

SPASM

SMART PROFESSIONAL ACCOUNTANT

Duration: 12 Months



Smart Professional Accountant program aims to develop student into a complete accountant, working on accounting related software on computers. This program basically caters to Commerce graduates as well as people who are interested to make career in computerised accounting. The minimum qualification required for enrollment in this program is HSC. The program has modular pattern of teaching and examination. On successful completion of SPA the student would be awarded final certification. Student has to appear for MBTB examinations by paying examination fees as prescribed from time to time for all modules.

The Best Program For Commerce StudentsTM

Career Opportunities: Professional Corporate Accountants, Tally Professional, Account Assistant, Tax Process Executive, Teaching Professional for Tally and Taxations, Jobs in Stock Market, Self Employment in Tally - GST Work. SPA give Career readiness for Accounting and Finance Industry.

Program Contents

Module-1: Certificate Course in Operating System & Application Management

Windows	Utility of Computers to Business	MS Excel	MS Access (Level-1)
Networking Concepts	Multimedia & E-Commerce	MS Excel (Advance)	Visual Basic (Level-1)
Computer Viruses and Internet	MS Word	MS PowerPoint	MS Outlook

Module-2: Certificate Course in Computerised Accounting Using Tally

Basics of Accounting	Accounting / Inventory Masters	Receipt / Payment	Stock Journal / Physical Stock
Accounting Principles	Units of Measures	Contra / Journal	Trial Balance
Golden Rules of Accounting	Accounting Vouchers	Debit Note / Credit Note	Profit & Loss Account
Tally Fundamentals	Purchase / Sale	Inventory Vouchers	Balance Sheet

Module-3: Certificate Course in Advanced Computerised Accounting Using Tally

Intermediate Level	Multiple Currencies	Reversing Journal	Expert Level
Interest Calculations	Stock Valuation Methods	Price List	Intro. to GST / Model of GST
Stock Categories	Bank Reconciliation Statement	Alternate / Compound UOM	GST Master / Stock Creation
Order Processing	F11 - Features / F12 - Configuration	Export / Import of Data	GST Invoice / GST Report
Batchwise Details	Security Controls and Tally Vault	ODBC in Tally	GST Challans / Returns
Manufacturing Journal / BOM	Financial / Inventory Reporting	Consolidation / Split of Accounts	TDS (Tax Deducted at Source)
Voucher Class	Advance Level	Receipt and Payment Statement	TCS (Tax Collected at Source)
Budgets and Controls / Credit Limit	Scenario Management	E-mail & Uploading	POS (Point of Sale)
Cost Centre & Cost Category	Optional / Post Dated Vouchers	Backup & Restore	Payroll / Income Tax

Module-4: Certificate Course in Tax Administration

Direct Tax Structure in India	Deductions, Rebates and Reliefs	Introduction to GST	Reverse Mechanisms Under GST
Income Tax Act 1961 (Framework)	Online E-Filing of Returns	Registration on GST Portal	Concept of E-way Billing
PAN Application (Practical)	T.D.S. (Tax Deducted at Source)	Return Filing under GST	Payment and Refund under GST
Heads of Income	TDS Returns (Practical)	GST Composition Scheme	Career Opportunities in GST

Module-5: Certificate Course in Capital Market

Primary Markets	Trading, Clearing & Settlement	Financial Derivatives	Online Trading (Practical)*
Secondary Markets	Mutual Funds	Stock Futures and Stock Options	Case Study of Selective Script (Practical)
Book Building, IPOs and Listing	Depository and Demat Account	About Commodity Exchange	

Module-6: Certificate Course in Business Management

Managing Business Finance	Office Management	Practical Work on Project Report	Basics of Banking Practices and Procedures
Personnel Management	Understanding Export Management	Case Studies of Successful Enterprises	Internet Banking
Marketing Management	Understanding Import Management		

OR Module-6: Certificate Course in Entrepreneurship Program

Formula of Achieving Success	Wheel of Strategies	Use of Digital Platform	Actual Entrepreneurship Opportunities
Magic of Ownership and Entrepreneurship	S.M.A.R.T. Goal / Target Settings	Industry Visit	
Pyramid of Management Skills	Implementation of Project 'Achieving Success'	Guidance by Top Level Management Experts	



सरकार मान्य



Duration: 30 Months



The Objective of G-Tech program is to make the student competent in different areas of IT which includes Basic Computer Operations, Computerised Accounting, Desk Top Publishing, Web Site Development, System Programming with C, C++, Relational Database Management System (Access, SQL Server & Visual Basic), .Net Technology & Computer Hardware & Networking. On completion of G-Tech program the student will be able to work as a Software Professional with an IT Company. The student can also start his/her own venture as a free-lance software developer.

