



**An ISO 9001 : 2008
Certified Organisation**

e-Gyan

DETAILED COURSE CONTENTS



AISECT

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AISECT e-GYAN CENTRE HOW TO START OPERATION

The procedures and instructions for starting operation of AISCT e-Gyan centre are explained below :

1. COURSES OFFERED :

AISECT e-Gyan centre offers various courses. The name of the courses, eligibility, fees and counselling session details are given below :

1.1 COMPUTER LITERACY PROGRAMME

The Computer Literacy Programme shall be available in 14 Indian languages. Initially we are launching the programme in Hindi, English, Malyalam, Tamil, Gujrati and Oriya. The same will be available in Punjabi, Marathi and Urdu very soon. The other languages will be added in this year itself. This Course will be called CCA :

S. No.	Name of Course	Eligibility	Min. Practical Training (In Hrs.)	Registration Fees*	Exam & Counseling Fees*	Total Fees	Certification by
1	CERTIFICATE COURSE IN COMPUTER APPLICATIONS (HINDI) .	10th	15	500/-	500/-	1000/-	NCEIT (AISECT)
2	CERTIFICATE COURSE IN COMPUTER APPLICATIONS (ENGLISH) .	10th	15	500/-	500/-	1000/-	NCEIT (AISECT)
3	CERTIFICATE COURSE IN COMPUTER APPLICATIONS (MALYALAM) .	10th	15	500/-	500/-	1000/-	NCEIT (AISECT)
4	CERTIFICATE COURSE IN COMPUTER APPLICATIONS (TAMIL) .	10th	15	500/-	500/-	1000/-	NCEIT (AISECT)
5	CERTIFICATE COURSE IN COMPUTER APPLICATIONS (GUJRATI) .	10th	15	500/-	500/-	1000/-	NCEIT (AISECT)
6	CERTIFICATE COURSE IN COMPUTER APPLICATIONS (ORIYA) .	10th	15	500/-	500/-	1000/-	NCEIT (AISECT)
7	CERTIFICATE COURSE IN COMPUTER APPLICATIONS (MARATHI) .	10th	15	500/-	500/-	1000/-	NCEIT (AISECT)

The total fees will have to be deposited by the student in the beginning itself.

1.2 CERTIFICATE PROGRAMMES IN COMPUTER SOFTWARE :

The following certificate courses shall also be available on computer software subjects :

S. No.	Name of Course	Eligibility	Min. Practical Training (In Hrs.)	Registration Fees*	Exam & Counseling Fees*	Total Fees	Certification by
1	CERTIFICATE COURSE IN WINDOW-OPERATION	10th	10	500/-	500/-	1000/-	NCEIT (AISECT)
2	CERTIFICATE COURSE IN COMPUTERISED FINANCIAL ACCOUNTING.	10th	10	500/-	500/-	1000/-	NCEIT (AISECT)
3	CERTIFICATE COURSE IN DESK TOP PUBLISHING.	10th	10	500/-	500/-	1000/-	NCEIT (AISECT)
4	CERTIFICATE COURSE IN FOXPRO.	10th	10	500/-	500/-	1000/-	NCEIT (AISECT)
5	CERTIFICATE COURSE IN C++.	10th	10	500/-	500/-	1000/-	NCEIT (AISECT)
6	CERTIFICATE COURSE IN VISUAL BASIC.	10th	10	500/-	500/-	1000/-	NCEIT (AISECT)
7	CERTIFICATE COURSE IN LINUX.	10th	10	500/-	500/-	1000/-	NCEIT (AISECT)
8	CERTIFICATE COURSE IN OOPs and C++.	12th	10	500/-	500/-	1000/-	NCEIT (AISECT)
9	CERTIFICATE COURSE IN Java.	12th	10	500/-	500/-	1000/-	NCEIT (AISECT)
10	CERTIFICATE COURSE IN HTML and Front Page.	12th	10	500/-	500/-	1000/-	NCEIT (AISECT)

1.3 SCHOOL LEVEL COURSES.

The e-Gyan centre can undertake coaching of school students in Computers from class I to Class XII standards :

S. No.	Name of Course	Eligibility	Min. Practical Training (In Hrs.)	Registration Fees*	Exam & Counseling Fees*	Total Fees	Certification by
1	P-I (for class 1,2,3)	Primary Student	10	100/-	200/-	300/-	NCEIT (AISECT)
2	P-II (for class 4)	Primary Student	10	100/-	200/-	300/-	NCEIT (AISECT)
3	P-III (for class 5)	Primary Student	10	100/-	200/-	300/-	NCEIT (AISECT)
4	M-I (for class 6)	Middle Student	10	100/-	200/-	300/-	NCEIT (AISECT)
5	M-II (for class 7)	Middle Student	10	100/-	200/-	300/-	NCEIT (AISECT)
6	M-III (for class 8)	Middle Student	10	100/-	200/-	300/-	NCEIT (AISECT)
7	H-I (For class 9)	High School Student	15	100/-	300/-	400/-	NCEIT (AISECT)
8	H-II (For class 10)	High School Student	15	100/-	300/-	400/-	NCEIT (AISECT)
9	H-III (For class 11)	Higher Secondary Student	15	100/-	300/-	400/-	NCEIT (AISECT)
10	H-IV (For class 12)	Higher Secondary Student	15	100/-	300/-	400/-	NCEIT (AISECT)

1.4 AISECT ACADEMY, ENGLISH LEARNING PROGRAMME

S. No.	Course Name	Eligibility	Course Fees*	Course Duration	Course Kit	Certified By
1.	Basic English Course	8th	1500/-	90 hrs.	View Details	AISECT Academy
2.	Advance English Course	10th	2000/-	120 hrs.	View Details	AISECT Academy
3.	Personality Development Programme	10th	1000/-	30 hrs.	View Details	AISECT Academy

Note :- Course Material will be provided for English Courses Only.

Course 1: Certificate Course in Basic English

Kit Bag:

- Basic English Course Brochure
- Module E01 - Basic Grammar Structure
- Module E02 - Basic Word Power
- Module E03 - Basic Writing Skills
- Module E04 - Basic Communicative English
- Audio CD (Mindset for English)
- Innovative Card Course of 64 cards

How to study Basic English Course:

As stated above the Basic English Course is a 90 hrs Programme and shall be studied as follows :

S. No.	Sub.No.	Subject Name	Contents	Total Week	Time Duration
1.	E01	Basic	Parts of Speech,	3 weeks	20 hrs
2.	E02	Basic Word	Vocabulary of Parts of	3 weeks	20 hrs
3.	E03	Basic Writing	Writing Paragraphs,	3 weeks	20 hrs
4.	E04	Basic	Sentence of	3 weeks	20 hrs

Use the audio CD provided at the end of reading sessions. A weekly discussion with your friends and teachers should be made. Discuss with them on current affairs or any topic of your interest. Regularly visit some libraries. Read books and magazines.

Course 2 : Certificate Course in Advance English

Kit Bag:

- Advance English Course Brochure
- Module E05 - Advance Grammar Structure
- Module E06 - Advance Word Power
- Module E07 - Advance Writing Skills
- Module E08 - Advance Communicative English
- Audio CD (Advance English)

How to study Advance English Course:

As stated above the Advance English Course is a 120 hrs Programmes and shall be studied as follows:

S. No.	Sub. No.	Subject Name	Contents	Total Week	Time Duration
1.	E05	Advance	Parts of Speech, Subject	4 weeks	30 hrs
2.	E06	Advance	Vocabulary of Parts of	4 weeks	30 hrs
3.	E07	Advance	Writing Paragraphs, Stories,	4 weeks	30 hrs
4.	E08	Advance	Sentence of Order/Request,	4 weeks	30 hrs

Use the audio CD provided at the end of reading sessions. A weekly discussion with your friends and teachers should be made. Discuss with them on current affairs or any topic of your interest. Regularly visit some libraries. Read books and magazines. Visit Academic institutions and Professional Organisation

Course 3: Personality Development Programme

Kit Bag:

- Personality Development Course Brochure
- Module E09 – Personality Development Programme
- Audio CD (Personality Development)

How to conduct Personality Development Programme:

As stated above the Personality Development Programme is a 30 hrs course and shall be developed as follows:

S. No.	Sub. No.	Subject Name	Contents	Total Week	Time Duration
1.	E09	Personality	Time Management, diction, body	4 weeks	30 hrs

Use the audio CD provided at the end of reading sessions. A weekly discussion with your friends and teachers should be made. Discuss with them on current affairs or any topic of your interest. Regularly visit some libraries. Read books and magazines. Visit Academic institutions and Professional Organisation.

