



**INSTITUTE FOR IT & PROFESSIONAL STUDIES**

**The Vision :** "To promote IT & Professional education to take it to the remotest cancers of the region to create an entire generation of IT & Professional Savvy people."

Name of the Courses	Duration	
Certificate in Computer Application(CCA)	3 Months	<div data-bbox="1091 506 1437 629" style="border: 1px solid black; padding: 5px; text-align: center;"> <b>Modular Courses Duration : 2Months</b> </div> <p style="text-align: center;"> <b>Programming in C C++ with OOP's Visual Basic RDBMS with SQL server Oracle Core Java Java &amp; Java Script Tally ERP 9 Linux PHP</b> </p> <div data-bbox="1094 1290 1445 1431" style="border: 1px solid black; padding: 5px; text-align: center;"> <b>Offers Coaching on</b> </div> <p style="text-align: center;"> <b>* Bank/IBPS/SSC/RRB /MAT *Engineering &amp; Medical Entrance Exam (JEE/CEE/AIPMT)</b> </p>
Certificate In Accounting ( CIA)	3 Months	
Desk Top Publishing (DTP)	3 Months	
Smart Hand (Hardware)	3 Months	
Drishti	4 Months	
Smart In Computer Application (SCA)	4 Months	
DTP & Networking	4 Months	
Diploma In Office Management (DIOM)	6 Months	
Diploma In Accounting (DIA)	6 Months	
Diploma In Web Designing (DIWD)	6 Months	
Diploma In Computer Hardware (DICH)	6 Months	
Computer Teachers training Programme (CTTP)	7 Months	
Diploma In Software Engineering (DISE)	12 Months	
Advance Diploma in Computer Application (ADCA)	12 Months	
Advance Diploma in Computer Hardware (ADCH)	12 Months	
Post Graduate Diploma In Computer Application (PGDCA)	12 Months	
Post Graduate Diploma In Computer Application Adv (PGDCA)	24 Months	
Diploma in Communicative English & Soft Skills (DCE&SS)	6 Months	
Diploma in Skin & Hair Care (DHSC)	6 Months	
Diploma in Mass Com. & Journalism	6 Months	
Diploma in Interior Designing	3 Months	
Auto Cad		

**Contact at:  
2<sup>nd</sup> Floor Brahma Complex R.N.B Road , Kokrajhar  
Contact No.- 8135884255, 9954804726**

# **Short Term Courses**

**Duration : 3 Months**

## **Certificate in Computer Application(CCA)**

- History & Fundamentals of Computer
- Windows XP/ 7 /10
- Microsoft Disk Operating System (MS-DOS)
- Microsoft Office 2007
  - Microsoft Word
  - Microsoft Excel
  - Microsoft PowerPoint
- Internet Browsing & E-Mail Handling
- Hardware concept

## **Desk Top Publishing (DTP)**

- Microsoft Windows XP/ 7 /10
- Microsoft Word 2007
- DTP
  - Page Maker
  - Photoshop
  - Leap Office
- Internet Browsing & E-Mail Handling

## **Certificate In Accounting (CIA)**

- History & Fundamentals of Computer
- Windows XP/ 7/ 10
- Internet Browsing & E-Mail Handling
- Book Keeping & Accountancy
- Tally .ERP9
- GST (Goods & Service Tax)
- Backup & Restoring

## **Smart Hand (Hardware)**

- History & Fundamentals of Computer
- Windows XP/ 7/ 10
- MS-DOS
- PC Assembling
- Software Installation
- Networking

# Software

Duration : 4 Months

## Smart Computer Application (SCA)

- » History & Fundamentals of Computer
- » Windows XP/ 7/ 10
- » Microsoft Disk Operating System (MS-DOS)
- » Microsoft Office 2007

>	Microsoft Word
>	Microsoft Excel
>	Microsoft PowerPoint

- » Microsoft PowerPoint
- » Internet Browsing & E-Mail Handling
- » DTP

>	Page Maker
>	Photoshop
>	Leap Office

## DRISHTI

- » History & Fundamentals of Computer
- » Windows XP/ 7/ 10
- » Microsoft Disk Operating System (MS-DOS)
- » Internet Browsing & E-Mail Handling
- » DTP

>	Page Maker
>	Corel Draw
>	Photoshop
>	Leap Office

- » Book Keeping & Accountancy
- » Tally .ERP9

## DTP & Networking (Combo)

### » DTP

>	MS Word 2007
>	Adobe pegemaker7.0
>	Adobe Photoshop7.0/CS
>	Leap Office

### » Networking

>	Introduction to the different Networking System.
>	LAN: (i) Peer to peer Networking. (ii) Client Server based Networking with Saerver2008.
>	Sharing of Internet, Printer & other peripheral devices.

# Software

Duration : 12 Months

## **Diploma In Software Accounting (DISE)**

### **Course Content**

#### **1<sup>st</sup> sem**

- » Introduction to Computer Software & Hardware
- » Microsoft Windows XP/ 7/10
- » Ms Office 2007

>	Microsoft Word
>	Microsoft Excel
>	Microsoft PowerPoint
>	Microsoft Access

- » Desk Top Publishing

>	Page Maker
>	Photoshop
>	Leap Office

- » Programming In C

#### **2<sup>nd</sup> Sem**

- » RDBMS Concepts With SQL Server
- » Visual Basic
- » HTML & DHTML
- » VB Script & Java Script
- » Tally .ERP9
- » Group Discussion & Personality Development.