Industry Accepted CAREER ProgramTM in Information Technology

Career Opportunities: Software Developer, Web Developer, Web Designer, IT Professional, EDP Incharge, G-Tech give Career readiness for IT Industry.

Program Contents

Semester - 1 Certificate Program in Advance MS Office and Tally.Erp9

Advance MS Office

Computer Fundamentals
How to use Windows Efficiently
Working with Ms-Word
Working with Ms-Excel
Ms Excel (Advance)
Working with Ms-PowerPoint
Adv. Presentation Techniques
Various ways to connect Internet
Using Internet efficiently
Social Networking

Computerised Accounting

Introduction to Accounting
Golden Rules of Accounting
Tally Fundamentals
Accounting Vouchers
Inventory Vouchers
BRS / Interest Calculation
Order Processing
Batch-Wise Details
Additional Cost of Purchases
Multiple Currencies
Cost Centers & Cost Categories

Scenarios, Budgets & Controls
Reversing Journals
Optional Vouchers
Open Database Connectivity
Consolidation / Split of Accounts
Export & Import of Data
Security Control & Tally Audit
Tally Vault and Advance Security
Stock Valuation Methods
F11-Features /F12- Configuration
Printing from Tally
Web Browser & E-mailing

Intro. to GST / Model of GST
GST Classification
GST Accounting Master Creation
Stock Creation with HSN Code
GST Invoice / GST Report
GST Challans / Returns
Tax Deducted at Source
Payroll and Income Tax
Point of Sale
Advance Banking Features
Financial Analysis & Reporting
Inventory Analysis & Reporting

Semester - 2 Certificate Program in Graphic Designing and Hardware & Networking

Graphic Designing

CorelDraw
Working with Outline, Shapes
Working with Brush Stroke
Working with Objects
Working Layers
Understanding Fills / Colors
Using Special Effects
Using Text
Understanding Styles
Page and Layouts
Working with Bitmaps
Importing and Exporting

Illustrator

Tools and Preferences
Files and Templates
Drawing / Editing Paths
Fill Color / Painting
Objects / Layers
Import / Export
Text Formatting / Paragraph Style
Special Effects
Photoshop
Tools and Preferences
Rulers, Grid, and Guides
Work with the Preset Manager
Opening and Saving images

Painting / Editing Tools
Selection and Paths
Layers and Slicing
Working with Types
Channels and Masks
Color Adjustments
Applying Filters
InDesign
Using the Toolbox
Creating Basic Page Elements
Text Formatting / Styles
Placing Graphics / Objects
Applying Fills, Strokes and Effects
Importing and Formatting Text

Exporting Documents
Understanding Master Pages
Color Separation
Printing InDesign Files
Hardware & Networking
Introduction to Hardware Parts
CMOS / BIOS Utility
HDD Formatting / Partitioning
Installation of Operating System
Using Windows / Dos
Application Software Installation
LAN / WAN Concepts
Setting Up LAN Network
Assembling & Troubleshooting

Semester - 3 Certificate Program in Web Designing & Web Development

HTML

Elements, Attributes
Fonts / Styles / Links / Images
Tables / Lists / Forms
Events / Frames
Embedded Audio / Video
Introduction to HTML 5
Dreamweaver
Setting up a site
Working With Images
CSS / Using Hyperlinks
Using Tables, Forms, Frames
Publishing a Site.

Edge Animate

Understanding Tools
Objects and Text
Timeline Panel / Layer
Symbols, Instances and Library
Sound and Video
Creating Animation
Publishing and Exporting
Java Script
HTML with Java Script
Operator / Control Statement
Functions / Events / Cookies
Validation / Error Handling

PHP

Configuring PHP
Using PHP Code in Web Pages
Data Types / Identifiers / Variables
Constants / Expressions
Control Structure
Functions / Array
OOPS in PHP
Error and Exception Handling
String and Expression
Working with File
Authenticating Users
HTML Forms in PHP

MySQL

Configuring PHP with My SQL
Storage Engine and Data Types
Database and Tables
Stored Routines
Triggers / Views / Queries
Import and Export
SQL Injection
Web Hosting
Domain / Sub Domain Names
FTP Utilities
Hosting Your Site

Trust India's Top IT Training Company For A Quality Computer Training.

