

COMPUTER EDUCATION

Introduction:

In the fast-paced and ever-evolving landscape of the 21st century, computer education has emerged as a cornerstone of academic and professional success. The advent of computers has revolutionized the way we live, work, and communicate, making computer education an indispensable aspect of modern learning.

This essay explores the significance of computer education, its impact on individuals and society, and the evolving role it plays in shaping the future.

The Evolution of Computer Education:

The history of computer education can be traced back to the mid-20th century when computers were massive machines with limited capabilities. Over the decades, technological advancements have led to the development of personal computers, laptops, tablets, and smartphones, making computing devices ubiquitous in our daily lives.

Similarly, computer education has evolved from basic programming and data processing to encompass a broad spectrum of skills and knowledge.

Computer education in schools and universities has undergone a paradigm shift, moving beyond the confines of traditional subjects.

Today, students are exposed to coding, digital literacy, and information technology from an early age. This shift reflects the recognition of the transformative power of computer education in preparing individuals for the challenges of the digital era.

The Significance of Computer Education:

1. **Empowering Individuals:** Computer education empowers individuals by providing them with essential skills to navigate the digital landscape. From basic computer literacy to advanced programming, individuals gain the ability to harness technology for personal and professional growth.
2. **Enhancing Employability:** In the contemporary job market, computer skills are highly sought after by employers. Proficiency in software applications, coding languages, and digital tools enhances employability and opens up diverse career opportunities.

3. **Fostering Critical Thinking:** Computer education is not just about acquiring technical skills; it also fosters critical thinking and problem-solving abilities. The process of coding, for example, requires logical reasoning and creativity, encouraging students to think analytically.
4. **Promoting Digital Citizenship:** As technology becomes integral to society, computer education plays a vital role in promoting digital citizenship. Students learn about responsible online behavior, cybersecurity, and the ethical use of technology, ensuring they become responsible and informed digital citizens.

The Impact of Computer Education on Society:

1. **Bridge the Digital Divide:** Computer education has the potential to bridge the digital divide by providing equal access to technological resources. Initiatives that promote computer education in underserved communities contribute to reducing disparities in digital literacy.
2. **Innovation and Entrepreneurship:** A society well-versed in computer education is more likely to foster innovation and entrepreneurship. The ability to leverage technology for creative endeavors is a catalyst for economic growth and societal progress.
3. **Healthcare and Scientific Advancements:** In fields like healthcare and scientific research, computer education plays a pivotal role. From analyzing medical data to simulating complex scientific processes, computers are indispensable tools that contribute to advancements in these critical areas.
4. **Global Connectivity:** Computer education facilitates global connectivity, enabling individuals to collaborate across borders. The interconnectedness of the digital world breaks down geographical barriers and fosters a global community.

Challenges and Opportunities in Computer Education:

1. **Access and Infrastructure:** Despite the widespread importance of computer education, challenges related to access and infrastructure persist. In many regions, there is a lack of resources, including computers and internet connectivity, hindering the effective implementation of computer education programs.
2. **Continuous Learning:** The fast-paced nature of technological advancements requires a commitment to continuous learning. Computer education should not be limited to formal education but should extend throughout individuals' professional lives to keep pace with evolving technologies.
3. **Cybersecurity Concerns:** The increasing reliance on digital platforms raises cybersecurity concerns. Computer education should include awareness about online threats, data privacy, and measures to ensure a secure digital environment.
4. **Diversity and Inclusion:** Efforts should be made to ensure diversity and inclusion in computer education. Women and underrepresented groups should be encouraged to pursue careers in technology, promoting a more inclusive and diverse tech workforce.

- (For School Student below 8th standard) Duration -1/2/3/6 Month /1 Year
 - Part – 1 (1 or 2 months)
Fundamental of Computer , os (Windows) Paint, Notepad, Education Computer Games.
 - Part -2 (3 month)
Including Part- 1; Computer English Typing, M.S office
 - Part -3 (6 month)
Including 1&-2 parts; M.S Access, Internet, HTML & DHTML or Java Script
 - Part -4 (1 Year)
Including all above parts ; C & C++, Visual Basic or Java Pro
 - Project / Viva
- **3 Months Courses List**
- ***Certificate in office Automation (COA) 3 Months**
- ***Certificate in Information Technology (CIT) 3 Months**
- ***Certificate in Financial Accounting (CFA) 3 Months**
- ***Certificate in Computer fundamental & Application (CCA) 3 Months**

Course:	CERTIFICATE IN COMPUTER FUNDAMENTALS
Duration:	3 Months
Content:	Computer Fundamentals, Windows 7, Ms Office (Word, Excel, Power Point).

Course:	CERTIFICATE IN OFFICE AUTOMATION
Duration:	3 Months
Content:	Computer Fundamentals, Windows 7, Ms Office (Word, Excel), Internet.

Course:	CERTIFICATE IN MS WORD
Duration:	3 Months
Content:	Computer Fundamentals, Ms Word.

Course:	CERTIFICATE IN MS EXCEL
Duration:	3 Months
Content:	Computer Fundamentals, Ms Excel.

Course:	CERTIFICATE IN MS ACCESS
Duration:	3 Months
Content:	Computer Fundamentals, Ms Access.

Course:	CERTIFICATE IN MS POWER POINT
Duration:	3 Months
Content:	Computer Fundamentals, Ms Power Point.

Course:	CERTIFICATE IN WINDOWS 7
Duration:	3 Months
Content:	Computer Fundamentals, Windows 7.

Course:	CERTIFICATE IN DOS
Duration:	3 Months
Content:	Computer Fundamentals, DOS.

Course:	CERTIFICATE IN BENGALI TYPING
Duration:	3 Months
Content:	Computer Fundamentals, Bengali Typing using Bijoy & Bengali Word.

Course:	CERTIFICATE IN ENGLISH TYPING
Duration:	3 Months
Content:	Computer Fundamentals, English Typing.

Course:	CERTIFICATE IN HINDI TYPING
Duration:	3 Months
Content:	Computer Fundamentals, Hindi Typing using Hindi Font.

Course:	CERTIFICATE IN SPOKEN ENGLISH
Duration:	3 Months
Content:	Computer Fundamentals, Spoken English.

Course:	CERTIFICATE IN TALLY
Duration:	3 Months
Content:	Computer Fundamentals, Tally.

Course:	CERTIFICATE IN INTERNET
Duration:	3 Months
Content:	Computer Fundamentals, Internet.

Course:	CERTIFICATE IN PAGEMAKER
Duration:	3 Months
Content:	Computer Fundamentals, PageMaker.

Course:	CERTIFICATE IN COREL DRAW
Duration:	3 Months
Content:	Computer Fundamentals, Corel Draw.

Course:	CERTIFICATE IN PHOTOSHOP
Duration:	3 Months
Content:	Computer Fundamentals, Photoshop.

Course:	CERTIFICATE IN FLASH
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Duration: 3 Months

Content: Computer Fundamentals, Flash.

Course: CERTIFICATE IN QUARKXPRESS

Duration: 3 Months

Content: Computer Fundamentals, QuarkXpress

Course: CERTIFICATE IN ADOBE PREMIER

Duration: 3 Months

Content: Computer Fundamentals, Adobe Premier.

Course: CERTIFICATE IN 3D STUDIO MAX

Duration: 3 Months

Content: Computer Fundamentals, 3D Studio Max.

Course: CERTIFICATE IN AFTER EFFECTS

Duration: 3 Months

Content: Computer Fundamentals, After Effects.

Course: CERTIFICATE IN SOUND FORGE

Duration: 3 Months

Content: Computer Fundamentals, Sound Forge.

Course: CERTIFICATE IN ADOBE IN-DESIGN

Duration: 3 Months

Content: Computer Fundamentals, Adobe In-Design.

Course: CERTIFICATE IN ILLUSTRATOR

Duration: 3 Months

Content: Computer Fundamentals, Illustrator.

Course: CERTIFICATE IN DREAMWEAVER

Duration: 3 Months

Content: Computer Fundamentals, Dreamweaver.

Course: CERTIFICATE IN HTML

Duration: 3 Months

Content: Computer Fundamentals, HTML.

Course: CERTIFICATE IN FOXPRO

Duration: 3 Months

Content: Computer Fundamentals, FoxPro.

Course: CERTIFICATE IN C

Duration: 3 Months

Content: Computer Fundamentals, C.

Course: CERTIFICATE IN C++, OOPS

Duration: 3 Months

Content: Computer Fundamentals, C++, Oops.

Course: CERTIFICATE IN DATA STRUCTURE

Duration: 3 Months

Content: Computer Fundamentals, Data Structure.

Course: CERTIFICATE IN ASP.NET, ADO.NET

Duration: 3 Months

Content: Computer Fundamentals, Asp.Net, ADO.Net.