***Service Tax as per applicable**

Note :- All the above programme can be run in offline mode also in consultation with the AISECT.

2. REGISTRATION PROCEDURE :

The student registration will be done online. The instructions for registration of students are as follows :

2.1 REGISTRATION INSTRUCTIONS :

The registration instructions are available on our website www.egyan.org at the following link : <http://www.egyan.org/html file/Registration-tips.htm>. You can find the link from Registration menu & Click On Registration Form.

2.2 REGISTRATION FORM :

The sample Registration Form is enclosed at annexure - I. Students have to submit the form online with all details. You can find the Registration Form on www.egyan.org. Student's have to read the instruction and have to click on Registration form available on same page. Students have to submit all the details including their Login Name & Password. After Submitting online Registration Form student will get a temporary registration number. Student can check his Registration Status online through his temporary Registration number.

2.3 REGISTRATION FEES:

Students have to submit their Registration and examination fees by post in form of Demand Draft at the Study Centre at the time of registration. Branch Manager has to send Registration fees to Head Office in the Demand Draft Form. The Demand Draft should be in favour of "Director, AISECT Ltd." Payable at Bhopal.

2.4 REGISTRATION NUMBER AND PASSWORD :

The Registration number will be issued by AISECT H.O. & Student User Id & Password will also be activated by AISECT H.O, after receiving the registration and examination fees D.D.

3. COURSE MATERIAL :

The course material is available on our website. After receiving Registration Fees in AISECT H.O. Student Login Name & Password will be activated. Then only the student will be authorised to download the material.

One set of sample course material will be given to e-Gyan Centre at the time of signing of new branch. If student wants material in print form, they has to purchase the material, we are also giving attractive commission to centre for selling material from the centre.

4. COUNSELLING SESSION :

The centre co-ordinator has to organise counselling sessions for the students as per the period mentioned in our proposed courses table. The timing could be completely flexible and should be as per the convenience of the student and the teacher.

5. EXAMINATION :

The examination will be conducted online. The student is eligible for examination after 15 days of registration confirmation. To appear in online exam the centre and the student has to submit the Centre Login Area Form & Student Login Area. The sample format of Centre Login Area Form & Student Login Area Form is enclosed at Annexure– II and Annexure - III.

Before conducting an online exam the e-Gyan Centre Manager has to inform e-Gyan Administrator at AISECT H.O.

The result will be displayed on screen immediately after completion of online examination.

6. CERTIFICATE :

The successful candidate will receive the certificate by post through an e-Gyan counselling centre.

7. BOARD FORMAT :

The sample of display board is as follows:



CONTACT INFORMATION

All India Society for Electronics and Computer Technology
SCOPE CAMPUS, NH-12, Bhaironpur, (Near Misrod),
Hoshangabad Road, Bhopal

Ph. : 0755-2499657, 3207080, 3293214, 3293215, 3293216, 3293272
Fax : 0755-2429096, 2499611

e-Mail : webadmin@egyan.org , director@egyan.org

Annexure - I
Sample Student Registration Form
(Please submit this form Online.)

Proposed Centre Code	:	<input type="text"/>	For Location and Center Code, Please Click here .
Name	:	<input type="text"/>	
Father's Name	:	<input type="text"/>	
Mother's Name	:	<input type="text"/>	
Address Line1	:	<input type="text"/>	
Address Line2	:	<input type="text"/>	
City	:	<input type="text"/>	
District	:	<input type="text"/>	
State	:	<input type="text"/>	
Pincode	:	<input type="text"/>	
E-mail	:	<input type="text"/>	
Date Of Birth	:	<input type="text"/>	Date format (01/09/04)
Telephone Number	:	<input type="text"/>	
Location	:	<input type="text"/>	
Sex	:	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	
Category	:	<input checked="" type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/> GEN	
Belong To	:	<input type="checkbox"/> Rural <input checked="" type="checkbox"/> Urban	
Elect Course	:	<input type="text" value="CERTIFICATE COURSE IN COMPUTER APPLICATION Hindi"/>	
Fee Amount	:	<input type="text"/>	
Fee Date	:	<input type="text"/>	Date format (01/09/04)
Fee Issue Bank	:	<input type="text"/>	
Fee Issue Branch	:	<input type="text"/>	
Enter Login Name	:	<input type="text"/>	
Enter Your Password	:	<input type="text"/>	
Confirm Your Password	:	<input type="text"/>	

Annexure – II

AISECT eGyan Centre !

Centre Login Area for Examination

(Please submit this form Online.)

Centre login Information (to be filled by Centre)

Please make a note of the following before heading for the Examination.

- Make sure that you have a JavaScript capable web browser.
- See that cookies are enabled in your browser.



Centre Code :

Centre Login :

Centre Password :

Reg. No. of Student

Practical Training Completed : Yes No

Submit

Reset

Please give your User Login and Password..

ANNEXURE – III

AISECT e-Gyan Centre !

(Please submit this form Online.)

Login Area for Examination

User Login information (to be filled by user)



Reg.No. :

User Login :

Password :

Submit

Reset

Please give your User Login and Password..

Certificate Course in Computer Application (CCA)

S01 : Fundamental of Computers and Information Technology

- Definition of Computer, Current scene of the computer, characteristics of Computer, Application of Computer, Computer Vs human being.
- History of Computer, Generation of Computer, Management of Computer, Block diagram of Computer.
- Physical Component of Computer - CPU, Keyboard, Mouse, Power button, Turbo button, Reset button, Power cable, Monitor cable, Hard Disk, SMPS, Mother board, CPU Fan and Speaker, OCR, OMR, MICR, Joystick, Reader, Light fan, Scanner.
- Classification of Computer, Digital Computer, Analog computer, Hybrid Computer
- Memories - Bit, Bytes, Kilobytes, Megabytes, Gigabytes, Nibble, word, classification of Memories, Main, Secondary memories, RAM, SRAM, DRAM, ROM, PROM, EPROM, Registers, Buffers, Cache Memory
- Organization of computer - Input unit, output unit, storage unit, Arithmetic & Logic unit, Control unit, CPU, The system concept.
- Output devices - Types of printer, I/P printer, Non-input printer, Dot matrix printer, Daisy wheel, chain, Drum, ink-jet, Laser printer, plotter, VDU, CGA, MGA, EGA, VGA, HGA.
- Storage Devices - Hard disk, Magnetic Tape, Punched card, Types of F.D., DSHD, Track, Sectors, Sequential access, Direct. Access, optical disk.
- Computer languages - Computer language, Hi-level language, Definition utility, low level languages, assembly language, machine level language, assembler, compiler, interpreter,
- Networking, why networking necessary, types of networking, local area network, advantages & disadvantages, range of local area network, wide area network, range of wide area network, MAN.
- Computer software - what is software, Relationship between Hardware & Software, Types of software, firmware. system s/w application s/w utility s/w.
- Number system - Non-positional no. system, positional no. system, Binary number system, octal number system, hexadecimal number system and conversion.
- Computer codes - BCD codes, EBCDIC, ASCII, utility of code logic, gates, AND gate, OR gate, NOT gate, NAND gates, NOR gates. flip-flops.