Semester - 4 Certificate Program in Dekstop Application Development

C Programming

Introduction to C
Data Types
Expressions and Operators
Control Statements
Switch
Loops
Arrays
Strings and Integer
Functions
Pointers
Data Structures
File Handling

C++ Programming

Introduction to C++
OOPS Concepts
Constructor
Functions
Operators
Classes
Conversion Types
Abstract Class
File Input / Output
Class Templates
Exception Handling
Data Structures

Visual Basic Programming

Introduction to Visual Basic
Windows Event
Controls and Properties
Visual Basic Data Types
GUI Controls
Interacting with Files
OOPS with Class Modules
Interacting with Data
Understanding ADO
Multi Dimensional Arrays
Creating ActiveX Controls
Creating DLLs and EXEs

SQL Server

Introduction to SQL Server
Databases and types
Using DDL / DML
Simple Queries
Sub-Queries
Queries using Joins
Using Aggregate Functions
Constraints
Working with Views
Stored Procedures
Triggers
Import / Export

Python Programming

Basic Python Syntax
Data Types & Operators
Decision Making & Looping
List / Tuples / Dictionary
Functions and Modules
Files Input / Output
Exceptional Handling
Class and Object
GUI Programming
Database Access
Multithreading

Semester - 5 Certificate Program in Web Application Development

Core Java

Introduction to Java
Java Basic Syntax
Data Types and Variables
Expressions / Operators
Functions / Classes
Exception Handling
Loops / Strings / Arrays
Interfaces and Packages
Threading
Files Input / Output
Inheritance / Polymorphism

Advance Java

Java Applets / Event Handling
JDBC / Swings / Components
Menu and Image
JSP Architecture
Working with tags
Implicit Objects
Working with Forms
Introduction to Servlet
Processing HTML Form
HTTP Request / Responses
Cookies / Session Tracking

C# Programming

Introduction to C#
Variables and Data Types
Operators and Expressions
Methods in C#
Arrays and Strings
Structures and Enumerations
Classes and Objects
Input / Output Operations
Errors and Exception
Multithreading
Properties

ASP.Net

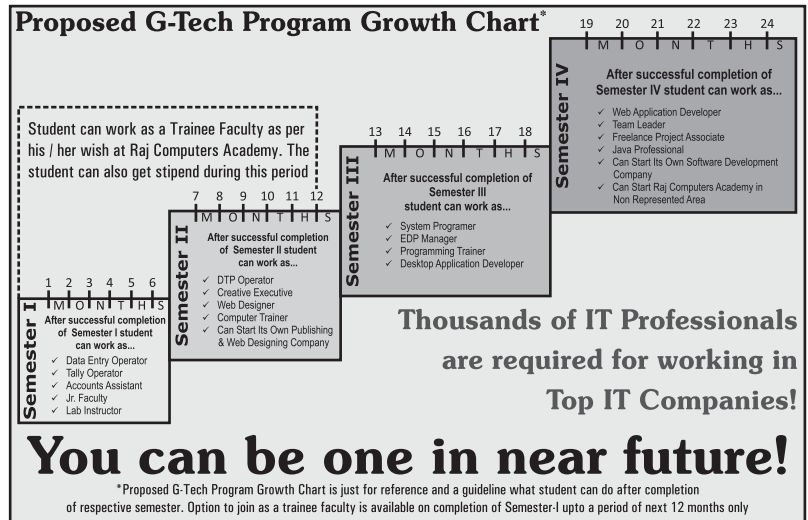
Introduction to ASP
Event Handling
Server Side / Controls
Client Side / Controls
Directives / Validators
Database Access
ADO.Net
File Uploading
Add Rotators/ Calendar
Multi Views
Panel Controls

VB.Net

Introduction to VB .Net
Data Types / Variables
Constants / Statements
Operators / Decision Making
Loops / Strings / Arrays
Date and Time
Collections and Functions
Classes & Objects
Exception / File Handling
Dialog Boxes / Forms
ADO .Net

Salient Features

- ✓ Government Recognised Certification
- ✓ Training by Industry Experienced Professional Faculties
- ✓ Opportunity to work on Live Projects
- ✓ Program supported by well known Software Companies
- ✓ Semester wise Evaluation Pattern and many more
- ✓ Optional internship as Semester-6
- ✓ Career readiness for IT Industry



Notes



Full Time Mode available for those who want to complete G-Tech on a Fast Track Basis

Complete The Course By Learning 4 to 6 Hours a Day in Just 6 Months* .
Fast track facility available at select centres only !