Course: CERTIFICATE IN AJAX

Duration: 3 Months

Content: Computer Fundamentals, Ajax

Course: CERTIFICATE IN CORE JAVA

Duration: 3 Months

Content: Computer Fundamentals, Core Java

Course: CERTIFICATE IN SERVLET, JSP, JDBC

Duration: 3 Months

Content: Computer Fundamentals, Servlet, Jsp, Jdbc.

Course: CERTIFICATE IN PHP

Duration: 3 Months

Content: Computer Fundamentals, PHP.

Course: CERTIFICATE IN VISUAL BASIC

Duration: 3 Months

Content: Computer Fundamentals, Visual Basic.

Course: CERTIFICATE IN PC MAINTENANCE

Duration: 3 Months

Content: Computer Fundamentals, Construction & Functioning of Different PC Parts

(Monitor, Mother Board, Hard Disk, CD-ROM etc.), Software Installation.

Course: *Certificate in Financial Accounting (CFA)

Duration: 3 Months

Content: Fundamental of Computer, Windows, Basic of Financial Accounting – Tally

Course: CERTIFICATE IN MYSQL

Duration: 3 Months

Content: Computer Fundamentals, MYSQL.

Course: CERTIFICATE IN LINUX

Duration: 3 Months

Content: Computer Fundamentals, Linux.

Course: CERTIFICATE IN DATA ENTRY OPERATOR

Duration: 3 Months

Content: Computer Fundamentals, Windows 7, Ms Office 2010 (Word, Excel), English Typing, Internet.

Course: CERTIFICATE IN AUTOCAD [2D & 3D]

Duration: 3 Months

Content: Computer Fundamentals, 2D Drafting, 3D Modeling And Visualization, Plotting Drawings, Lighting & Rendering Techniques, Productivity Tools.

Course: CERTIFICATE IN INTERNET OPERATION

Duration: 15 DAYS

Content: Basic Internet

Course: CERTIFICATE IN WEB DESIGNING

Duration: 3 Months

Content: HTML 5, CSS3, Java Script, Flash, Swish Max.

Course: CERTIFICATE IN CMS-DRUPAL INTRODUCTION

Duration: 1 Week

Content: CMS, HELLO TO DRUPAL, KNOW CARRIER OPPORTUNITIES IN DRUPAL

Course: CERTIFICATE IN CMS-DRUPAL TRAINING

Duration: 1 Month

Content: CMS, HELLO TO DRUPAL, KNOW CARRIER OPPORTUNITIES IN DRUPAL, DRUPAL INSTALLATION, DRUPAL CONFIGURATION, THEME & MODULE INSTALLATION, MANAGING CONTENTS, USER & ROLE MANAGEMENT,

BLOCKS, URL PATHS

Course: CERTIFICATE IN CMS-DRUPAL SITE BUILDING

Duration: 3 Months

Content: CMS, HELLO TO DRUPAL, KNOW CAREER OPPORTUNITIES IN DRUPAL, DRUPAL INSTALLATION, DRUPAL CONFIGURATION, THEME & MODULE INSTALLATION, MANAGING CONTENTS, USER & ROLE MANAGEMENT, BLOCKS, URL PATHS, CONTRIB THEMES, CONTRIB MODULES, LAYOUT, PANELS, VIEWS, VIEWS BLOCKS, CCK FIELDS, DISPLAY SUITE, TAXONOMY, SITE ADMINISTRATION & MORE

Course: CERTIFICATE IN ENGLISH & BENGALI TYPING

Duration: 3 Months

Content: Computer Fundamentals, English Typing using Typing Master Software, Bengali Typing using Bijoy Software & Bengali Word Software.

Course: CERTIFICATE IN CATIA

Duration: 3 Months

Content: Sketcher, Part Design, Assembly Design, Surface Design (Generative Shape Design), Drafting.

Course: CERTIFICATE COURSE OF NURSERY CHILDREN

Duration: 3 Months

Content: Computer Fundamentals, Windows, MS Office (Word, Excel, Power Point).

Course: E - PRABESH

Duration: 3 Months

Content: Computer Fundamentals, Windows, Ms Office (Word, Excel, Power Point), Internet.

Course: E - DISHA

Duration: 3 Months

Content: Computer Fundamentals, Windows, Ms Office (Word, Excel, Power Point),Photoshop, Regional Typing, Internet.

Course: DIPLOMA IN OFFICE AUTOMATION

Duration: 3 Months

Content: Computer Fundamentals, Windows 7, Ms Office (Word, Excel, Power Point), Internet.

Course: BASIC COMPUTER TRAINING

Duration: 3 Months

Content: Computer Fundamentals, Windows 7, Ms Office (Word, Excel, Power point),

Internet.

Course: CERTIFICATE IN COMPUTER APPLICATION

Duration: 3 Months

Content: Computer Fundamentals, O/S, Ms Office 2007 (Ms Word, Ms Excel, Ms Power Point, Ms Access).

Course: CERTIFICATE IN DOTNET PROGRAMMING

Duration: 3 Months

Content: PROGRAMMING IN C & C++, C#.NET, VB.NET, ASP.NET, SQL SERVER 2008.

Course: CERTIFICATE IN ENGLISH & REGIONAL LANGUAGE TYPING

Duration: 3 Months

Content: Computer Fundamentals, English Typing, Regional Typing using Regional Font.

Course: Beginners Computer Application

Duration: 3 Months

Content: Computer Concepts & Fundamentals of Computer, Operating System (Dos, Windows XP/7), MS-Office XP/2007 (Ms Word, Ms Excel, Ms Power Point, Ms Access), Introduction to Internet & E-Mail, Concept of Hardware & Software Installation .

Course: CERTIFICATE IN AUTO CAD + PRO / ENGINEER

Duration: 3 Months

Content: Auto CAD - 2D Drafting, 3D Modeling & Visualization, Plotting Drawing, Lighting & Rendering Techniques, Productivity Tool, Pro/Engineer - Sketcher, Part Creation, Surface Modeling, Assembly Design, Sheet - Metal Design, Drawing Creation.

Course: Certificate in AutoCAD + CATIA

Duration: 3 Months

Content: AutoCAD - 2D Drafting, 3D Modeling & Visualization, Plotting Drawings, Lighting & Rendering Techniques, Productivity Tools. CATIA - Sketcher, Part Design, Assembly Design, Surface Design (Generative Shape Design), Drafting.

Course: COMPUTER LITERACY COURSE

Duration: 3 Months

Content: Computer Fundamentals, Windows 7 (Notepad, Wordpad, Ms Paint, Calculator, Folder, Date And Time), MS. Office (Word, Excel, Power Point, Access), English Typing, Regional Typing, Internet, Data Entry.

Course: CERTIFICATE IN TALLY ERP 9

Duration: 3 Months

Content: Business Accounting, Fundamentals of Tally, Accounting Masters, Inventory, Voucher Entry, Advanced Accounting, Advanced Inventory, GST & CST, Balance Sheet Analysis, Payroll.

Course: ACCOUNTING CERTIFICATE IN E-FILING

Duration: 3 Months

Content: Business Accounting In Excel Work Sheet, Management Information System, E-Filing of Direct Tax, E-Filing of Service Tax, E-Filing of GST & CST, Taxation Companies, Taxation of Partnership Firm, TDS & TCS, Balance Sheet Analysis, Live Projects.

Course: Certificate in Kannada Typing & Ms Office

Duration: 3 Months

Content: Nudi, Using Kannada Letters, Kannada Words, Using Kannada Language Through Ms Word, Ms Excel, Ms Power Point.

Course: Computer Literacy Program

Duration: 3 Months

Content: Computer Fundamentals, Windows, Ms Office (Word, Excel, Power Point), Internet.

Course: E - PRABESH 2017

Duration: 3 Months

Content: Computer Fundamentals, Windows, Ms Office (Word, Excel, Power Point), Internet.

Course: CERTIFICATE IN DESKTOP PUBLISHING

Duration: 3 Months

Content: Computer Fundamentals, Windows 7, Pagemaker, Coral Draw, Photoshop, Regional Typing, Internet.

Course: Certificate in Auto Cad [Electrical]

Duration: 3 Months

Content: Computer Fundamentals, Power & Lighting Drawing, Telephone & Data Drawing, Fire-Alarm Drawing, Public Address System, Security System, Reflected Ceiling, Composite Drawing, Schematic + Schedule, 2d, Ms Excel.

Course: Certificate in Auto Cad [Mechanical]

Duration: 3 Months

Content: Computer Fundamentals, HVAC (Heating Ventilating & Air Conditioning), Fan Coil Unit (FCU), Air Handling Unit(AHU), Variable Air Volume(VAV) + Drawing & Details, Fan Coil Unit (FCU), Air Handling Unit(AHU), Variable Air Volume(VAV) + Drawing & Details, Duting & Piping Reflected Ceiling,

Composite Drawing, Mechanical CAD, 3D MAX.

Course: Certificate in Auto Cad [Civil]

Duration: 3 Months

Content: Computer Fundamentals, Plan, Elevation, Section, Site Plan, Key Plan, Service Plan.