S02: Disk Operating System (DOS)

- Fundamentals of Operating System, Definition and Need of Operating System, Various Types of O.S. (Definition & Characteristic), multiprocessing, multiprogramming, real time, time sharing network, O.S., multi all disk operating system (MS-Dos, PC Dos). Their division file arrangement in DOS, Booting process, different versions of MS-Dos.
- Internal and External DOS commands definition, Difference between internal & external command. Directory command; DIR, MD, RD, TREE, PATH, File management command: COPY, XCOPY, DEL, RENAME, ATTRIB, BACKUP, RESTORE, SYS. General command ; Type, Date, Time, Prompt. Disk management command ; FORMAT, CHKDSK, DISKCOPY, LABEL, VOL. Dos Utility commands; MOVE, DELETREE, MSBACKUP, SCANDISK, SETUER, UNDELETE UNFORMAT, X Copy. Using copy CON to build a file. Introduction to simple batch files, configuring the system - CONFIG.SYS file. AUTOEXEC.BAT file, System

configuration commands, FILES, BUFFERS, COUNTRY, Batch files commands, ECH, PAUSE, REM. FAT, Wild Cards Character, Emm, Hyre.sys, file naming conversions default drive, default directory, Booting process.

S18 : Windows

- Introduction to windows : windows basics, start windows, using different windows simultaneously, moving through windows and mouse, maximum/minimize windows, use of help feature, exit windows, starting an application, run and manage multiple applications, close applications.
- Windows explorer through windows: select files and directory, copy, move, delete files/directory, creating directories, disk operations using file manager.
- Using essential accessories: Word-pad starting and using write, type and edit text in a document in write, insert pictures in a document in write, format text in write document, save and print a document file in write.
- Note pad
- Calculator - enter calculations, convert values to other number systems, use advanced statistical functions, use other advanced functions, use scientific calculator's statistical functions, use standard calculator functions
- Calendar - add and remove special times, add notes to the scratch pad, change between the day and month view, change the day settings, enter appointments, mark dates in a month, move around the month view, move the appointment times, move to different times, move to specific days, print appointments, remove entries from appointment days, set and remove alarms for appointment times, set the alarm for an early ring, turn off the alarm.
- Difference between DOS and Windows, Hardware requirement for Windows, Different modes of using Windows, Loading Windows and getting initial display
- Windows Basic : Basic Elements of Windows, Parts of a Window, Types of Window, Types of Icon, Basic Mouse technique, Choosing & selecting things with mouse, Moving Windows, Maximizing & Minimizing Window, Moving an Icon, Using Scroll Bars, Using Dialogue Box, Type of options.
- Complete Study of the following : Write Word Processor, Paintbrush tool, Notepad text Editor, Card file organizer and manager, Calculator, Clock, Character Map, Object Packager tool, Control Panels, Print Manager, Clipboard Viewer. Desktop, default icon on desktop, properties, New folder, Arranging icon, Shortcut to desktop, Desktop setting, Wall paper setting, Screen saver setting, Channel setting, Startup menu, Going to programs, Documents, System setting, Finding files and folders, Log on/off, Run, shut down windows - Taskbar, Scandisk, Shortcut menu on Desktop.

S19 : MS-Word

- Definition, word processing, types of word processing software, use of word processor, Installation, text editing, manipulation, file and document, viewing documents screen, different ways to view a document, starting MS-word menu in word controls tool, file menu, view menu, insert menu, format menu, tool menu, table menu, windows menu, help menu, formatting tool bar, border tool bar, database, drawing frames, ruler, status bar, templates,
- Creating and saving documents, selection text, formatting changing the font, store a file, open a file, editing text, insert and over strike, Pasting text, delete text, short cut, finding and replacement working win, tools, spell check, auto text, page formatting, header and footer drawing, preview, printing.

- Page formatting, page layout, adding border's setting up multicolumn, adjusting margins, mail merging, label's & envelopes, macros, bullets, and numbering, formula, hyper linking, OLE.

S25 : MS-Power point

- Definition, multimedia different types of S/w used in multimedia, required S/w, required H/w, need of power point, use of power point.
- Design production and distribution of multimedia using power point.
- How to create presentations, toolbar, adding visualize to a slide, working with slides, entering summary information, saving a presentation, quitting a power point, opening a presentation, finding files, slide setup, printing slides, menu, insert menu, formatting menu, inserting data, time and page number, font, changing font, drawing tool bar, aligning text and objects changing paragraph. Colour schemes, tool menu, checking spelling, adding effects to slides, hiding slides, play of movies, recording graph, OLE, moving pictures, grouping and ungrouping, Sound effects.

S22 : Internet & E-mail

- Introduction to networking, types of N/W, OSI Model, TCP/IP model, Novel Netware model.
- Introduction to Internet, Working of Internet, Telephone satellite communication, Brides, Repeaters, Routers.
- History of TCP/IP, Internet Terminology, TCP/IP Protocol Stack, Comparison of TCP/IP with OSI Model.
- If Addressing Scheme.
 - IP Address Classes
 - Network Naming.
- Sub networks, Subnet Masks.
- Routing : Routing Information Protocol
 - Network Segmentation
 - Routers & Bridges
- Setting up Internet Networks
- Types of Connections, Choosing Networking Configuration Network Configuration Guidelines.
- Managing and Troubleshooting TCP/IP
- Introduction to Internet, Internet basics, feature of Internet services, different types of Internet.
- Connection, opening account, password, changing information, Login. Introduction to E-mail, utility of e-mail, Difference between normal mail with e-mail.
- Sending mail, receiving mail, how to send e-mail, how to send mail to more than one people, file attach mail, picture attachment, CC, BCC, Searching.
- How to store e-mail address book.

CERTIFICATE COURSE IN Windows Operation

S18 : Windows

- Introduction to windows : windows basics, start windows, using different windows simultaneously, moving through windows and mouse, maximize/minimize windows, use of help feature, exit windows, starting an application, run and manage multiple applications, close applications.
- Windows explorer through windows : select files and directory, copy, move, delete files/directory, creating directories, disk operations using file manager.
- Using essential accessories: Word-pad starting and using write, type and edit text in a document in write, insert pictures in a document in write, format text in write document, save and print a document file in write .
- Note pad
- Calculator - enter calculations, convert values to other number systems, use advanced statistical functions, use other advanced functions, use scientific calculator's statistical functions, use standard calculator functions
- Calendar - add and remove special times, add notes to the scratch pad, change between the day and month view, change the day settings, enter appointments, mark dates in a month, move around the month view, move the appointment times, move to different times, move to specific days, print appointments, remove entries from appointment days, set and remove alarms for appointment times, set the alarm for an early ring, turn off the alarm.
- Difference between DOS and Windows, Hardware requirement for Windows, Different modes of using Windows Loading Windows and getting initial display
- Windows Basic : Basic Elements of Windows, Parts of a Window, Types of Window, Types of Icon, Basic Mouse technique, Choosing & selecting things with mouse, Moving Windows, Maximizing & Minimizing Window, Moving an Icon, Using Scroll Bars, Using Dialogue Box, Type of options.
- Complete Study of the following : Write Word Processor, Paintbrush tool, Notepad text Editor, Card file organizer and manager, Calculator, Clock, Character Map, Object Packager tool, Control Panel, Print Manager, Clipboard Viewer. Desktop, default icon on desktop, properties, New folder, Arranging icon, Shortcut to desktop, Desktop setting, Wall paper setting, Screen saver setting, Channel setting, Startup menu, Going to programs, Documents, System setting, Finding files and folders, Log on/off, Run, shut down windows - Taskbar, Scandisk, Shortcut menu on Desktop.

