



सरकार मान्य



Duration: 12 Months

## The Best Program For Arts & Commerce Students

Certificate course in Computer Teachers Training (CCTT) is designed for HSC+ students to acquire knowledge in the field of advance computer applications, computerised accounting, graphic designing and, web designing, teaching skills, effective communication skills, leadership skills, class/batch management skills. On completion of CCTT the student would be able to work at different level 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, Teacher, Lab Instructor, DTP Operator, Creative Executive, Layout Designer, Printing & Designing Head, Web Designer, Web Site Tester, Website Layout Designer, Work as a Freelancer. Computer Teacher, Work as a Freelancer.

### Program Contents

#### Semester-1

#### Certificate Program in Technology Skills

##### 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  
Get Familiar with TallyPrime  
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

##### 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.

##### 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 / 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 5

Attributes / Formatting / Colors  
Text Links  
Lists / Tables / Frames / Forms  
Input Types / Input Attributes  
Form Elements  
HTML Media / Graphics / SVG  
Geolocation / Drag & Drop / Web Storage

##### Dreamweaver

Setting up a site  
Working With Images  
CSS / Using Hyperlinks  
Using Tables, Forms, Frames  
Publishing a Site.

##### CSS 3

Styling, BOX Model  
Border/Backgrounds  
Test Effects/ Fonts  
Transform/transitions  
Animations  
Multiple Columns, User Interface

##### Java Script

HTML with Java Script  
Operator / Control Statement  
Functions / Events / Cookies  
Validation / Error Handling

##### Web Hosting

Domain / Sub Domain Names  
FTP Utilities  
Hosting Your Site

#### Semester-2

#### Certificate Program in Teaching Skills

##### Teaching Aptitude

Concept of Teaching  
Nature of Teaching Activity  
Objectives of Teaching  
General Principle of Teaching

##### Teaching Profession

Introduction  
Teaching as Profession  
Purpose of Teaching  
Duty of a Teacher

##### Effective Communication

What is Effective Communication Skills?  
7 Cs of Communication  
Verbal Communication  
Types of Verbal Communication  
Communication Classification  
Improve Public Speaking

##### Leadership Skills

Introduction  
Traits of Leadership

##### Principles of Leadership

##### Class/Batch Management

Introduction  
Strategies to Optimize Students  
Learning  
Handling Conflict in the Classroom  
Importance of Classroom Management  
Efficient use of time

##### Revision, Examination & Feedback

Effective Revision Strategies

##### Examination

##### Feedback

##### Teaching Learning Materials

Concept of Teaching Materials  
Purpose of Teaching Materials  
Types of Teaching Materials