compositing & Editing : Adobe After effects, Deck Link Card with Adobe Premiere Pro
3D Animation : Autodesk 3D Max



SOVABAZAR

YOUTH COMPUTER TRAINING CENTRE
An Initiative of Department of Youth Services
Government of West Bengal
32/1, B.B.D. Bag (South), Kolkata - 700 001
SOVABAZAR YCTC
73A, ARABINDA SARANI, Kolkata, Kolkata-700005

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has completed the _____ Course in _____ months
duration from _____ to _____ with grade _____
as assessed and evaluated by M/s Hewlett Packard Enterprise India Pvt. Ltd. through
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Director
Directorate of Youth Services,
Govt. of West Bengal

Additional Chief Secretary
Dept. of Youth Services,
Govt. of West Bengal

Grades : 90% & Above = A+; 80-89% = A; 70-79% = B+; 60-69% = B; 50-59% = C; 40-49% = D; 30-39% = E



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