Course: Certificate in Database Architecture

Duration: 3 Months

Content: Installing the Oracle Database Software, Creating an Oracle Database, Managing the Oracle Instance, Managing Database Storage Structures etc.

Course: Certificate in SAP Technical

Duration: 3 Months

Content: SAP Installation, configurations, Overview on supporting tools, Support Package Application- ABAP and Java etc.

Course: Certificate in Software Testing

Duration: 3 Months

Content: Components of Selenium, Introduction of Selenium IDE, Selenium IDE concepts, Selenium IDE Commands etc.

Course: Certificate in SQL Developer

Duration: 3 Months

Content: Basic DATABASE Concept and SQL, Restricting and Sorting Data, Single-Row Functions, Multi-row Functions etc.

Course: Certificate in Web Development

Duration: 3 Months

Content: Install PHP 5 Apache MySQL on Windows using WampServer, PHP Introduction, Variables and Constants, Strings, Regular Expressions etc.

Course: Certificate in Mobile Application Development

Duration: 3 Months

Content: Introduction To Mobile Apps, Introduction Android, Android Architecture, Deep Overview in Android Stack, Creating First Android Application etc.

Course: Certificate in SAP Functional

Duration: 3 Months

Content: Introduction, CRM Base Customization, CRM Marketing, CRM Sales, CRM Service etc.

Course:	CERTIFICATE IN KANNADA TYPING
Duration:	3 Months
Content:	Computer Fundamentals, Windows, Kannada Typing Using Kannada Fonts.
Course:	Tally 9.0 GST Enabled
Duration:	1 Months
Content:	Tally 9.0 With GST.
Course:	Certificate in Java j2ee
Duration:	2 Months
Content:	1) Servlet : Servlet Basic, Servlet Life Cycle, MVC Pattern Understanding, Servlet Context & Config, Servlet Attributes, Servlet Filter, Servlet Listener. 2) JSP : JSP LifeCycle, JSP Elements, JSP Implicit, Object Expression Language. 3) Java Database Connectivity(JDBC). 4) HTML Basic. 5) Handson on Each Topic.
Course:	Smart India Level 1
Duration:	3 Months
Content:	Computer Fundamentals, Windows, Ms Office (Word, Excel, Power Point), Internet.

1 Year Courses

- *Post Graduate Diploma in Software Technology (PGDST) 1 Year
- *Master Diploma in Software Technology (MDST) 1 Year
- *Advance Diploma in Computer Programming (ADCP) 1 Year
- *Advance Diploma in Computer Application ADCA 1 Year
- *Adv. Dip. In Computer Application & programming (ADCAP) 1 Year
- *Diploma in Office Management & Accounting (DOMA) Or *Advance Diploma in Financial Accounting (ADFA) 1 Year
- *Diploma In Secretarial Practice & Publishing (DSPP) 1 Year
- *Master Certificate in Information Technology (MCIT) 1 year
- * Web Designing and Development 1 year
- *Advance Diploma in Computer Programming & Publishing (ADCPP) (18 Months)
- *ADSE Advance Diploma in Software)18th Months

E-Max Education (1 Year Course)

Course: ADVANCE DIPLOMA IN INFORMATION TECHNOLOGY

Duration: 1 Year

Content: Computer Fundamentals, Windows 7, Office 2010 (Word, Excel, Access, Power Point), Pagemaker, Coral Draw, Photoshop, Tally, Hardware Concept, Internet.

Course: ADVANCE DIPLOMA IN COMPUTER ACCOUNTING

Duration: 1 Year

Content: Computer Fundamentals, Fundamental of Accounts, Accounting Package Tally, Statutory Taxation, ERP Accounting Packages (Advance), Accounting for Business Decisions, Banking & Finance, Soft Skills and Job Skills, Personality Development Programme, Internet.

Course: ADVANCE DIPLOMA IN WEBSITE DESIGNING

Duration: 1 Year

Content: Computer Fundamentals, Designing Concept, Corel Draw, Photo Shop, Flash, Page Maker, Dream Weaver, HTML, DHTML, VB Script

Course: ADVANCE DIPLOMA IN COMPUTER SOFTWARE SYSTEM ANALYSIS & APPLICATION

Duration: 1 Year

Content: Computer Basics, Windows 7, MS Office 2010 (Word, Excel, Access, Power Point), Internet, Photo Shop, HTML, CSS, Language C, C++, Structural Analysis, Prgramming Concept, PHP, MySQL, Oracle, Data Base Management

Course: ADVANCE DIPLOMA IN COMPUTER APPLICATION & PROGRAMMING

Duration: 1 Year

Content: Computer Basics, Windows 7, MS Office 2010 (Word, Excel, Access Power Point), Internet, Photo Shop, HTML, CSS, Language C, C++, Structural Analysis, Prgramming Concept, PHP, Data Base Management.

Course: POST GRADUATE DIPLOMA IN COMPUTER APPLICATION

Duration: 1 Year

Content: Fundamentals of Computers, Windows XP/Vista/7/8, MS Office 2010 (Word, Excel, Access, Power Point), English Typing, Internet, Photoshop, Accounting Concept, Tally, Computer Hardware & Networking Concept.

Course: Diploma in Office Accounting & Publishing(DOAP) 12 Months

Duration: 1 Year

Content: Computer Concept & Fundamentals, Operating System, MS-office (MS-Word, MS-Excel, MS-Power Point, MS-Access), HTML & Front Page, DTP, Financial Accounting, Tally with GST

Course: 1 YEAR DIPLOMA IN COMPUTER APPLICATION

Duration: 1 Year

Content: Computer Fundamentals, DOS, Windows 7, Ms Office 2010 (Word, Excel, Power Point, Access), English Typing, Regional Typing, HTML, C Programming, Internet.

Course: 1 YEAR DIPLOMA IN FINANCIAL ACCOUNTING

Duration: 1 Year

Content: Computer Fundamentals, Windows 7, Accounting Concept, Tally, Others Accounting Package, Internet.

Course: ADVANCE DIPLOMA IN HARDWARE & NETWORKING PROFESSIONAL

Duration: 1 Year

Content: Computer Fundamentals, Windows 7, Construction & Functioning of Different PC Parts (Monitor, Mother Board, Hard Disk, CD-ROM etc.), Software Installation, Troubleshooting, LAN, Networking etc.

Course: ADVANCE DIPLOMA IN COMPUTER TEACHER TRAINING PROGRAM AND ACCOUNTING (ATA0081)

Duration: 1 Year

Content: Computer Fundamentals, Typing Master, Nudi 4.0, Windows 7, Ms. Office 2010 (Word, Excel, Power Point, Access), Accounting Concept, Tally Erp. 9, Internet, HTML, Business Communication, C, C++, VB, Oracle, Java, Multimedia.

Course: ADVANCE DIPLOMA IN COMPUTER TEACHER TRAINING PROGRAM

Duration: 1 Year

Content: Computer Fundamentals, Windows 7, Typing Master, Nudi 4.0, Ms Office 2010 (Word, Excel, Power Point, Access), Internet, Business Communication, C, C++, VB, Oracle, Java, HTML.

Course: 8 MONTHS DIPLOMA IN INFORMATION TECHNOLOGY

Duration: 8 Months

Content: MS Access, HTML, Visual Basic 6, Bangla Ward, Internet, Photoimpact XL.

Course: 8 MONTHS DIPLOMA IN DESKTOP PUBLISHING

Duration: 8 Months

Content: Adobe Pagemaker 6.5/7, Adobe Photoshop 7/CS, Corel Draw, Flash.

Course: 8 MONTHS DIPLOMA IN MULTIMEDIA

Duration: 8 Months

Content: Adobe Premeir, Flash, Photoshop, Vegas 6.0, Xara 3D, Cool 3D, Animated GIF.

Course:	CUSTOM MCERTIFICATE IN CMS-DRUPAL MODULE DEVELOPMENT
Duration:	8 Months
Content:	CMS, HELLO TO DRUPAL, KNOW CAREER OPPORTUNITIES IN DRUPAL, DRUPAL INSTALLATION, DRUPAL CONFIGURATION, THEME & MODULE INSTALLATION, MANAGING CONTENTS, USER & ROLE MANAGEMENT, BLOCKS, URL PATHS, CONTRIB THEMES, CONTRIB MODULES, LAYOUT, PANELS, VIEWS, VIEWS BLOCKS, CCK FIELDS, DISPLAY SUITE, TAXONOMY, SITE ADMINISTRATION, LAMP STACK, DRUPAL CODING STANDARD, HOOKS, .INFO, CUSTOM THEME DEVELOPMENT, LAMP STACK, DRUPAL CODING STANDARD, HOOKS, .INFO, DATABASE ABSTRACTION LAYER, DRUPAL ARCHITECTURE, CUSTOM MODULE DEVELOPMENT & MORE

Course:	1 Year DIPLOMA IN APPLICATION AND MANAGEMENT
Duration:	1 Year
Content:	Semester -1 : Fundamental of Computer, Operating System (DOS, Windows), MS Office (Word, Excel, Power Point, Access), Internet in Details (Email, Online Searching, Downloading, Chatting, Online Banking). Semester -2 : Back Office Training, Desk Top Publishing (Photoshop, Page Maker, Corel Draw), Printing and Scanning, Computer Accounting (Tally), Introduction of Hardware (Formatting, OS and Software Loading)

Course:	MASTER TRAINER COMPUTER APPLICATION
Duration:	1 Year
Content:	Fundamental of Computer, Notepad, Wordpad, MS-Paint, using Calculator, Advance Windows, MS-DOS, MS-Office 2007 (Word, Excel, Powerpoint, Access) Visual Basic, Internet, BanglaWord. Adobe Pagemaker 6.5/7, Adobe Photoshop 7/cs

Course:	DIPLOMA IN MULTIMEDIA
Duration:	1 Year
Content:	Computer Fundamentals, Windows 7, Photoshop, Corel Draw, Flash, Premiere, After Effects, Sound Forge, 3Ds Max.