Trust India's Top IT Training Company For A Quality Computer Training.



SIPSM

SMART I.T. PROFESSIONAL

Duration: 18 Months



The Best ProgramTM
For Engineering Students

Smart IT Professional (SIP) program is scientifically designed for B.Sc. (IT), Engineering and BCA students who want to make a professional career in software development. SIP has three levels, mainly system programming, database management, website development with Java and .Net technology. The individual can start its own operations in software development after successful completion of the said course. SIP is having modular training and examination pattern which would help the student to gain maximum knowledge. After successful completion of the program the student has an option to get job assistance from Raj if required.

Career Opportunities: Programmer, Trainers, Desktop Application Developer, Web Application Developer, Database Administrator, Project manager, System Analyst, Work as a Freelancer. SIP gives career readiness in IT Industry.

Program Contents

Module -1 Certificate Program in Desktop Application Development

C Programming

Introduction to C
Data Types
Expressions and Operators
Control Statements
Switch
Loops
Arrays
Strings and Integer
Functions
Pointers
Data Structures
File Handling

C++ Programming

Introduction to C++
OOPS Concepts
Constructor
Functions
Operators
Classes
Conversion Types
Abstract Class
File Input / Output
Class Templates
Exception Handling
Data Structures

Visual Basic Programming

Introduction to Visual Basic
Windows Event
Controls and Properties
Visual Basic Data Types
GUI Controls
Interacting with Files
OOPS with Class Modules
Interacting with Data
Understanding ADO
Multi Dimensional Arrays
Creating ActiveX Controls
Creating DLLs and EXEs

SQL Server

Introduction to SQL Server
Databases and types
Using DDL / DML
Simple Queries
Sub-Queries
Queries using Joins
Using Aggregate Functions
Constraints
Working with Views
Stored Procedures
Triggers
Import / Export

Python Programming

Basic Python Syntax
Data Types & Operators
Decision Making & Looping
List / Tuples / Dictionary
Functions and Modules
Files Input / Output
Exceptional Handling
Class and Object
GUI Programming
Database Access
Multithreading

Module -2 Certificate Program in Web Technology

HTML

Elements, Attributes
Fonts / Styles
Links / Images
Tables / Borders
Lists / Forms
Events / Frameset
Embedded Audio / Video
Image Mapping
Cross Browser Testing
Introduction to HTML 5

Dreamweaver

Introduction
Setting up a site
Working With Images
Cascading Style Sheet(CSS)
Using Hyperlinks
Using Tables
Using Forms
Using Frames
Publishing a Site
Web Hosting

Java Script

HTML with Java Script
Operator / Control Statement
Functions / Events / Cookies
Validation / Error Handling
jQuery
jQuery Concept
Library / Selector
Events / Effects
Dimensions
Traversing Method

PHP

Configuring PHP
Using PHP Code in Web Pages
Data Types / Identifiers / Variables
Constants / Expressions
Control Structure
Functions / Array
OOPS in PHP
Error and Exception Handling
String and Expression

Working with File
Authenticating Users
HTML Forms in PHP
MySQL
Configuring PHP with My SQL
Storage Engine and Data Types
Database and Tables
Stored Routines
Triggers / Views / Queries
Import and Export
SQL Injection

Module -3 Certificate Program in Web Application Development

Core Java

Introduction to Java
Java Basic Syntax
Data Types and Variables
Expressions / Operators
Functions / Classes
Exception Handling
Loops / Strings / Arrays
Interfaces and Packages
Threading
Files Input / Output
Inheritance / Polymorphism

Advance Java

Java Applets / Event Handling
JDBC / Swings / Components
Menu and Image
JSP Architecture
Working with tags
Implicit Objects
Working with Forms
Introduction to Servlet
Processing HTML Form
HTTP Request / Responses
Cookies / Session Tracking

C# Programming

Introduction to C#
Variables and Data Types
Operators and Expressions
Methods in C#
Arrays and Strings
Structures and Enumerations
Classes and Objects
Input / Output Operations
Errors and Exception
Multithreading
Properties

ASP.Net

Introduction to ASP
Event Handling
Server Side / Controls
Client Side / Controls
Directives / Validators
Database Access
ADO.Net
File Uploading
Add Rotators/ Calendar
Multi Views
Panel Controls

VB.Net

Introduction to VB .Net
Data Types / Variables
Constants / Statements
Operators / Decision Making
Loops / Strings / Arrays
Date and Time
Collections and Functions
Classes & Objects
Exception / File Handling
Dialog Boxes / Forms
ADO .Net



Smart Multimedia Professional (SMP) program is a combination of Graphic Designing, Web Designing, Multimedia and Animation. SMP is intended for people who want to pursue knowledge in the field of print media, web media, multimedia and animation. The student has an option to upgrade from Diploma in Digital Arts program to SMP. SMP is specially designed for students who has a flair for creativity. On completion of SMP, the student has to develop assignment as provided and would be awarded the certification for the same.

