

GENERAL INFORMATION

Computer Operator & Programming Assistant Under Craftsmen Training Scheme

Syllabus for the trade of "Computer Operator & Programming Assistant" at craftsmen level under the eegis of NCVT.

ELIGIBILITY :

Qualification : 12th class pass under 10+2 system or duly recognized Diploma in Engineering from and polytechnic of 3 Years duration after class 10th

Duration of training : 52 weeks (1 year) 42 hours/week

5 hours/ week as

- ✓ 2 hours/week for social Studies (As per common syllabus for all trades)
 - Which includes 2 hours/month for Practice in Hindi/Recognized Regional Language.
- ✓ 3 hours/week for Extra-Curricular Activities.

42 - 5 = 37 hours/week for Computer Course

- ✓ 27 hours/week = Practical
- ✓ 10 hours/week = Theory

Total no. of hours for Computer Courses : $52 \times 37 = 1924$ Hrs.

Total no. of Lab (Practical) Hours : $52 \times 27 = 1404$ Hrs.

Total no. of Theory Hours : $52 \times 10 = 520$ Hrs.

Note : Time mentioned with the following contents is in Hours.

INTRODUCTION

Established in Kanpur in the year **1990**, the institute has climbed the ladder of success in the span of very short period and holds a high reputation in the students community, their parents and elders and the people of Kanpur in general.

RECOGNITIONS

*We are recognised by National Council for Vocational Training,
Ministry of Labour, Directorate General of Employment & Training,
GOVERNMENT OF INDIA*

ABOUT THE INSTITUTE

We are interested in excellence and if you are looking for a quality education in Computers - **RAJ - ITC** provides it to you with it.

Excellent Facilities :

- * A sparkling clean Air-conditioned environment.
- * Latest type of equipments.
- * Machinery and gadgets required.
- * Highly experienced, dedicated and professionally qualified faculty.
- * Class - six days a week.
- * Practice on Computer without interruption of Electricity.

Once a student is enrolled with us, we assume that the student will be regular in attendance and appear for the tests. A student missing a lecture class may not be able to follow the rest of the courses. No extra time will be provided to the students absconding from the regular class.

Students are advised to maintain strict discipline and cleanliness in the ***Computer Lab***, It is advisable that the students wear proper shoes with socks which they will remove before entering the Lab.

This prospectus gives details about the Institute. Once a student takes admission, it is assumed that the student has read the terms and conditions and agrees to abide by them as mentioned. The Management reserves the rights to alter any terms and conditions any time without prior information.

ADMISSION PROCEDURE

Eligibility : 10 + 2 in any discipline

The Session starts from the ***month of August***, Student can join on any date during the **1 Year session**.

The student seeking admission requires to fill the details of the prescribed form attached with the prospectus. Along with the application form the following documents have to be submitted :-

- * ***6 Photographs. (Passport size)***
- * ***3 Photocopies of Date of Birth proof. (High School Certificate)***
- * ***3 Photocopies of Intermediate certificate.***
- * ***3 Photocopies of the Last passed examination.***

PRINCIPAL

RAJ - ITC

OBJECTIVES OF THE COURSE :

1. Learning fundamentals of computers.
2. Identifying and checking validity of data.
3. To attain the data entry speed
4. Providing hand-on-experience on PC/ Micro Computer.
5. Learning Computer Languages like C & C++.
6. Learning Various packages supported by PC such as Office Automation packages (MS- Office: Word, Excel, Powerpoint etc.)
7. To develop programs from planning and flow charting to coding and debugging.
8. Stressing on business data processing and office automation.
9. Learning first aid maintenance of PC & its peripherals.
10. Learning Basic concept of networking.
11. Developing soft-skill viz work culture, house-keeping, communication skill etc.
12. Practicing of Data entry in Hindi/recognized Regional Language.
13. To have awareness of IT Act' 2000.

MODULE - 1

[T(Theory): 160, P(Practical):180]

Fundamentals of Computers

Unit-I History of Computers & Fundamentals (T-40)

- Introduction
- Definition
- Type and classification
- Computer characteristics
- Functions

Unit-II Computer Hardware and Software concepts (T-80)

- Input devices
- Output devices
- CPU, Memory, Secondary memory.

Unit-III Introduction of Personal Computer/Microcomputer and Operating System

(UNIX, WINDOWS, MS DOS, NETWARE)(T-15, P-150)

Unit-IV Concept of information & data processing (T-15)

Unit-V First aid Maintenance (T-10, P-30)

MODULE - II (T:180, P:670)

Basic Programming Techniques

Unit-I	Programming Practice and Techniques(T-25)
Unit-II	Program design & logic (T-25)
Unit-III	LANGUAGE-C (T-30, P-220)
Unit-IV	Programming and problem solving through C++ (T-60, P-200)
Unit-V	Introduction to business Organisation (T-40, P-250)

MODULE - III (T:180, P:554)

Application/Working with programming packages

Unit-I	Office Automation Package (T-40, P-100)
Unit-II	Spread Sheet Package (T-35, P-100)
Unit-III	Xbse Package (T-30, P-110)
Unit-IV	An Overview Of selected packages, (T-30, P-110)]
Unit-V	Basic concept of Networking/Communication (T-30, P-104)
Unit-VI	Data Entry in Hindi/Recognized Regional Language (T-10, P-30)
Unit-VII	Awareness of IT act (T-5)
Unit-VIII	Development of soft-skill

(Will be covered in the time allotted for Extra - Curricular-Activities)