CERTIFICATE COURSE IN COMPUTERISED FINANCIAL ACCOUNTING

S51 : Introduction to Financial Accounting & Tally

- Introduction : Financial Accounting, What is Accounting, Advantages of Accounting, Books of Accounts, Cash Book, Journal, General Ledger, Classification of Accounts, Rules of Accounting, Financial Statement, Trial Balance, Final Account Statement.
- Accounts organization : Ledger Accounts, Groups.
- Accounts Groups : Liabilities side, Assets side, Income Side, Expenses side, Capital Accounts-Capital, Reserve & Surplus,
- Loans : Bank OB, Secured Loans, Unsecured loans, Current Liabilities, Fixed Asset.

- Inventory Information (Tally) : Features, Inventory Masters, Stock Groups, Shock categories, Stock item, Go downs, Unit of Measure.

CERTIFICATE COURSE IN DESK TOP PUBLISHING

S18 : Windows

- Introduction to windows : windows basics, start windows, using different windows simultaneously, moving through windows and mouse, maximize/minimize windows, use of help feature, exit windows, starting an application, run and manage multiple applications, close applications.
- Windows explorer through windows: select files and directory, copy, move, delete files/directory, creating directories, disk operations using file manager.
- Using essential accessories: Word-pad starting and using write, type and edit text in a document in write, insert pictures in a document in write, format text in write document, save and print a document file in write.
- Note pad
- Calculator - enter calculations, convert values to other number systems, use advanced statistical functions, use other advanced functions, use scientific calculator's statistical functions, use standard calculator functions
- Calendar - add and remove special times, add notes to the scratch pad, change between the day and month view, change the day settings, enter appointments, mark dates in a month, move around the month view, move the appointment times, move to different times, move to specific days, print appointments, remove entries from appointment days, set and remove alarms for appointment times, set the alarm for an early ring, turn off the alarm.
- Difference between DOS and Windows, Hardware requirement for Windows, Different modes of using Windows, Loading Windows and getting initial display
- Windows Basic : Basic Elements of Windows, Parts of a Window, Types of Window, Types of Icon, Basic Mouse technique, Choosing & selecting things with mouse, Moving Windows, Maximizing & Minimizing Window, Moving an Icon, Using Scroll Bars, Using Dialogue Box, Type of options.
- Complete Study of the following : Write Word Processor, Paintbrush tool, Notepad text Editor, Card file organizer and manager, Calculator, Clock, Character Map, Object Packager tool, Control Panel, Print Manager, Clipboard Viewer. Desktop, default icon on desktop, properties, New folder, Arranging icon, Shortcut to desktop, Desktop setting, Wall paper setting, Screen saver setting, Channel setting, Startup menu, Going to programs, Documents, System setting, Finding files and folders, Log on/off, Run, shut down windows - Taskbar, Scandisk, Shortcut menu on Desktop.

S09 : DTP - Page Maker

- DTP - Kinds of DTP Software, Corel Draw : Different versions, Ventura Publisher, Adobe Photo Shop, MS-Publisher, MS-office : Word, Excel, PowerPoint, Access, Paint shop Pro-5, Quark x-press, Lotus Application, I photo plus, Photo Finish (for Scanning),Omni Page Limited Edition (OCR) Aldus Page Maker PageMaker 5.0 Feature : File : New, Open, Close, Save, Save all, Revert, Export, Place, Links, Book Preference, Page Setup, Print, Exit Edit : Copy, Paste, Multiple paste, Select all, Paste special, Insert Object, Edit Story Utilities : Aldus Assertions, Index Entry, Show Index, Create Index, Create TOC

Layout : View, Guides and rules, Column guides, Go To Page, Insert Page, remove Page, Display master items, Auto flowTypes : Font, Size, Leading, Set width, Track, Type Style, Type Space, Paragraph, Indents/tabs, Hyphenation, Alignment, Style, Define StyleElement : Fill and link, Rounded corners, Define colors

Windows : Arrange icons, Tile, Cascade, Tool box, Style Palette, Colour Palette, Library Palette

- Help : Contents, Search, Shortcuts, using PageMaker Help, Learning PageMaker 5.0, About PageMaker.

CERTIFICATE COURSE IN FOXPRO

S07 : FoxPro

- What is database, problem with manual database, benefits of using computerized database, data base definition, introduction to various DBMS packages.
- Introduction to FoxPro, starting FoxPro, data types, creating, adding, records, viewing, positioning database, saving database.
- Editing database : edit, brows, delete, recall, pack, replace.
- Modifying database : shorting and indexing, type of index, creating index, indexing command, set index, set order, reindex, close index, shorting vs indexing, multiple indexing.
- Finding records : find, seek, locate, continue, set filter command, set alter command.
- Queries : creating query with rqbi, use and condition, use or condition, use data range, selecting fields for query result, changing output of query, saving query.
- Report dialogue box, creating selective report, advance reports , generating custom column report. Using function : if, page number, date, time, month, day, year.
- Use of following function : upper, lower, c to d, dtoc, space, trim, rtrim, str, substr, abc, inset, proper, chr, display, count, sum, total, average.
- Use of following command : zap, set bell, append.
- Use of system pad command, filer, calculator, calendar, diary.
- Generating screen, multiple database, label printing.
- Difference between dot commands & command file, advantages of using command file, creating program file with modify commands - input, accept, ?/??.
- Memory variable - store, space(), @say, @get, read commands.
- Loop structure : if..endif, case..endcase, do while...enddo, scan..endscan, for..endor, text...endtext, nested loop, printjob....endprintjob
- Error condition & program debugging : error condition in command mode, error condition while executing a program. locating error before running a program, common error messages, error debugging commands & techniques.
- Multiple database : concept of multiple database, opening multiple database files, what is a relation, set relation between files, SET RELATION command, UPDATE, APPEND FROM, COPY TO & JOIN Commands.
- Windows menu and popup menu : Introduction to user define window, defining & using windows, defining additional feature for windows, deactivating of a windows, hiding windows
- Releasing windows, saving and restoring a window definition .

- FoxPro menu types : creating a simple menu with @ prompt, defining a horizontal menu
- Creating a menu with define menu, assessing a hot key for menu pad, assign separate command to each pad, using FoxPro menu system options in user menu, defining and using popup, more popup features, position, size, specific bar, message to bar, float for bar, handling popup for typical program, creating special popup, disp stru, disp field cont, disp file name, system popup, combining menu & popup, using nested popup.
- Creating Screen
- Special feature of FoxPro : isupper, islower, isalpha, isdigit, iscolor, left, right, add, type, inkey, on key, read key, error message, on escape, foxpro application generator.
- Macros & SQL queries, configuring FoxPro (config.fp), interfacing FoxPro with other s/w packages-word star (mail merge), spread sheet, database, set procedure, set function.
- Generating and creating Report.

CERTIFICATE COURSE IN C++.

- Introduction to C++, C++ statements, Class, structure of C++ program, creating, compiling linking & execution of C++ Program.
- Tokens, expressions, keywords, and identifiers, data types, user defined data types, derived data types, constants, declaration of variables, operator's in C++, Control's statements.
- Function in c++, function prototyping, call by reference, return by reference, call by value, function over loading, virtual functions. Introduction to constructors and destructors operator overloading & type op conversions. Inheritance, Introduction to pointers, pointer to object, pointers to derived class, managing console I/o operator's, virtual functions and polymorphism.

CERTIFICATE COURSE IN VISUAL BASIC

S24 : Visual Basic

- Client server technology, front end, back end, file server, SFL server, Basic concepts of visual designing, introduction to visual basic, basics of visual basic languages, User interface, utility of visual basic, future trends of visual basic, visual basic development cycle, difference between VB and other front end. Installation of VB s/w requirement, H/w requirement, different type of windows project window, property window, coding window, run window, form window, open, close and save form and project.
- Using different controls in toolbox, label, text box, frame, scroll bars, different property and command buttons.
- Combo box, list box, shape control's line, Image, picture box, directory list box, file list, drive list.
- Different colour code, VB colour, QB colour, RGB colour.
- Different types of operator's, arithmetic operator, relational operator, logical operator's, different types of variables, data types, limits of data types.
- Different types of looping, while, do while, For.. Next, do-exit, for exit.