# Software

Duration : 24 Months

## Post Graduate Diploma In Computer Application (PGDCA<sup>ADV</sup>)

### Course Content

#### 1<sup>st</sup> Sem

- History & Fundamentals of Computer
- Operating System (Windows XP/2007, MS-DOS)
- MS Office 2007 (Word, Excel & PowerPoint, MS-Access)
- HTML, FrontPage & DHTML Using FrontPage
- Programming In C
- Presentation

#### 2<sup>nd</sup> Sem

- OOPs with C++
- RDBMS Concept With SQL Server 2000
- Oracle
- Visual Basic
- Project

#### 3<sup>rd</sup> Sem

- Core JAVA
- Desk Top Publishing (DTP)
- Tally .ERP9
- Linux
- Win NT Administration
- PC Assembling & Software Installation

#### 4<sup>th</sup> Sem

- Java Script
- VBScript
- XML
- Cascading Style Sheet 2
- ASP
- Personality Development & Spoken English
- Project

**THIS SYLLABUS IS SUBJECT TO CHANGE ACCORDING TO THE LATEST TREND IN SECTOR**

# Software

Duration : 12 Months

## Post Graduate Diploma In Computer Application (PGDCA)

### Course Content

#### 1<sup>st</sup> sem

- » History & Fundamentals of Computer
- » Microsoft Windows XP/ 7/10
- » Internet Browsing & Email Handling
- » Ms Office 2007

>	Microsoft Word
>	Microsoft Excel
>	Microsoft PowerPoint
>	Microsoft Access

- » Programming In C
- » OOPS with C++

#### 2<sup>nd</sup> Sem

- » RDBMS Concepts With SQL Server
- » Visual Basic 2005
- » Core Java
- » Tally .ERP9
- » Personality Development & Career Development Skill.
- » Desk Top Publishing

>	Page Maker
>	Photoshop
>	Leap Office

# Software

Duration : 12 Months

## Advance Diploma in Computer Hardware (ADCH)

### Course Content

- ▶▶ Fundamentals of Computer Hardware
- ▶▶ Classification and Generation of Computers
- ▶▶ Anatomy and Architecture of a Computer System
- ▶▶ Microsoft Word7
- ▶▶ Microsoft Excel
- ▶▶ Microsoft PowerPoint

#### Computer Assembling

- ▶▶ Different Chipsets (810-845, VIA, Intel)
- ▶▶ Configuration of Motherboard, RAM, Processor
- ▶▶ Different Types of Memory Module (DHM, RHM, DDR), Cache Memory and Slots
- ▶▶ Practical

#### Installation

- ▶▶ Introduction to Operating System: Function and Classifications
- ▶▶ CMOS Setup, Booting, Post, Partition and File Systems and Practical
- ▶▶ Analyzing Hardware Requirements
- ▶▶ Installation of Operating System, Software Programs Etc

#### Networking

- ▶▶ Introduction to Network Architecture, Topologies, Components
- ▶▶ Creating the Network Structure
- ▶▶ Peer to Peer Network Using Win 98
- ▶▶ Client Server Network Using Windows 2000
- ▶▶ Installing Database in a Client Server Environment: Oracle 10g, And SQL Server 2000
- ▶▶ Internet Sharing (Proxy Server), Printer
- ▶▶ Trust Relationship
- ▶▶ Designing a Network

# Software

Duration : 6 Months

## Diploma In Office Management(DIOM)

### Course Contents:

- History & Fundamentals of Computer
- Microsoft Windows XP /7/10
- Microsoft Disk operating System(MS-DOS)
- Internet Browsing & E-mail Handling
- Microsoft Office 2007

>	Microsoft Word
>	Microsoft Excel
>	Microsoft PowerPoint

- Desk Top Publishing

>	Page Maker
>	Photoshop

- Tally .ERP9
- Frontpage & DHTML Using Frontpage
- Introduction To Computer Hardware & Software Installation

# Software

Duration : 12 Months

## ADVANCE DIPLOMA IN COMPUTER APPLICATION(ADCA)

### Course Contents:

#### 1<sup>st</sup> Sem

- Introduction to Computer Software & Hardware
- Microsoft Windows XP /7/10
- Microsoft Office 2007

>	Microsoft Word
>	Microsoft Excel
>	Microsoft PowerPoint

#### 2<sup>nd</sup> Sem

- Internet Browsing and E-mail Handling
- HTML & DHTML
- Programming In C
- RDBMS Concepts With SQL Server 2005
- Desk Top Publishing

>	Page Maker
>	Photoshop

- VB Script & Java Script
- Python
- Tally .ERP9
- Group Discussion & Personality Development

THIS SYLLABUS IS SUBJECT TO CHANGE ACCORDING TO THE LATEST TREND IN IT SECTOR

# Software

Duration : 6 Months

## **DIA (Diploma In Accounting)**

- History & Fundamentals of Computer
- Windows XP/7/10
- Microsoft Office 2007

>	Microsoft Word
>	Microsoft Excel
>	Microsoft PowerPoint

- Internet Browsing & E-Mail Handling
- Tally .ERP9
  - Book Keeping & Accountancy, Journal, Ledger, Trial balance
  - Accounts, Company Creation, Groups, Ledgers.
  - Voucher creation (Contra,payment,Receipt,Journal,Sales,Purchase)
  - Debit Note, Credit Note
  - Point Of sale
  - Bill wise details , Cost Centers & Cost Categories
  - Purchase Order Processing & Sales order Processing
  - Bank Reconciliation
  - Interest Calculation
  - Godown , Bill Of Materials
  - Security Control
  - Discount use
  - Tax Deducted at Source(TDS)
  - Tax Collected at Source (TCS)
  - Ledger wise report shows
  - GST (Goods & Service Tax)
  - Backup & Restoring
  - Data send to charter Accountant
  - Export to PDF file and Excel.
  - Print Receipts.