Course:	ADVANCE DIPLOMA IN OFFICE MANAGEMENT
Duration:	1 Year
Content:	Computer Fundamentals, Windows, Ms Office (Word, Excel, Power Point), Accounting Concept with Tally, Internet & Email, Communication Skill, Front Office & Back Office Maintenance, Public relation and Customer Handling, Office File Handling, Scanner & Printer Handling, Basic Hardware Concept.

Course:	ADVANCE DIPLOMA IN DESK TOP PUBLISHING
Duration:	1 Year

Content:	Semester - 1 : Computer Concept & Fundamentals, Operating System (Windows XP, windows 7), MS Office (Word,Excel,Power Point), Regional Typing, Introduction to Internet & Email. Semester - 2 : Page Maker, Croel Draw, Photo Shop, Free Hand, Project Work & Practical.
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Course:	DIPLOMA IN OFFICE APPLICATION AND MANAGEMENT
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Duration:	1 Year
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Content:	Computer Fundamentals, Ms Office 2010 (Word, Excel, Access, Power Point), Internet, English & Regional Typing, Spoken English, DTP (Pagemaker, Corel Draw, Photoshop), Accounting Concept, Tally, Introduction of Hardware & Software, Internet.
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Course:	ADVANCE DIPLOMA IN COMPUTER APPLICATION
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Duration:	1 Year
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Content:	Computer Fundamentals, Operating System (Windows), Microsoft Office (Word, Excel, Power Point, Access), Internet Concept, HTML/DHTML, GW Basic, Programing C and C++, Java Basic.
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Course:	1 YEAR DIPLOMA IN COMPUTER APLICATION & ACCOUNTING
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Duration:	1 Year
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Content:	Computer Fundamentals, Windows 7, Ms -Paint, Notepad, Wordpad, English Typing using Typing Master, Bangla Word, Ms Office (Word, Excel, Power Point), Tally9 / Tally ERP 9, Real Life Project, Internet.
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Course:	ADVANCED DIPLOMA IN IT APLICATION
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Duration:	1 Year
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Content:	Computer Fundamentals, Windows 7, Ms -Paint, Notepad, Wordpad, English Typing using Typing Master, Bangla Word, Ms Office (Word, Excel, Access, Power Point), Internet, Scanner & Printer Handling.
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Course:	DIPLOMA IN COMPUTER APPLICATION AND PROGRAMMING
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Duration:	1 Year
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Content:	Computer Fundamental , Windows -7, Ms Office (Word, Excel, Power Point, Access), Adobe Pagemaker, Adobe Photoshop, Coral Draw, Regional Typing, HTML, Internet, Basic Of Programming with C Language, Tally.
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Course:	DIPLOMA IN MODERN COMPUTER APPLICATION
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Duration:	1 Year
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Content:	Semester - I : Computer Fundamentals, Operating System (Window XP / Windows 2007), Data Representation & Boolean Algebra, Visual Basic (Basic Concepts), MS Office (Word Power Point). Semester - II : Introduction to Network & Internet, Introduction to DBMS and SQL, MS Office (Excel, Access).
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Course:	ADVANCE DIPLOMA IN COMPUTER TECHNOLOGY
Duration:	1 Year
Content:	Computer Fundamentals, Windows 7, Office 2010 (Word, Excel, Power Point, Access), Regional Typing, Photoshop 7, Video Mixing, HTML, Hardware Concept & Internet.

Course:	1 YEAR DIPLOMA IN DESKTOP PUBLISHING
Duration:	1 Year
Content:	SEMI - I : Computer Fundamental, Windows XP/7/8.1, Microsoft Office (Word, Excel, PowerPoint), Regional Typing, Internet. SEMI - II : Adobe PageMaker, Adobe Photoshop, Corel Draw, Leap Office, All Type Computer Printing, Real Life Project Work.

Course:	1 YEAR DIPLOMA IN COMPUTER HARDWARE
Duration:	1 Year
Content:	Computer Fundamentals, Windows 7, Construction & Functioning of Different PC Parts (Monitor, Mother Board, Hard Disk, CD-ROM, Video System, Sound System, Modems etc.), Configuring the CMOS Setup, Maintenance & Troubleshooting, Software Installation, Troubleshooting, Computer Virus, LAN, Networking etc.

Course:	1 YEAR DIPLOMA IN INFORMATION TECHNOLOGY
Duration:	1 Year
Content:	Computer Fundamentals, Windows, Ms Office (Word, Excel, Access, Power Point), Internet, Web Page Design, Regional Typing, Pagemaker, Corel Draw, Photoshop.

Course:	MASTER DIPLOMA IN INFORMATION TECHNOLOGY
Duration:	1 Year
Content:	Computer Fundamentals, Ms DOS, Windows 7, Ms Office 2010 (Ms Word, Ms Excel, Ms Power Point, Ms Access) Regional Typing, Page Maker, Photoshop, Instant Artist C++, Visual Basic, Basic Concepts of Tally, HTML, Internet & E-mail.

Course:	DIPLOMA IN IT
Duration:	1 Year
Content:	Computer Fundamentals, Typing Tutor, O/S, Ms Office 2007 (Ms Word, Ms Excel, Ms Power Point, Ms Access) Regional Typing, Pagemaker, Photoshop, Instant Artist, Visual Basic, Internet & E-mail.

Course:	Diploma In Computer Teacher Training Certificate
Duration:	1 Year
Content:	Computer Fundamentals, Operating System - Windows 7 & DOS, Ms - Paint, Ms

Office 2010 (Word, Excel, Power Point, Access), English & Regional Typing, Internet & E-Mail, HTML, Visual Basic, C++, , Instant Artist, Page Maker 6.5/7, Photoshop 7, Multimedia, Tally (Basic Concept).

Course: JUNIOR IT

Duration: 1 Year

Content: Computer Fundamentals, Windows, Ms Office (Word, Excel, Power Point), HTML, Internet, Photoshop

Course: DIPLOMA IN INFORMATION TECHNOLOGY [1 YEAR]

Duration: 1 Year

Content: Computer Fundamentals, Windows 7, Ms. Paint, Wordpad, DOS, Ms. Office 2007 (Word, Excel, Power Point), HTML, Bengla Word, Visual Foxpro, English Typing, Internet.

Course: DIPLOMA IN FINANCIAL ACCOUNTING [1 YEAR]

Duration: 1 Year

Content: Computer Fundamentals, Windows 7, Ms. Paint, Wordpad, DOS, Ms Office 2007 (Word, Excel, Power Point), HTML, Bengla Word, Visual Foxpro, English Typing, Internet, Tally.

Course: DIPLOMA IN GRAPHIC DESIGNING

Duration: 1 Year

Content: Computer Fundamentals, Photoshop, Corel Draw, Adobe Illustrator, Adobe In Design, Flash.

Course: ADVANCE DIPLOMA IN FINANCIAL ACCOUNTING

Duration: 1 Year

Content: Computer Fundamentals, Windows 7, MS Office (MS Word, MS Excel, MS Power Point), Accounting Concept, Tally ERP9, Taxation, Internet

Course: MASTER DIPLOMA IN COMPUTER APPLICATION

Duration: 1 Year

Content: Computer Basic, Tally, D.T.P., HTML, Programming C, C++, JAVA Script.

Course: Diploma in Commercial Application

Duration: 1 Year

Content: Computer Fundamentals, Windows 7, Ms Office 2007, System Tools, Virus, Internet, MS Access, Programming in HTML, Programming in C, Accounting Concept & Tally ERP and Regional Software.

Course: Advanced Diploma in Commercial Application

Duration: 1 Year

Content: Computer Fundamentals, Typing Practice, Windows 7, Ms Office 2007, System Tools, Virus, Internet, MS Access, Programming in HTML, Programming in C, Programming using Visual Basic.