Certificate Course in Linux

S26 : Linux

- Linux : History & Features of Linux, Linux Structure, File System of Linux, Hardware requirements of Linux, Various Flavors of Linux, Program & Process, Process Creation and process identifiers, Functions of Profile and login files in Linux, Linux Kernel, Multi-processing features of Linux, Login and Log-out from Linux System.
- Linux Commands - BC, CAL, CAT, CD, CHGRP, CHMON, CHOWN, CLEAR, CMP, COPY, DATE, FIND, KILL, KSH, LS, MAIL, MKDIR, MORE, MV, RM, RMDIR, TTY, UUCP, VVTO, WC, WHO, WHOIS, WRITE.
- vi editor

CERTIFICATE COURSE IN OOPS and C++

S30 : OOPS and C++

- Principles of OOP's, compare with procedure oriented programming, OOPs paradigms, basic concepts of OOPs, benefits of OOP's, object oriented language, Application of OOP's.
- Introduction to C++, C++ statements, Class, structure of C++ program, creating, compiling linking & execution of C++ Program.
- Tokens, expressions, keywords, and identifiers, data types, user defined data types, derived data types, constants, declaration of variables, operator's in C++, Control's statements.
- Function in c++, function prototyping, call by reference, return by reference, call by value, function over loading, virtual functions. Introduction to constructors and destructors operator overloading & type op conversions. Inheritance, Introduction to pointers, pointer to object, pointers to derived class, managing console I/O operator's, virtual functions and polymorphism.

CERTIFICATE COURSE IN JAVA PROGRAMMING

S36 : Java Programming

- Data types, Variables and Arrays, Operators, Control Statements, Scales (object oriented Programming), Inheritance, Exception handling, Applets- Basic of Applet programming and event handling, Exploring Java, Input output package, Security package, AWT-Graphics, Dialogue boxes, Basic Java Networking, JDBC - Building data base applets with dialogue boxes, Java Beans, Servlet, Swing.
- Java Beans
Introduction to Java Beans, Glossary, Enterprise java beans, Types of beans, Development descriptor, Archive files, J2ee Server.
- Entity Beans : Life Cycle, Call back home , find & select Method, Development descriptor, Environment entries, Assembly descriptor, Unchecked method, Transactions, Relationships, Base interface services.
- Session Beans ; Functionality, Life cycle, User transaction & security API Development descriptor, Transaction, Isolation & locking.
- Message Beans : Publishing & Receiving messages, Types of message, Message driver beans.
- Enterprise java beans strategies.

CERTIFICATE COURSE IN HTML & FRONT PAGE

S37 : HTML

- Introduction to HTML : Web Server, Web Client/Browser, Hyper Text Markup Language, HTML tags, HTML commands, Text Formatting, Emphasizing material in a Web page, Text Styles, other text.
- Adding graphics to HTML documents : Using Border attribute, width and Height attribute.
- Tables : Introduction to tables, Using the width and border attribute, cell padding attribute, cell spacing attribute, BG color attribute.
- Linking Documents : Linking, Images as Hyperlinks
- Introduction to Frames, Tags used to generate Frames, Targetting named frames
- Dynamic HTML : Introduction to DHTML, Cascading style sheets, Class, External Style Sheets, Using tags, Working with JSSS (Java Script Style Sheets)

S40 : Front Page

- Introduction to front page.
- Working with Explorer, Working with editor, Working with image, Tables, Creating frames, Styles, Creating forms, Using wizards, Front page components, Inserting active control using front page.

Certificate Course in computer Hardware Maintenance

- Basic & Digital Electronics, Introduction to Computers and Information Technology, Organisation of PC, Faster Processor & Mother Boards, Input / Output devices, Power supporting devices, Hardware/ Software installation & Preventive maintenance.

P-1. CLASS - 1, 2, 3

- THE WORLD OF COMPUTERS :
 - Tasks Performed on a Computer
- COMPUTER AND ITS VARIOUS PARTS :
 - Keyboard, Memory Device, Arithmetic and Logic Unit (ALU), Control Unit, Central Processing Unit (CPU), Monitor, Hardware, Software.
- INPUT DEVICES :
 - Keyboard, Qwerty Keyboard, Letter Keys, Shift Key, Caps Lock Key, Number Keys, Alphanumeric Keys, Numeric Keys, Function Keys, Special Keys, Methods of Key board Operation, Home Position on the Key board, Mouse, Joy stick.
- OPERATING A COMPUTER
 - How to start a Computer, How to Switch off a Computer.
- PAINTBRUSH :

- What is Paintbrush, Opening Paintbrush, Maximizing and minimizing, Closing Paintbrush
- INTRODUCTION TO LOGO:
 - What is LOGO, How to get into LOGO, moving the Turtle, the RIGHT Command, the LEFT Command, the SETH Command, How to Exit LOGO.
- DRAWING IN LOGO:
 - Drawing Lines, the forward command, The BACK Command, the DRAW Command, Positioning the turtle, the PEN UP command, the PEN DOWN command (PD) the HOME Command, the PENERASE Command, the HIDE Turtle command, the SHOW Turtle command, The text commands - Text screen Command, Print Command, Clear text command.

P2. CLASS - 4

- WORLD OF INTERNET :
 - What is the internet, what is WWW(World Wide Web), What is Web Browser, What is Search Engine, How to make any search on internet.
- USES OF COMPUTERS :
 - Computer at home, Computers in Education, Cartoons, Animation, Cinema, Newspaper, Books & Magazine
- INPUT AND OUTPUT DEVICES :
 - Input Devices, Keyboard, Number Keys, Function Keys, Special Keys, Mouse.
 - Output Devices - Printer, Visual Display Terminals.
- USING PAINTBRUSH:
 - Painting objects with different Colors, Editing, Delete, Cut, Undo, Paste, Copy, Paste Form, Flip, Shrink and Grow.
- MORE ABOUT LOGO:
 - Right Command, Left Command, Seth Command, Home Command, Forward Command, Back, Pen up and Pen down Colour and Pen erase Command, Hide turtle and show turtle commands.
 - Text Commands, Repeat Command, Repeat Inside Repeat Command.
- DRAWING WITH LOGO :
 - Clear screen and Clean Commands, Repetition of Pictures, To and End Command, Procedure with Param eters, Square, Rectangle, Polygon, the Pots Command, the Some Command, the Load Command, the Erase Command.
- CURVES, WORDS AND LISTS IN LOGO :
 - Circles, Arcs, Words and Lists, the Count Command, the First command, the Last Command, the BF Command, the BL command, the Word Command, the SE Common

P3. CLASS - 5

- WORLD OF INTERNET :
 - Uses of internet, Internet Applications, EMAIL.
- USES OF COMPUTERS :
 - Railway/Air Booking, Banks, Library, Defense, Hospitals.
- MEMORY OF COMPUTERS :
 - Primary and Secondary Memory (RAM,ROM), Binary Arithmetic etc

- MORE ABOUT PAINTBRUSH:
 - Inserting Pictures, Inserting Pictures from Outside, Saving Pictures, Text Commands, View Menu Commands, Paintbrush in Windows-95
- ADVANCE LOGO:
 - Input commands, RC Commands, RW or Read Command, RL command, Make Command, Edit Command, Conditional Commands
- LOGO COMMANDS :
 - Random Command, Item Command, Type Command, Stop Command, Chart command, ASCII Command, Int Command, Round Command.