Career Opportunities: DTP Operator, Creative Executive, Trainer, Layout Designer, Printing & Designing Head, Web Designer, Web Site Tester, Website Layout Designer, Work as a Freelancer.

Program Contents

Module - 1 Certificate Program in Print Media

CorelDraw

Working with Outline, Shapes
Working with Brush Stroke
Working with Objects
Working Layers
Understanding Fills / Colors
Using Special Effects
Using Text
Understanding Styles
Page and Layouts
Working with Bitmaps
Importing and Exporting.

Illustrator

Tools and Preferences
Files and Templates
Drawing / Editing Paths
Trace the Sketch
Fill Color / Painting
Objects / Layers
Import / Export
Text Formatting
Paragraph Style
Layers
Special Effects

Photoshop

Tools and Preferences
Rulers, Grid, and Guides
Work with the present manager
Opening and Saving images
Painting / Editing Tools
Selection and Paths
Layers and Slicing
Working with Types
Channels and Masks
Color Adjustments
Applying Filters

InDesign

Using the Toolbox
Creating Basic Page Elements
Text Formatting
Working with Styles
Placing Graphics / Objects
Applying Fills, Strokes and Effects
Importing and Formatting Text
Exporting Documents
Understanding Master Pages
Color Separation
Printing InDesign Files

Module - 2 Certificate Program in Web Media

HTML

Elements, Attributes
Fonts / Styles
Links / Images
Tables / Borders
Lists / Forms
Events / Framset
Embedded Audio / Video
Image Mapping
Introduction to HTML 5

Dreamweaver

Introduction
Setting up a site
Working With Images
Cascading Style Sheet (CSS)
Using Hyperlinks
Using Tables
Using Forms
Using Frames
Publishing a Site.

Java Script

HTML with Java Script
Operator / Control Statement
Functions / Events / Cookies
Validation / Error Handling
PHP
Configuring PHP
Using PHP Code in Web Pages
Data Types / Identifiers / Variables

Constants / Expressions

Control Structure
Functions
Array
OOPS in PHP
Error and Exception Handling
String and Expression
Working with File
Authenticating Users
HTML Forms in PHP

MySQL

Configuring PHP with My SQL
Storage Engine and Data Types
Database and Tables
Stored Routines
Triggers / Views / Queries
Import and Export
SQL Injection

Module - 3 Certificate Program in Graphics and Animation

2D Animation

Introduction to Edge Animate
Working with Drawing Tools
Symbols and Library
Basic Animation
Advance Animation
Sound and Video
Publishing and Exporting
Working with Project

Creating Blanket with Bed and Table Cloth / Curtains
Creating Glass Model
Introducing Editable Poly
How to Convert Poly
Poly Options
Basic Modeling
Advance Modeling
Creating Chairs, Table, Fan etc.

Standard / Photometric Lights
Using Spot light / Lens effects
Viewing a scene from a light
Special Effects
Raytraced Shadows
Introducing Cameras
Animation Basics
Free Camera / Target Camera
Controlling time
Motion Panel
Animating Objects
Working with the Track View
Working with Curves / Tangents
Working with Controllers
Rendering Parameters
Camera Walkthrough

Video Editing

Introduction to Video Editing
Starting a New Project File
Tools with Properties
Time Line and Monitor Panels
Fixed Effect Controls
Working with Key Frames
Video Transition Effects
Title Making
Still, Roll and Crawl Effects
Video Effects / Rendering
Chormo Key / Lighting / Color Correction
Unlinking Audio and Video
Reverse Speed and Frame Holding

Sound Editing

Introduction to Sound Forge
Sample / Rate
Bit Depth and Channels
Over Write Audio Using Tools
Editing, Audio with Effects
Copying, Pasting and Cutting
Trimming the Auditor
Cropping and Mixing Audio
Applying Effects to Audio
Volume Channel
Audio Converter
Fade in Fade Out Control
Plug-in Chainer Effects
Burn Track on Audio CD
Attaching Video with Audio
Exporting Audio