Course: Diploma in Commercial Application & Desktop Publishing

Duration: 1 Year

Content: Computer Fundamentals, Typing Practice, Windows 7, Ms Office 2007, System Tools, Virus, Internet, MS Access, Programming in HTML, Pagemaker, Corel Draw, Photoshop, Project Work, Regional Software.

Course: PG DIPLOMA IN COMPUTER LANGUAGE

Duration: 1 Year

Content: Accounting Concept, Tally Erp.9, C,C++, VB, JAVA, Multimedia Concept, Internet.

Course: Diploma in Computer Teacher Training Course

Duration: 1 Year

Content: Computer Fundamentals, Windows 7, Ms Office 2010 (Word, Excel, PowerPoint), System Tools, Virus, Internet, HTML, DHTML, Programming in C, Visual Basic, Accounting Concept & Tally, Programming in C++, CPD.

Course: Advanced Diploma in Data Entry

Duration: 1 Year

Content: Computer Fundamental, Operating System, MS Office (Word, Excel, PowerPoint), Photoshop, Corel Draw, Page Maker, HTML, Internet, Multimedia, Tally 9.0, Hardware & Networking, Data Entry Work.

Course: Diploma Computer & Stenography

Duration: 1 Year

Content: Computer Fundamentals, Windows, Ms Word, Computer Typing, Shorthand, English Conversation, Business Correspondence, One Month Practical Training.

Course: Advanced Diploma in Interior Designing

Duration: 1 Year

Content: Computer Fundamentals, Plan, Elevation, Section, Site Plan, Key Plan, Service Plan, with 3Ds Max, Photoshop, Revit, Interior Designing, Exterior Designing.

Course: Advanced PG Diploma in Computer Application

Duration: 1 Year

Content: Fundamental of Computer, Windows, MS Office (Word, Excel, Access, PowerPoint), C and C++, RDBMS Concepts with SQL SERVER, HTML AND

DHTML, VB.NET, JAVA Script, Tally ERP.9, DTP (Pagemaker, Corel Draw, Photoshop, Regional Typing) Hardware (PC Assembling & Software Installation).

Course: ADVANCE DIPLOMA IN COMMUNICATIVE HINDI

Duration: 1 Year

Content: Computer Fundamentals, Windows, Hindi Grammar, Spoken / Communicative Hindi, Hindi Typing Using Hindi Fonts.

Course: DIPLOMA IN OFFICE AUTOMATION

Duration: 1 Year

Content: Semester I : Computer Fundamentals, Ms Office (Ms Word, Ms Excel, Ms Power Point), Pagemaker, Corel Draw. Semester II : Photoshop, Tally With Basic Accounting Concept, Project Work.

*Post Graduate Diploma in Software Technology (PGDST) 1 Year

Eligibility- Min. Graduate Duration – 1 Year

Semester 1 (6 Months)

- Fundamental of Computer, Windows/ DOS
- MS Office (Word, Excel, PowerPoint & Access)
- Computer Lab Practical
- Project/Viva

Semester 2 (6 Months)

- Programming In C & C++ or Java Programming or FoxPro
- HTML/DHTML, JavaScript, Visual Basic
- Computer Lab Practical
- Project/Viva

*Master Diploma in Software Technology (MDST) 1 Year

Eligibility –Min 10th Duration -1 Year

- Fundamental of Computer, Windows/ DOS
- MS Office (Word, Excel, PowerPoint & Access)
- HTML, Tally ERP9
- Internet
- Computer Lab Practical
- Project/Viva

*Advance Diploma in Computer Programming (ADCP) 1 Year

Eligibility – Min 10th Duration -1 Year

- Fundamental of Computer, Window/DOS
- MS Office (Word, Excel, PowerPoint)
- C & C++
- HTML/DHTML/JAVA Script, VB
- Internet
- Computer Lab Practical
- Project/Viva

*Advance Diploma in Computer Application ADCA 1 Year

Eligibility – min. 12th Duration – 1 Year

- Fundamental of Computer, Windows/DOS
- MS-Word, Excel, Power Point, Access, HTML/DHTML
- C Programming or Visual Basic ,Tally, Internet
- Computer Lab Practical
- Project /Viva

*Adv. Dip. In Computer Application & programming (ADCAP) 1 Year

Eligibility – Min. 10th Duration – 1 Year

- Fundamental of Computer, Windows/DOS
- MS- Office, MS Access, FoxPro or Language
- HTML/DHTML/Java Script, Visual Basic, Internet
- Project/ Viva

*Diploma in Office Management & Accounting (DOMA) Or *Advance Diploma in Financial Accounting (ADFA) 1 Year

- Basic Fundamental of Computers, DOS
- M.S office (Word, Excel, PowerPoint, Access)
- Financial Accounting- Tally (Company Creation, Accounting, Inventory, Voucher, Reports, Payroll & Taxes)
- Computer Lab Practical
- Project/ Viva

*Diploma In Secretarial Practice & Publishing (DSPP) 1 Year

Eligibility – Min. 10th Duration – 1 Year

- Fundamental of Computer, os (DOS & Windows)
- MS- Office, Internet , Financial Accounting –Tally
- DTP – Page Maker, Corel Draw, Photoshop
- Computer Lab Practical
- Project/ Viva

*Master Certificate in Information Technology (MCIT) 1 year

Eligibility – Min. 8th Duration – 1 Year

- Fundamental of Computer , Windows /DOS
- MS- Office, MS Access
- HTML, C Language, Internet
- Computer Lab Practical
- Project / Viva

* Web Designing and Development 1 year

Eligibility – Min. 10th Duration – 1 Year

- HTML
- CSS
- Bootstrap
- J-Script
- J-Query
- PHP
- MySql
- Computer Lab Practical
- Project / Viva

*Advance Diploma in Computer Programming & Publishing (ADCPP) (18 Months)

Eligibility – Min.10th Duration – 18 Months

Part -1 (9 Months)

- Basic Fundamental of computer, Windows/ Dos
- MS Office (Word, Excel, PowerPoint & Access)
- Tally ERP9, C, C++ Programming or Fox PRO
- Computer Lab Practical
- Project/Viva

Part-2 (9 Months)

- HTML/DHTML, JavaScript, Visual Basic
- DTP (Page Maker, Corel Draw or Photoshop, Scanning)
- Oracle or Java Programming, Internet
- Computer Lab Practical
- Project/Viva

*ADSE Advance Diploma in Software)18th Months

Eligibility-10th Duration -18th Months

Part -1 (9 Months)

- Computer Fundamentals
- Operating System
- DOS, Window98/XP & 7 Info
- MS Office (Word, Excel, PowerPoint & Access)
- Internet
- HTML,
- DTP

Adobe Photoshop, Page Maker, Coral Draw

Part 2 (9 Months)

- Tally ERP 9 (Payroll, VAT,TDS,TCS,FBT, Reports, Discount ETC)
- English Typing , Hindi Typing

*Diploma in Computer Application (DCA) 6 months

Eligibility – Min. 10th Duration – 1 Year

- Fundamental of Computer , Windows/ DOS
- MS- Office , MS Access, Tally or C Language or Internet
- Computer Lab Practical, Project/ Viva

* Diploma in Programming and Web Designing (PDWD) 6 months

Eligibility – Min. 10th Duration – 6 Months

- Description of Syllabus
- C & C++
- HTML
- CSS
- Computer Lab Practical
- Project / Viva

*Certificate in Computer Science or Computer Application (CCS/CCA) 6 months

Eligibility – Min. 8th Duration – 6 Months

- Fundamental of Computer, DOS/Windows, MS office ,MS Access , c Programming or Tally or Internet
- Computer Lab Practical
- Project/ Viva

*Diploma in Basic Programming (DBP) 6 months

Eligibility – Min. 10th Duration – 6 months

- Fundamental of Computer , Windows/DOS
- HTML, DHTML, Java Script or Flash & Internet.
- Computer Lab Practical, Project/ Viva

Diploma In Digital Marketing 6 Months

Module.1 Search Engine Optimization & Social media Optimization (2 Months)

Module 2. Search Engine Marketing & Social Media Marketing (2 Months)

Both Module : (6 Months)

Tally ERP 9 with GST (6 Months or 144 Hrs)

Course Syllabus

- User Interface and Company Management
- Masters – Ledgers
- Masters – Groups
- Masters – Bill wise Debtors and Creditors Ledger
- Payment Voucher
- Day Book in Tally
- Pre-Allocation of Bills
- Receipt Voucher
- Contra and Journal Voucher
- Cheque Printing in Tally ERP
- Masters : Inventory
- Tally with GST
- Billing Features in Tally
- Purchase Order Processing
- Sales Order Processing
- Debit and Credit Notes
- Bank Reconciliation in Tally
- Price List in Tally
- Credit Limit
- Stock Transfers
- Manufacturing Vouchers
- Batch Wise Details
- Re-Order Level in Tally
- Interest Calculations (Auto Mode)
- Voucher Types and Class
- Point of Sales
- Scenarios and Optional Vouchers
- Budgets and Controls in Tally
- Cost Centres and Cost Categories
- Party Ledger Analysis
- Purchase and Sales Reporting
- Stock Analysis and Reports