M-1. CLASS - 6

- CLASSIFICATION OF COMPUTERS :
 - Mainframe Computers, Mini Computers, Micro/Personal Computers, Super Computers,
- APPLICATIONS OF COMPUTERS :
 - Business Applications, Computer in Medicine, Space Technology, Networks and Electronic Mail, How to send a message through E-Mail.
- WHAT IS PROGRAMMING :
 - Program, Low Level Language, High Level Languages Basic, Fortran, Cobol, Pascal, C/C++, Translator Programs, Compiler, Interpreter, the Binary Number System.
- ALGORITHMS :
 - Algorithm, Principles of good Algorithm development.
- FLOWCHARTING :
 - Flow Charts, Rules of Flowcharting
- WORD PROCESSING :
 - What is Word Processing, Word Processing Packages, Advantages of word Processing, MS-Word, Executing MS-Word, Inserting a Line, Deleting a Line, How to Change the Font Style, Saving the Text, How to Exit Word, Word Star, Executing WordStar, File Option, Utilities Option, Additional Option, Help Option, New, Open Document, Open Non-Documnet, Exit WordStar.
- INTRODUCTION TO BASIC :
 - Introductions, Format of Basic Statements, Line number or Statement Number, Remembering the Statements, Elements of the Basic Language, Character Set, Statement or Line Numbers, Constants /Data Variables, Operators.
- BASIC STATEMENTS :
 - LET Statement, Print Statement, Formatting the output, Effect of command in print, using TAB, Learning Blank Lines, Inputting Data, Input Statement.
- SYSTEM COMMANDS :
 - Stop and End Statements, System Commands, System Commands in GW BASIC ,Run Command, Cont. Command List command, New Command, Save Command Local Command System Commands in QBASIC, Commands of file Menu.

M-2. CLASS - 7

- SECONDARY STORAGE DEVICES :

- Units of Storage measurement, Floppy Disks, How to Protect Floppy Disks, Hard Disks, CD-Rom.
- SOFTWARE PACKAGES :
 - Popular Application Programs, Word Processing Database Management Systems, Spread Sheets, Computer Aided Design, Computer Virus, Types of Viruses, How to Prevent Virus.
- READ AND DATA STATEMENTS IN BASIC :
 - Why Read Statement, Data Statement, Read Statement, Restore Statement, ROM Statement
- CONTROL STATEMENTS :
 - Control Statements, Jumping Instructions, GoTo statement, ON-GoTo Statement.
- IF. . . .THEN. . . . ELSE STATEMENT :
 - Looping using If.....them.....Else, Logical Expressions and operators.
- LOOPING STATEMENTS :
 - For - Next Statement, Nesting of Loops, while-Wend Statement.
- WORD PROCESSING :
 - Page Layout, Margins, Paper size, Typing Packages, Line Spacing, Justification, Cut, Copy, and Paste, Spell Check, Limitations of Spell Checkers, Printing the document, Page Range, Copies, Printer, WordStar setting margins, Page Length, Line Space, Aligning the Text, Justification, Block commands, Spell checks, Printing.
- SPREADSHEET :
 - What is a spreadsheet, advantages of Spreadsheet, MS-Excel, How to Execute MS-Excel, objects of MS- Excel, Typing Data, Changing the cell width, Editing data, Inserting Rows and Columns, Deleting Cells, Rows and Columns. How to Save Worksheet, How to Exit Excel, Lotus 1-2-3, How to execute Lotus 1-2-3, Typing data, Executing the menus of Lotus 1-2-3, Changing the cell width, How to Exit Lotus 1-2-3.

M-3. CLASS - 8

- APPLICATIONS OF COMPUTERS :
 - Desktop Publishing, what is DTP, Why DTP, Multimedia- What is Multimedia, Why use Multimedia, Components of a Multimedia Computer, where is Multimedia used, Software for Multimedia.
- COMPUTERS IN COMMUNICATION :
 - Bulletin Board System, Electronic Mail, Internet, How to get connected to the Net? Dialing-up Networking, World wide Web, To browse through WWW.
- COMPUTER PERIPHERALS :
 - Inkjet Printers, Mechanism, Advantages, Disadvantages, Laser Printers, Mechanism, Advantages, Disadvantages, Scanners- Mechanism, How is an Image Scanner, Modem, How Modem Works.
- TABLE HANDLING IN BASIC :
 - Tables, one Dimensional table, Naming Tables, Declaration, Assigning Values to Cells, Table of Names, Two dimensional tables, Declaration, Assigning values to cells, string tables, use of IF.....THEN.....ELSE statements to compare strings.
- LIBRARY FUNCTIONS IN BASIC :
 - Using Standard Functions, meaning of standard Functions, String Functions, Len Function, MID\$ Function, LEFT\$ function, Right\$ function, ASC Function, CHR\$ Function, STR\$ function VAL function.

- USER- DEFINED FUNCTIONS AND SUBROUTINES IN BASIC :
 - User-Defined function, function reference.
 - Subroutines, Go sub & return Instructions, Nested Subroutines, Rules while Wright Program with Subroutines.
- GRAPHICS IN BASIC :
 - Graphics Mode, Colour Statement, Graphics Commands, PEST Statement, PRESENT Statement Line Statement, Circle Statement, Paint Statement Get/Put Statements.
- SPREADSHEET :
 - Calculations in Excel, Calculation by Functions Calculation by Formula, How to change the values, Copying the Cells, Moving the Cell, Formatting the Cells, Generating Graphs.
 - Lotus 1-2-3, calculations in Lotus 1-2-3, Statistical Functions, Date and Time Functions, Mathematical Functions, String Functions, Using Formula, Changing the Values, Copying the Cells, Moving the Cell, Formatting the Cell, Generating Graphs.
- DATABASE :
 - What is a Database, Why do we need database, Operations in a Database, Why use a Computer for data base, Database Management System, FoxPro, Data Types, How to Execute FoxPro, How to create Database, Appending Records to Database, Editing the Database, Opening a Database, Closing a Database, Listing the Records, Deleting Records, Rearranging the Records.
- INTRODUCTION TO MS-DOS :
 - Initializing or Loading Routines, the Rom-BIOS, Internal and External Commands.

H-1. CLASS - 9

- COMPUTER AWARENESS :
 - EDP Concepts- Definition, Data, Information, Processing, Memory, Characteristics - Speed, Accuracy, Diligence, Versatility, Storage, Automatic. (Show examples of some graphic programmes developed in Basic)
 - Types of Computers- Super computer, Mainframe, Mini-computer, Micro-computer.
 - Application of computers- In Education, Business, Hospitals, Science and Engineering, Entertainment, Telecommunications (show them Multimedia CDs like Jurassic Park and Cartoons)
- HISTORICAL DEVELOPMENT OF COMPUTERS. (THROUGH MULTIMEDIA APPLICATIONS)
 - Abacus, Napier's Bones, Pascal's Arithmetic machine, Leibniz Calculator, Jacquard's loom, Babbage's Analytical Engine, Lady Ada Lovelace, Herman Hollerith's Tabulating machine, Von Neumann's machine, MARK 1, ENIAC, UNIVAC
- MILESTONES IN COMPUTING (THROUGH MULTIMEDIA APPLICATIONS) :
 - Computer generations - First generation. Second generation. Third generation, Fourth generation. Fifth generation
- ANATOMY OF A COMPUTER AND BASIC STRUCTURAL COMPONENTS. (THROUGH MULTIMEDIA APPLICATIONS) :
 - Mother Board, Cabinet, Floppy Drives, Micro-Processor. Hard Disk
 - Central Processing Unit - Block diagram
 - Input Devices- keyboard. Mouse