3D Animation

Creating all type of Standard, Extended, Primitive objects
Creating Doors / Windows frame, Panel / Glasses
Spline Editor
Introducing Modifier
How to use Modifier

Importing File
Applying Camera
Applying Lights / Materials
Rendering Model
Introducing Material Panel
Using Glass, Mirror, Texture Materials etc.
Introducing Light

DCASM

Diploma in Computer Applications

Duration: 12 Months



The Best Intermediate Program For SSC+ Students

Diploma in Computer Application (DCA) is designed for SSC+ students to acquire knowledge in the field of basic computer applications, computerised accounting, graphic designing and, web designing. On completion of DCA the student would be able to work at different levels in organisations who require these minimum skill sets for employment. The student would be given assignments and projects during the program.

Career Opportunities: Data Entry Operator, Tally Operator, Account Assistant, Faculty, Lab Instructor, DTP Operator, Creative Executive, Layout Designer, Printing & Designing Head, Web Designer, Web Site Tester, Website Layout Designer, Work as a Freelancer. Junior Programmer, Desktop Application Developer, Work as a Freelancer.

Program Contents

Semester - 1 Certificate Program in Advance MS Office and Tally.Erp9

Advance MS Office

Computer Fundamentals
How to use Windows Efficiently
Working with Ms-Word
Working with Ms-Excel
Ms Excel (Advance)
Working with Ms-PowerPoint
Adv. Presentation Techniques
Various ways to connect Internet
Using Internet efficiently
Social Networking

Computerised Accounting

Introduction to Accounting
Golden Rules of Accounting
Tally Fundamentals
Accounting Vouchers
Inventory Vouchers
BRS / Interest Calculation
Order Processing
Batch-Wise Details
Additional Cost of Purchases
Multiple Currencies
Cost Centers & Cost Categories

Scenarios, Budgets & Controls
Reversing Journals
Optional Vouchers
Open Database Connectivity
Consolidation / Split of Accounts
Export & Import of Data
Security Control & Tally Audit
Tally Vault and Advance Security
Stock Valuation Methods
F11-Features /F12- Configuration
Printing from Tally
Web Browser & E-mailing

Intro. to GST / Model of GST
GST Classification
GST Accounting Master Creation
Stock Creation with HSN Code
GST Invoice / GST Report
GST Challans / Returns
Tax Deducted at Source
Payroll and Income Tax
Point of Sale
Advance Banking Features
Financial Analysis & Reporting
Inventory Analysis & Reporting

OR Semester - 1 Certificate Program in Advance MS Office & Programming in C, C++

Advance MS Office

Computer Fundamentals
How to use Windows Efficiently
Working with Ms-Word
Working with Ms-Excel
Ms Excel (Advance)
Working with Ms-PowerPoint
Adv. Presentation Techniques
Various ways to connect Internet

Using Internet efficiently
Social Networking

C Programming

Introduction to C
Data Types
Expressions and Operators
Control Statements
Switch / Loops / Arrays
Strings and Integer

Functions
Pointers
Data Structures
File Handling
C++ Programming
Introduction to C++
OOPS Concepts
Constructor
Functions

Operators
Classes
Conversion Types
Abstract Class
File Input / Output
Class Templates
Exception Handling
Data Structures

Semester - 2 Certificate Program in Print Media and Web Media

CorelDraw

Working with Outline, Shapes
Working with Brush Stroke
Working with Objects / Layers
Understanding Fills / Colors
Using Special Effects
Using Text / Understanding Styles
Page and Layouts
Working with Bitmaps
Importing and Exporting.

Photoshop

Tools and Preferences
Rulers, Grid, and Guides
Work with the present manager
Opening and Saving images

Painting / Editing Tools
Selection and Paths
Layers and Slicing
Working with Types
Channels and Masks
Color Adjustments / Filters
InDesign
Using the Toolbox
Creating Basic Page Elements
Text Formatting
Working with Styles
Placing Graphics / Objects
Applying Fills, Strokes and Effects
Importing and Formatting Text
Exporting Documents

Understanding Master Pages
Color Separation
Printing InDesign Files
HTML
Elements, Attributes
Fonts / Styles / Links / Images
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Events / Frames
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Cascading Style Sheet(CSS)

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Using Tables / Forms / Frames
Publishing a Site.
Edge Animate
Understanding Tools
Objects and Text
Timeline Panel / Layer
Symbols, Instances and Library
Sound and Video
Creating Animation
Publishing and Exporting
Web Hosting
Domain / Sub Domain Names
FTP Utilities
Hosting Your Site