- Cash and Bank Reports
- Search, Filter and Sorting
- Financial Reports
- Multi Language
- Export, Import, Backup and Restore
- Central Sales Tax (CST) in Tally
- Service Tax in Tally
- Tax Deducted at Source (TDS) in Tally
- Tax Collected at Source (TCS) in Tally
- Central Excise in Tally
- Payroll Accounting in Tally
- Finalisation Entries
- Data Security
- Tally Audit
- Data Synchronisation
- Multi-Currency
- Printing Reports
- Miscellaneous
- Shortcut Keys

GST in Tally ERP 9

Overview of Goods & Services Tax

Levy of and Exemption from Tax

Registration

Meaning and Scope of Supply

Time of Supply

Valuation in GST

Payment of GST

Electronic Commerce

Job Work

Input Tax Credit

Input Service Distributors

Matching of Input Tax Credit

Overview of the IGST Act

Place of Supply of Goods & Services

GST Portal

6 Months Course

***Diploma in Computer Application (DCA) 6 months**

*** Diploma in Programming and Web Designing (PDWD) 6 months**

***Certificate in Computer Science or Computer Application (CCS/CCA) 6 months**

***Diploma in Basic Programming (DBP) 6 months**

Diploma In Digital Marketing 6 Months

Tally ERP 9 with GST (6 Months or 144 Hrs)

6 Months Course

E-Max (6 Months Course)

Course: DIPLOMA IN INFORMATION TECHNOLOGY

Duration: 6 Months

Content: Computer Fundamentals, Windows 7, Ms Office 2010 (Word, Excel, Access, Power Point), Internet.

Course: DIPLOMA IN COMPUTER APPLICATION

Duration: 6 Months

Content: Computer Fundamentals, Windows 7, Ms Office (Word, Excel, Power Point), Internet.

Course: DIPLOMA IN DATA ENTRY OPERATOR

Duration: 6 Months

Content: Computer Fundamentals, Windows 7, Ms Office 2010 (Word, Excel), English Typing, Regional Typing, Internet.

Course: DIPLOMA IN FINANCIAL ACCOUNTING

Duration: 6 Months

Content: Computer Fundamentals, Windows 7, Accounting Concept, Tally, Internet.

Course: DIPLOMA IN DESK TOP PUBLISHING

Duration: 6 Months

Content: Computer Fundamentals, Windows 7, Pagemaker, Coral Draw, Photoshop, Regional Typing, Internet.

Course: DIPLOMA IN INTERNET APPLICATION

Duration: 6 Months

Content: Computer Fundamentals, Windows 7, Internet.

Course: DIPLOMA IN HARDWARE MAINTENANCE

Duration: 6 Months

Content: Computer Fundamentals, Windows 7, Construction & Functioning of Different

PC Parts (Monitor, Mother Board, Hard Disk, CD-ROM etc.), Software Installation, Troubleshooting etc.

Course: DIPLOMA IN HARDWARE & NETWORKING

Duration: 6 Months

Content: Computer Fundamentals, Windows 7, Construction & Functioning of Different PC Parts (Monitor, Mother Board, Hard Disk, CD-ROM etc.), Software Installation, Troubleshooting, LAN, Networking etc.

Course: DIPLOMA IN WEB TECHNOLOGY

Duration: 6 Months

Content: Computer Fundamentals, Windows 7, Internet, HTML, DHTML, Front Page, Java Script Etc.

Course: DIPLOMA IN COMPUTER PROGRAMMING

Duration: 6 Months

Content: Computer Fundamentals, Windows 7, C, C++, Internet.

Course: DIPLOMA IN JAVA PROGRAMMING

Duration: 6 Months

Content: Computer Fundamentals, Windows 7, JAVA, Internet.

Course: DIPLOMA IN PROFESSIONAL PROGRAMMER- PHP

Duration: 6 Months

Content: Computer Fundamentals, Basic Concept of Programming, Language C, C++, HTML, CSS, Core PHP, Functions, Arrays, Strings, Loops, Project Work

Course: DIPLOMA IN INTERNET APPLICATION & E-COMMERCE

Duration: 6 Months

Content: Computer Fundamentals, Windows XP/Vista/7/8, MS Office 2010 (Word, Excel, Powerpoint), Internet, Networking Concept, E- mails, Websites, Internet Protocol Versions (IPv4/IPv6), LAN, MAN, WAN Etc.

Course: DIPLOMA IN PROFESSIONAL VIDEO EDITING

Duration: 6 Months

Content: Computer Fundamentals, Designing Concept, Corel Draw, Photoshop, Image & Video Editing, Mixing, Effect Management, Handling of Video Editing Softwares.

Course: DIPLOMA IN AUTO CAD

Duration: 6 Months

Content: Computer Fundamentals, Windows 7, Auto Cad, Internet.

Course: DIPLOMA IN RETAIL MANAGEMENT

Duration: 6 Months

Content: Customer Service and Accommodation, Retail selling Process, Store Staffing & Scheduling, Retail Floor & Shelf Management, Stores Administration & Facilities Management, Warehousing & Supply Chain Management, Loss (Shrinkage) Prevention, POS/ Cashiering Process, Visual Merchandising and Displays etc.

Course: DIPLOMA IN ASSAMESE TYPING

Duration: 6 Months

Content: Computer Fundamentals, Windows 7, Ms Word 2010, English Typing, Assamese Typing.

Course: DIPLOMA IN COMPUTER APPLICATION & ACCOUNTING

Duration: 6 Months

Content: Computer Concept & Fundamental, Operating System (win 7 & 8.1), DOS, Ms Paint, Note Pad, Word Pad, Ms-Office (Word, Excel, Power Point), Financial Accounting in Tally ERP.9, Web Page Designing (HTML), Introduction to Internet & Email, Typing Master, Hardware Skills, Project / Assignment.

Course: COMPUTER AWARENESS PROGRAMME

Duration: 6 Months

Content: Computer Fundamentals, Windows 7, Ms Office 2010 (Word, Excel, Power Point, Access), Internet.

Course: CERTIFICATE IN FINANCIAL ACCOUNTING

Duration: 6 Months

Content: Computer Fundamentals, Tally.

Course: CERTIFICATE IN HARDWARE & NETWORKING

Duration: 6 Months

Content: Computer Fundamentals, Windows 7, Computer Hardware, Networking.

Course: DIPLOMA IN IT APPLICATIONS

Duration: 6 Months

Content: Computer Fundamentals, Typing Master, Nudi 4.0, Windows7, Ms. Office 2010 (Word, Excel, Power Point, Access), Tally Erp. 9, Internet, Business Communication.

Course: CERTIFICATE IN INFORMATION TECHNOLOGY

Duration: 6 Months

Content: Computer Basic & Fundamentals, Notepad, Wordpad, MS Paint, MS DOS, Advance Windows, MS Office (MS Word , MS Excel, MS Power Point).

Course: CERTIFICATE IN CMS-DRUPAL CUSTOM THEME DEVELOPMENT

Duration: 6 Months

Content: CMS, HELLO TO DRUPAL, KNOW CARRIER OPPORTUNITIES IN DRUPAL, DRUPAL INSTALLATION, DRUPAL CONFIGURATION, THEME & MODULE INSTALLATION, MANAGING CONTENTS, USER & ROLE MANAGEMENT, BLOCKS, URL PATHS, CONTRIB THEMES, CONTRIB MODULES, LAYOUT, PANELS, VIEWS, VIEWS BLOCKS, CCK FIELDS, DISPLAY SUITE, TAXONOMY, SITE ADMINISTRATION, LAMP STACK, DRUPAL CODING STANDARD, HOOKS, .INFO, CUSTOM THEME DEVELOPMENT & MORE

Course: CERTIFICATE IN TYPE TEST

Duration: 6 Months

Content: Computer Fundamentals, Bengali Type(25wpm) using Bengali Word, English Type(45wpm)

Course: DIPLOMA IN TALLY

Duration: 6 Months

Content: Computer Fundamentals, Basic Accounting, Tally ERP9, Internet

Course: DIPLOMA IN OFFICE MANAGEMENT

Duration: 6 Months

Content: Computer Fundamentals, Windows, Ms Office (Word, Excel, Power Point), Accounting Concept with Tally, Internet & Email, Communication Skill.

Course: SIX MONTHS DIPLOMA IN COMPUTER APPLICATION

Duration: 6 Months

Content: Computer Fundamentals, Windows, Ms Office (Word, Excel, Power Point, Access), Internet, English Typing, Regional Typing, Spoken English, Introduction of Hardware & Software.

Course: DIPLOMA IN CATIA

Duration: 6 Months

Content: MS- Office, Basic AutoCad 2D/3D, Sketcher, Part Design, Assembly Design, Surface Design (Generative Shape Design), Drafting.