- Output Devices - Visual Display Unit, Printers (Dot Matrix Printer)
 - Secondary storage - Floppy disk. Compact disk and Hard disk.
 - Computer Memory _ RAM &ROM
- OVERVIEW OF OPERATING SYSTEM
 - a)Computer Software- Definitions and Concepts of system and Application software:
 - Operating Systems - DOS, Windows
 - DOS vs. Windows, Characters vs. Graphics
 - b) DOS Internal Commands:
 - Changing Drives A, B, C Listing files in a directory (DIR), Manipulating directories (MD, CD, RD), Copying files (COPY), Rename files (RENAME), Clearing Screen (CLS), Deleting files (DEL), Finding the Date and Time (DATE)
 - c) DOS External Commands :
 - Formatting a floppy disk (FORMAT), duplicating a floppy disk (DISK COPY), checking the status of a floppy disk (CHKDSK), Sorting files (SORT), Printing files, Defining Paths,
 - AUTOEXEC.BAT, CONFIG.SYS.
 - d) Getting Started with Windows 95/98 :
 - Graphical User Interface, Logging on to Windows 95 or later versions, Components, My Computer, Network Neighborhood, Window, Components, Launching an Application, Switching between Programs, Adjusting Date and Time, Relocating the Taskbar, Hiding the Taskbar, Shutdown.
 - e) Working with Windows Explorer :
 - Windows Explorer, Copying files, Renaming files, Deleting files and folders. Recycle bin. Searching for files or folders. Drag and Drop, Control Panel Folders, Printers, Folders, Paint.
- INTRODUCTION TO MS-WORD :
 - What is Word, Starting Word, Getting to know the word screen. Changing
 - views. Creating Documents, Saving Documents, Using Help, Exiting Word
- BASIC EDITING COMMANDS :
 - Entering Text Inserting Deleting Text, Find and Replace Text, Selecting Text,
 - Copying, Cutting and Pasting, Editing Multiple Documents at once, Autocorrecting and Auto Formatting
- FORMATTING IN WORD :
 - Simple Character Formatting, Special Character, Formatting, Paragraph
 - Formatting, Justifying Text, Indentation and Spacing, Line and Page Breaks,

- Settings, Margins, Ruler setting. Format with Styles, Your Document's View, The Normal View, The outline layout views. The Page Layout, Print Preview, Numbers and Bullets.
- INTRODUCTION TO EXCEL :
 - What is Excel, Starting Excel, Opening a Workbook, Getting to know the Excel Screen, Moving around (the Excel Screen, Saving a Workbook, Closing a Work book, Opening a recently used Workbook, Getting help with the Office Assistant, Using the Help Menu, Exiting Excel.
- CREATING AND EDITING WORKBOOKS :
 - Creating New Workbooks, Entering Data, Introduction to Formulas, Working with Auto complete. Selecting, Moving and Deleting Cells, Cut, copy and paste. Using Undo, Find and Replace.
- FORMATTING WORKBOOKS :
 - Adjusting Column and Row sizes. Changing Cell Alignment, Using Number, Formatting, Formatting Text, Using Styles and Auto formatting, Getting to know the Spelling Checker, working with Auto correct.
- VIEWING, DRAWING AND PRINTING :
 - Viewing the worksheet, Splitting and Freezing a Worksheet, Using Drawing Tools, Adding Headers and Footers, Working with Page Set up. Setting a Print Area, Using Print Preview and Printing.

H-2. CLASS - 10

- LANGUAGES OF COMPUTERS
 - General and special purpose languages. Machine, Assembly, High Level Language. Introduction to High Level Languages - BASIC, PASCAL and FORTRAN limited to area and its use in commercial applications.
- PROGRAMMING IN BASIC :
 - Introduction to Basic
 - Assignment, Input/Output, Remarks
 - Character set
 - Constants and Variables - Numeric and Alphanumeric
 - Expressions - Numeric and Alphabetic
 - Operators - Arithmetic, Relative, Logical
 - System Commands - (Auto, Cont, Delete, Edit, List, Load, Name, Delete, Kill,
 - New, Merge, Renum, Reset, Run, Save, System, Tron, Troff,)
 - Algorithms and Flowcharts
 - Branching - Conditional, Unconditional, Multiple
 - Counters and Accumulators
 - Looping - For Next Statement,. Programs using for Next Loops Structured Programming
 - The Programming in Basic should cover the following concepts.
 - Programming Techniques:
 - Introduction to program writing, program format, debugging. Assignment
 - Statement, input-output statement, specification statements, transfer of control.
 - Modes of Basic Operation, Printing Prompts for the user Outputting the data, The Print Statement, Print Control, Formatting the Output, The

Comma Control, Making Tables : The Tab Function. The Print Using Statement (Numeric and String), Print Statement.

- **PROBLEM SOLVING TECHNIQUES :**
 - The Programming Process, Problem understanding and defining a problem, Program Design, Designing a solution. Documentation, Programming, Analysis and Specifications, Algorithms, Sequence, Selection, Repetition (Iteration or looping).Advanced Flow-charting Techniques.
- **CONTROL STATEMENTS :**
 - The Stop Statement, The Control Statement, The Unconditional Transfer : The Go To Statement, Loop Control, Using Go To Technique, The For-Next loop, Series Programs Using For-Next Statement.
- **MULTIMEDIA & INTERNET :**
 - Multimedia: What is Multi-Media ? Application of Multi-media in learning different subject areas. Multi-Media tools and building blocks, animation etc.
 - Internet: What is Internet? IP address
 - Details about www-Com and Internet browsing, Netscape, Internet Explorer, Website etc.
 - Mailing - connecting to a mail, post office, creating from mail, account changing, password, sending message, reading a message, replying to a message etc.
- **APPLICATIONS OF INFORMATION TECHNOLOGY :**
 - Smart Cards
 - Design Animation .
 - Telecommunication
 - Computer Graphing
 - Computer Aided Testing
 - Voice Recognition Systems

H-3. CLASS - 11

- **COMPUTER CONCEPTS**
 - E.D.P. Concepts, Characteristics of a computer. Computer Applications,
 - Computer Classifications.
 - Types - Analog, Digital and Hybrid Computers
 - Purpose - General Purpose and Special Purpose computers
 - Capacity - Supercomputer, Mainframe, Minicomputer, Microcomputer
- **ANATOMY OF COMPUTERS AND BASIC STRUCTURAL COMPONENTS**
 - Mother Board, Cabinet, Floppy Drives, Micro-Processor, Hard Disk
 - Central Processing Unit - Block diagram
 - Input Devices - keyboard. Mouse
 - Output Devices - Visual Display Unit, Printers (Dot Matrix Printer)
 - Secondary storage - Floppy disk, Compact disk and Hard disk.
 - Computer Memory- RAM &ROM
- **OVERVIEW OF OPERATING SYSTEMS**
 - (a) Computer Software -
 - Definitions and Concepts of system and Application,
 - Operating Systems - Dos, Windows
 - Dos vs. Windows, Characters vs. Graphics concepts of Files and Directories, Creation of File and Directories

(b) Dos Internal Commands:

- Changing Drives A, B, C; Listing files in a directory (DIR),
- Manipulating directories (MD, CD, RD). Copying files (COPY),
- Rename files (RENAME), Clearing Screen (CLS), Deleting files
- (DEL), Finding the Date and Time (DATE)

(c) Dos External Commands:

- Formatting a floppy disk (FORMAT), duplicating a floppy disk
- (DISK COPY), checking the status of a floppy disk (CHKDSK),
- Sorting files (SORT), Printing files. Defining Paths,
- AUTOEXEC.BAT, CONFIG.SYS.

(d) Getting Started with Windows 95/98

- Graphical User Interface, Logging on to Windows 95 or later version
- Components, My Computer, Network Neighborhood, Window
- Components, Launching an Application, Switching between Program
- Adjusting Date and Time. Relocating the Taskbar, Hiding the Taskbar,
- Shutdown

(e) Working with Windows Explorer :

- Windows Explorer, Copying files, Renaming files,. Deleting files and folders. Recycle bin, Searching for files or folders, Drag and Drop, Control Panel Folders, Printers, Folders, Paint.

- SOFTWARE CONCEPTS & COMPUTER LANGUAGES
 - Computer Languages
 - Machine Language, Assembly Language, High-Level Language
 - Compilers, Interpreters, Assemblers
 - Procedural and Non-Procedural Languages
 - Some High Level Languages
 - Fortran, Basic, Pascal, C, C++, SQL
 - Difference between a Language and a Package
- MICROSOFT POWER POINT 97:
 - Introduction to Power Point, What is Power Point, Starting Power Point, Opening a presentation, Getting to know the power point screen, Power point views, Moving between slides, Saving and closing a presentation, Opening a recently used presentation, Exiting power point.
- CREATING A PRESENTATION:
 - Creating a new presentation, Using the auto content wizard, Changing the text formats, Adding bullets, Setting and clearing tabs, Aligning text.
- CUSTOMIZING PRESENTATIONS :
 - Using Templates, Selecting a slide lay-out, Promoting and demoting text, Using the Undo button, Changing slide layouts, Adding clipart to your presentation, Changing Templates, The slide master
- CHARTS AND DRAWINGS:

- Adding a chart slide, Editing a chart, Customizing a chart, Adding titles to a chart. Chart title alignment, Changing Clairol colours.
- MS ACCESS 97
 - Introduction to Access, What is Access, What is data, Starting Access, Opening a Database File, Introduction to the Database Window, Getting to know the Access Screen, Saving and Closing a Database file, Opening a recently used Database File, Using the Help Menu, Exiting Access
- WORKING WITH DATABASES :
 - Using the Database Wizard, Working with) Datasheets, Moving between Records and Fields, Using Go To, Updating Records, Selecting Rows and Columns, Changing Column Width, Saving a Data sheet. Exiting a Datasheet
- WORKING WITH TABLES :
 - Creating a New Database, Adding Tables to a Database, Adding Fields to Tables, Inserting a Field, Setting a Primary Key, Saving a Table, Adding and Sorting Records, Closing a Table, Creating a query.
- USING FORMS :
 - What is Form, Using an Auto Form, Creating a Form, Working in a Design View
- REPORTING TOOLS :
 - What is Report, Previewing printing and saving a report, Designing a report Changing a report layout, Grouping records in a report, Creating mailing labels.

H-4. CLASS - 12

- INTRODUCTION TO PROGRAMMING IN C++
 - Introduction to C++ language
 - Program structure
 - Program design and implementation issues
 - Object oriented programming
 - C++ character set (Letters, Digits, Special Symbols, other characters (including escape sequences))
 - Data types
 - C++ Tokens (identifiers, keywords, constants, operators)
 - Structure of a C++ Program (including files, declaration of an object, main function)
 - Header files - <iostream.h>, <stdio.h>
 - Using of I/O operators
 - Cascading 6fl/O operators
 - Basic commands of editor
 - Interpretation, Compilation, Linking and Execution of programs
 - Object declared as Classes, Encapsulation, Data hiding, Inheritance, Polymorphism
- OPERATORS AND EXPRESSIONS :
 - Definitions of Operators and Expressions
 - Arithmetic operators (-, +, *, /) Modulus operator (%)
 - Unary operator (-, +)
 - Increment and Decrement Operators (-), (++)
 - Relational Operators (>, >=, <, <=, ==, !=)
 - Logical Operators (&&., ||)
 - Conditional Expressions

- Precedence of Operators
- Type conversion in Expressions : Automatic type conversions ,
- Assignment operators and expressions : C++ shorthand (+=, -=, *=, /=, %=)
- Variable assignment, type and compatibility
- Algorithms and Flow charting:
- Algorithms and Problem Solving
- Structured programming
- CONTROL STATEMENTS:
 - Compound statements or blocks using { }
 - Conditional statements:
 - Selection statements:
 - If-else statement Nested if
 - Switch
 - Switch-default statement
 - Simple control statements
 - Break statement
 - Exit () function
 - Iteration statements;
 - Loops
 - While statement, do while statement
 - Nested loops
 - Console - I/O FUNCTIONS
 - Header Files : studio.h; .getc(), putc(), gets() and puts() functions
 - Structured Data Type : Array;
 - Declaration of Array
 - One dimensional array
 - Nature of subscripts
 - Two dimensional array
 - Array of string
- ARRAY INITIALISATION :
 - Multi Dimensional Arrays
 - Introduction to Database including RDBMS concepts:
 - Introduction, Purpose to Databases & Applications
 - Practical experience on RDBMS packages like FOXPRO.
- MULTIMEDIA & INTERNET: Multimedia :
 - What is Multi-Media? Application of Multi-media in learning different subject areas. Multi-Media tools and building blocks, animation etc.
 - Multi-media control centre, multi-media player and volume control, note sheet, real audio and real video installing and configuring net show drivers' etc.
 - Internet :
 - What is Internet? IP address
 - Details about www-Com and Internet browsing, Netscape, Internet Explorer, Website etc.
 - Mailing - connecting to a mail, post office, creating from mail, account changing & password, sending message, reading a message, replying to a message etc.

English Learning Course.

Course 1: Certificate Course in Basic English

As stated above the Basic English Course is a 90 hrs Programme and shall be studied as follows :

SN	Sub.No	Subject Name	Contents	Total Weeks	Time Duration
1	E01	Basic Grammar Structure	Parts of Speech, Subject Predicate, Tenses, Article, Active Passive, Auxiliaries.	3	20 hrs
2	E02	Basic Word Power	Vocabulary of Parts of Speech, Glossary, Know Confusing Words, Remember Misused Words, Increase Word Power	3	20 hrs
3	E03	Basic writing Skills	Writing Paragraphs, Stories, Letters, Applications, Bio data, Designing Invitations.	3	20 hrs
4	E04	Basic Communicative English	Sentence of Order/Request, Exclamation, Manners, Interactive Exercises, Monologue Dialogue.	3	20 hrs

Use the audio CD provided at the end of reading sessions. A weekly discussion with your friends and teachers should be made. Discuss with them on current affairs or any topic of your interest. Regularly visit some libraries. Read books and magazines.

Course 2: Certificate Course in Advance English

As stated above the Advance English Course is a 120 hrs Programmes and shall be studied as follows:

SN	Sub No	Subject Name	Contents	Total Weeks	Time Duration
1	E05	Advance Grammar Structure	Parts of Speech, Subject Predicate, Tenses, Article, Active Passive, Auxiliaries.	4	30 hrs
2	E06	Advance Word Power	Vocabulary of Parts of Speech, Glossary, Know Confusing Words, Remember Misused Words, Increase Word Power	4	30 hrs
3	E07	Advance Writing Skills	Writing Paragraphs, Stories, Letters, Applications, Bio data, Designing Invitations.	4	30 hrs
4	E08	Advance Communicative English	Sentence of Order/Request, Exclamation, Manners, Interactive Exercises, Monologue Dialogue.	4	30 hrs

Use the audio CD provided at the end of reading sessions. A weekly discussion with your friends and teachers should be made. Discuss with them on current affairs or any topic of your interest. Regularly visit some libraries. Read books and magazines. Visit Academic institutions and Professional Organization

Course 3: Personality Development Programme

As stated above the Personality Development Programme is a 30 hrs course and shall be developed as follows:

SN	Sub No	Subject Name	Contents	Total Weeks	Time Duration
1	E09	Personality Development Programme	Time Management, diction, body language, self assessment, self confidence etc.	4	30 hrs

Use the audio CD provided at the end of reading sessions. A weekly discussion with your friends and teachers should be made. Discuss with them on current affairs or any topic of your interest. Regularly visit some libraries. Read books and magazines. Visit Academic institutions and Professional Organisation.

* Service Tax as per applicable

Note:- All the above programme can be run in offline mode also in consultation with AISECT.