Course: DIPLOMA IN MS OFFICE AND INFORMATION TECHNOLOGY

Duration: 6 Months

Content: Computer Fundamentals, Windows 7, Ms Office (Word, Excel, Power Point), Regional Typing, Photoshop, Spoken English, Hardware Concept, Business Ethics, Internet.

Course: DIPLOMA IN BASIC MULTIMEDIA

Duration: 6 Months

Content: Computer Fundamentals, Windows 7, Photoshop, Corel Draw, Flash, Premiere, After Effects.

Course: CERTIFICATE IN AUTO CAD AND STAAD PRO

Duration: 6 Months

Content: Computer Fundamentals, Auto CAD, STAAD Pro.

Course: JUNIOR- IT [FOR KIDS]

Duration: 6 Months

Content: Computer Fundamentals, Windows, Basic Programming, Ms Logo, Ms Office (Word, Excel, Power Point), Internet.

Course: DIPLOMA IN SOFTWARE

Duration: 6 Months

Content: PROGRAMMING IN C & C++, C#. NET, VB.NET, ASP.NET, SQL SERVER 2008, JAVA, ADV JAVA, MYSQL, INTERNSHIP.

Course: DIPLOMA IN DOTNET PROGRAMMING

Duration: 6 Months

Content: C#.NET, VB.NET, ASP.NET, SQL SERVER 2008, INTERNSHIP.

Course: DIPLOMA IN COMMUNICATIVE ENGLISH

Duration: 6 Months

Content: Computer Fundamental, Windows (7/8), English Grammar, Spoken / Communicative English.

Course: CERTIFICATE IN COMPUTER APPLICATION

Duration: 6 Months

Content: Computer Fundamental, Operating System, Ms Office (Ms Word, Ms Excel, Ms Power Point, Paint, Regional Typing, Internet & Email.

Course: CERTIFICATE IN GRAPHIC DESIGNING

Duration: 6 Months

Content: Computer Fundamentals, Photoshop, Corel Draw, Adobe Illustrator.

Course: Diploma In Software & Hardware Application

Duration: 6 Months

Content: Computer Concepts & Fundamentals of Computer, Operating System (Dos, Windows XP/7), MS-Office XP/2007 (Ms Word, Ms Excel, Ms Power Point, Ms Access), Introduction to Internet & E-Mail, D.T.P (Pagemaker, Coreldraw, Photoshop), Tally ERP 9, Concept of Hardware & Software Installation.

Course: Diploma in Web Page Designing

Duration: 6 Months

Content: Computer Concepts & Fundamentals of Computer, Operating System (Dos, Windows XP/7), MS-Office XP/2007 (Ms Word, Ms Excel, Ms Power Point, Ms Access), Introduction to Internet & E-Mail, HTML, CSS, Java Script, ASP/PHP, Project Work.

Course: CERTIFIED PROFESSIONAL ACCOUNTANT

Duration: 6 Months

Content: Business Accounting, Management Information System, Tally Erp.9 (Advanced), E-Filing of Direct Tax, E-Filing of VAT & CST, E-Filing Of Service Tax, TDS & TCS, Balance Sheet Analysis, Payable Accounting, Live Projects.

Course: Diploma in Computer Softwares and Financial Accounting

Duration: 6 Months

Content: Computer Fundamentals, Windows 7, Ms Office 2007, System Tools, Virus, Internet, Accounting Concept & Tally.

Course: Diploma In Civil Cad

Duration: 6 Months

Content: Computer Fundamentals, Plan, Elevation, Section, Site Plan, Key Plan, Service Plan, with 3Ds Max, Photoshop.

Course: Diploma in Auto CAD [Mechanical, Electrical & Plumbing]

Duration: 6 Months

Content: Computer Fundamentals, Power & Lighting Drawing, Telephone & Data Drawing, Fire-Alarm Drawing, Public Address System, Security System, Reflected Ceiling, Composite Drawing, Schematic + Schedule, 2D, MS Excel. HVAC (Heating Ventilating & Air Conditioning), Fan Coil Unit (FCU), Air Handling Unit(AHU), Variable Air Volume(VAV) + Drawing & Details, Fan Coil Unit (FCU), Air Handling Unit(AHU), Variable Air Volume (VAV) + Drawing & Details, Duting & Piping Reflected Ceiling, Composite Drawing, Mechanical CAD, 3D MAX, Plumbing System, Fire Protection System, 2D & 3D MAX.

Course: Diploma in Professional Architectural

Duration:	6 Months
Content:	Computer Fundamentals, Windows, Auto CAD, 3D Max, Photoshop, Corel draw.
Course:	Diploma in Office Automation & Graphic Designing
Duration:	6 Months
Content:	Computer Fundamentals, Windows, Ms Office (Word, Excel, Power Point), Tally, Photoshop, Coreldraw.
Course:	DIPLOMA IN COMMUNICATIVE HINDI
Duration:	6 Months
Content:	Computer Fundamentals, Windows, Hindi Grammar, Spoken / Communicative Hindi.
Course:	e - DIPLOMA IN COMPUTER APPLICATION
Duration:	6 Months
Content:	Basic of Information Technology, Windows, Ms Office (Ms Word, Ms Excel, Ms Power Point, Ms Access), Tally, Multimedia, Internet & HTML,
Course:	Diploma in Spoken English
Duration:	6 Months
Content:	Spoken English.
Course:	Master Diploma in Computer Accounting
Duration:	6 Months
Content:	Computer Fundamentals, Windows, MS Office (Word, Excel, Power Point), DTP, Tally, Web Designing.

2 Years Course

***Advance Diploma in Information Technology (ADIT) (2 Years)**

Desktop Publishing (DTP) 120 Hrs

Diploma in DOT NET Technology 200 Hrs

Diploma in JAVA Programming 200 Hrs

Diploma In Software Engineering 520 Hrs

Diploma In Goods And Services Tax (30 to 50 Hrs)

Other Short Term Courses

Web Designing/Graphic Designing/UI UX Designing

SEO/SEM

Software Testing

Objective oriented programming, C, C++

2 Years Course

E-Max Education (2 Years Course)

Course: POST GRADUATE DIPLOMA IN INFORMATION TECHNOLOGY

Duration: 2 Years

Content: Fundamentals of Computers, Windows XP/Vista/7/8, MS Office 2010 (Word, Excel, Access, Power Point), Internet, Pagemaker, Corel Draw, Photoshop, English Typing, Accounting Concept, Tally, Website Designing, HTML, DHTML, XML, Java Script, Visual Basic, Computer Hardware & Networking, Programming Language C, C++, Communication Skill.

Course: POST GRADUATE DIPLOMA IN COMPUTER TEACHER TRAINING

Duration: 2 Years

Content: Fundamentals of Computers, Windows XP/Vista/7/8, MS Office 2010 (Word, Excel, Access, Power Point), Internet, Pagemaker, Corel Draw, Photoshop, English & Regional Typing, Accounting Concept, Tally, Programming Language C, Java, Micro Teaching, Office Record Management, Public Dealing, Interview Skills, Listening & Writing Skills, Personality Development, Time Management.

Course: DIPLOMA IN OFFICE OPERATION & MANAGEMENT

Duration: 2 Years

Content: Fundamental of Computer, Operating System (Windows XP, Windows 7) Paint, Notepad, Wordpad, Microsoft Office (Word, Excel, Power Point, Access) Internet (Online Searching, Downloading, Uploading, E-mail, Chatting, Online Form Fill up), Bangla Word, HTML, DOS, English Typing, Data Entry, Graphics Design - Corel Draw, Photoshop, Pagemaker, Illustrator, Bijoy Bangla, Handling Printer & Scan.

Course: POST GRADUATE DIPLOMA IN OFFICE, AUTO CAD AND 3D MAX

Duration: 2 Years

Content: Computer Fundamentals, Windows, Ms Office (Word, Excel, Power Point, Access), Internet, English Typing, Regional Typing, Communication Skill (Spoken English), DTP (Pagemaker, Corel Draw, Photoshop), FA (Accounting Concept, Tally), Introduction of Hardware And Software, Auto CAD, 3D Max.

Course: ADVANCE DIPLOMA IN INFORMATION TECHNOLOGY PLUS

Duration: 2 Years

Content: Computer Fundamentals, Windows, Ms Office (Word, Excel, Power Point, Access), Internet, Accounting Concept, Tally, Pagemaker, Corel Draw, Photoshop, Hardware Concept, Regional & English Typing.

Course: PG DIPLOMA IN COMPUTER APPLICATIONS [18 Months]

Duration: 18 Months

Content: Computer Fundamentals, Tally, DTP, HTML, Programming C, C++, JAVA (Core & Advance), Visual Basic, SQL.

Course: ADVANCE DIPLOMA IN COMPUTER HARDWARE & NETWORKING

Duration: 2 Years

Content: Computer Fundamentals, DOS , Windows, MS Office (Word, Excel, Power Point, Access), Internet & Fundamentals of HTML, Internet, Concept of LAN, Page Maker, Corel Draw, Photoshop , C, C++ , Hardware :- Introduction of All Internal & External Devices, Introduction of Expansion Card Assembling of Personal Computer, Installation Of Drivers, Installation of Operating System & Application Software, Complete Introduction & Troubleshooting, Introduction to Networking Components, Troubleshooting of Network, Handling Diagnostic Tools of Internet & Networking, Downloading the Drivers from Internet, Advanced Hardware Concepts etc.

Course: Advance Diploma in Multimedia Course 2D & 3D

Duration: 2 Years

Content: Computer Fundamentals, Multimedia Fundamentals, Windows, Pagemaker, Indesign, Coreldraw, Illustrator, Photoshop, Flash, Sound Forge, Premiere, After Effect, Combution, 3D-Max, HTML, CSS, Dreamweaver.

Course: 2 YEAR ADVANCE DIPLOMA IN INFORMATION TECHNOLOGY & PROGRAMMING

Duration: 2 Years

Content: Computer Fundamentals, Windows , MS Office (Word, Excel, Access, Power Point), Internet, Pagemaker, Corel Draw, Photoshop, English Typing, Accounting Concept With Tally, HTML, DHTML, XML, Java Script, Visual Basic, Computer Hardware & Networking, Programming Language C, Communication Skil.

Course: ADVANCE MASTER DIPLOMA IN COMPUTER COURSE

Duration: 2 Years

Content: Fundamental of Computer, Operating System (Windows, Dos), Ms Office (Word, Excel, Access, Power Point), HTML, Photoshop, Pagemaker, Corel Draw, Programming Language C, Visual Basic, Internet, Computer Typing (English & Regional Language), Communication Skill.

*Advance Diploma in Information Technology (ADIT) (2 Years)

Eligibility – Min. 10th

Duration 24 Months

Part-1 (12th Months)

- Basic Fundamental of Computer, Windows/DOS
- MS-Office (Word, Excel, Power Point & Access)
- HTML, DHTML, JavaScript, Accounting-Tally ERP9 & Internet
- Computer Lab Practical
- Project/ Viva

Part-2(12th Months)

- T.P. PageMaker, Corel Draw, Photoshop, Scanning)
- Programming In C & C++ or Java Programming or FoxPro
- Oracle, Visual Basic or Auto Cad
- Computer Lab practical
- Project/Viva

Desktop Publishing (DTP) 120 Hrs

- We provide 120 Hours Training in Desktop Publishing (DTP) This type of Computer Training is necessary to apply for Govt. and Private Job purpose almost any sector. After getting this Training one can apply for any Govt. Job. Our Centre is An ISO 9001:2008 Certified so our certificate will be fully valid for all Govt. Jobs.
- E-Max Computer Education Course Offered DTP
- Coral Draw
- Adobe Page Maker
- Photoshop
- Typing English & Punjabi/Hindi

Diploma in DOT NET Technology 200 Hrs

200 Hrs.

- (MCSD.NET (VB.NET + ASP.NET + XML.NET + ADO.NET))

Diploma in JAVA Programming 200 Hrs

200 Hrs. As Per Course

- (JDK + JDBC + Java Beans + Java-Servlet + JSP + J2EE)

Diploma In Software Engineering 520 Hrs

520 Hrs.

- (MS-Office + C & C++ Advance Excel + Oracle + PHP & MySQL + Microsoft SQL Server + xHTML & CSS + VB.net + Java Development Kit + JDBC & JavaBean + Java Servlet + JSP + J2EE)

Diploma In Goods And Services Tax (30 to 50 Hrs)

Eligibility 10+2 / Equivalent

Overview of Goods & Services Tax

- Overview of GST
- Implementation of GST
- Liability of the Tax Payer
- GST Network
- GST Council
- Self-Examination Questions

Levy of and Exemption from Tax

- Levy of GST – Introduction
- Composition Scheme
- Remission of Tax / Duty
- Self-Examination Questions

Registration

- Introduction
- Registration Full Process
- Important Points
- Special Persons
- Amendments / Cancellation
- Self-Examination Questions

Meaning and Scope of Supply

- Taxable Supply
- Supply of Goods and Supply of Services
- Course or Furtherance of Business
- Special Transactions
- Self-Examination Questions

Time of Supply

- Time of Supply - Goods
- Time of Supply –Services
- Other Points
- Self-Examination Questions

Valuation in GST

- Transaction Value
- Valuation Rules
- Self-Examination Questions

Payment of GST

- Introduction
- Time of GST Payment
- How to make payment

- Challan Generation & CPIN
- TDS & TCS
- Self-Examination Questions

Electronic Commerce

- Introduction
- Tax Collected at Source (TCS)
- Full Process for E-commerce Operator
- Self-Examination Questions

Job Work

- Introduction
- Part II
- Self-Examination Questions

Input Tax Credit

- Introduction
- Important Points
- Job Worker
- Case Studies – Part I
- Case Studies – Part I
- Self-Examination Questions

Input Service Distributors

- Concept of Input Service Distributor
- LegalIT Vocationalities for an ISD
- Distribution of Credit
- Self-Examination Questions

Matching of Input Tax Credit

- Returns
- GSTR-2
- Other Taxable Persons
- Annual Return
- GST Council
- Self-Examination Questions

Overview of the IGST Act

- Overview
- Other Provisions
- Self-Examination Questions

Place of Supply of Goods & Services

- Introduction

- Registered and Unregistered Persons
- Case Studies – Part I
- Case Studies – Part II
- Self-Examination Questions

GST Portal

- Introduction
- GST Eco-system
- GST Suvidha Provider (GSP)
- Uploading Invoices
- Self-Examination Questions

Other Short Term Courses

- Certificate in Computer English Typing --- Duration 1/2/3/4/5/6 months
- Certificate in Computer Hindi Typing --- Duration 1/2/3/4/5/6 months
- Certificate in Computer Punjabi Typing --- Duration 1/2/3/4/5/6 months
- Certificate in Computer Marathi Typing --- Duration 1/2/3/4/5/6 months
- Certificate in Computer Bengali Typing --- Duration 1/2/3/4/5/6 months
- Certificate in Computer Sanskrit Typing --- Duration 1/2/3/4/5/6 months
- Certificate in Computer Kannada Typing --- Duration 1/2/3/4/5/6 months
- Certificate in Computer Telugu Typing --- Duration 1/2/3/4/5/6 months
- Certificate in Computer Tamil Typing --- Duration 1/2/3/4/5/6 months
- Certificate in Computer Oroya Typing --- Duration 1/2/3/4/5/6 months
- Certificate in Computer Malayalam Typing --- Duration 1/2/3/4/5/6 months
- Certificate in Internet Application --- Duration 1 month or 45 days
- Certificate in Web Designing --- Duration 2/3/4 months
- Certificate in Basic Computer -- Duration 1/2/3 months
- Certificate in Computer fundamental for kids --- Duration 1/2 months
- Certificate in DTP (Desktop Publishing) – Duration 1/2/3/4/5/6 months
- Certificate in Tally --- Duration 1 month or 45 days
- Certificate in Basic Programming -- Duration 1/2 Months

Diploma in Computer Aided Tool - (DCAT)

Duration 12 Months

- Auto CAD : 2D, 3D Modeling
- SOLID WORKS : Modeling, Surfacing, Assembly & Drafting.
- PRO-E (Creo) : Modeling, Surfacing, Assembly, Drafting, Mould, Sheet-metal, Mechanica Manufacturing Mechanism.
- CATIA : Modeling, Surfacing, Assembly, Drafting & Sheet metal.
- UNIGRAPHICS : Modeling, Surfacing, Drafting, Assembly & Manufacturing.
- MASTERCAM : Design,
- ANSYS : Structural, Thermal Analysis & CFX.
- HYPERMESH : Shell Mesh and Solid Mesh.
- DELCAM : Design & Milling.
- PROJECT WORK

Certificate in Auto CAD (CAC)

- The Workspace
- The Drawing Tools
- Efficient Workflow
- Modifying Drawings
- Working with Layers
- Adding Dimensions
- Adding Text
- Adding Hatch patterns
- Working with Blocks
- Creating Templates
- Scaling for Print



3D Modeling

RESIDENTIAL PROJECT

Topics Covered

- Floor Plan & Layouts
- Sections & Elevations
- Adding Sun & Shadows
- Boolean Operation
- Detail Views
- Modifying Sub objects
- Dimensions & Annotations
- Construction Documents



COMMERCIAL PROJECT

Topics Covered

- Aligning Floor Plans
- Calculating Areas
- Working with Point lights
- Creating Scenes
- Saving Named Views
- Detailing the Model
- Stairs & Elevator
- Creating Legends & Keynotes



URBANISM PROJECT

Topics Covered

- Urban Planning
- Site Modeling & Landscaping
- Linking and References
- Distant and Spotlights
- Material Mapping and Coordinates
- Property Lines
- Using Elevations & 3D Views
- Previewing & Printing Sheets

