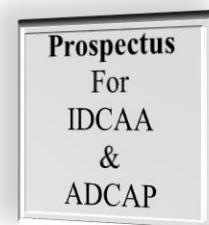


Institute of information & Network Technology

Main Road, Kateya, Dist. - Gopalganj (Bihar), Bharat

Contact us- 06150-273682, 9801377131, 9304754791**Course Name: - IDCAA (Integrate Diploma in Computer Application & Accounting) Prospectus****Course Objective:-**Objective of this program is to keep foundation of BOC & develop well professionals to meet the requirement of office automation and Computerize Accounting.**Why will you do this course?** – We make specialize in office automation and computerize accounting (tally Software) and DTP. We follow Microsoft and tally Solution Pvt. Ltd curriculums. It is well updated course to meet present requirement.**Course Fee:-**6000**Duration: -** 11 Month**1.1 Basic Concept of Computer (BCWOP)**

A. Computer definition & CPU Structure **B.** Computer abbreviate history **C.** Computer Generation **D.** Types of Computer **E.** Memory (Magnetic, Volatile, Non Volatile etc.) with showing its component **F.** Hardware (Input Device & Output Device) **G.** Software (Application, System & Utility Software) **H.** P.C Introduction (Development, Panel Introduction) **I.** Computer Language & Program **J.** Need of O.S, Server, Network and work of Virus, firewall **K.** Login & logoff, Booting Process, & Client system.

1.2 Windows (Operating System)

A. Windows Introduction **B.** Windows Component like Desktop, Windows Parts, Tabs and Blocks etc. **C.** Introduction about folder & Files & Its Needs **D.** Folder & Files related option **E.** Data Backup & Restore **F.** Folder Sharing, Mapping, Customization of Folder and other setting of folders and files **G.** Windows Setting like Desktop Customization, Task Bar and Personalization & Ease of Access **H.** Control Panel (Action Center, BitLocker, Program & Feature, Network & Sharing, and User Account & Many More) related to Win7, Win8 and Win8.1.

2. Microsoft Office 2010/13(Office Automation)**Microsoft office feature**

A. Using the Ribbon- Customizing the ribbon, **B.** Files and online services-Microsoft Office Backstage view, Online and cloud functions & Other Feature

2.1 Microsoft Word

A. Word Introduction, Needs & Its feature **B.** Create Document & Use Template & Changing in PDF, XPS and other Formats. Using tool on text Like Formatting, Paragraph, Themes & Making own Style **C.** Inserting Page, Making Table & Using tool of Illustrations Block, Using Snap Shot **D.** Making links with Bookmark, Hyperlink & use of Cross reference **E.** Use of Header/Footer & Predesign Text, Object **F.** Using Design Tool Water Mark & Digital Signature & Drop Cap **G.** Set Margin, Orientation, and Page Size & Position of object in Page **H.** Making TOC, Caption, Bibliography, Citation footnote & Endnote & Mark Citation **I.** Mail Merge Use & Its Work **J.** Spelling & Grammar, Comment, Track Changes & Apply Security on Document **K.** Using Document View Option, Zoom & Macros **L.** Sharing Document with blog & Make online Storage & use developer tab.

2.2 Microsoft Excel

A. Excel Introduction, Needs & Its feature **B.** Create Book & Use Template & Export in PDF, XPS and other Formats. **C.** Using tool on cell Like Formatting, Alignment & Changing Number Formats Cell & Use Conditional Formatting **D.** Use Series Tool on Number & Use Sort & Data Filtration and flash fill option on File **E.** Making Decision by using Pivot Chart & Table on Data **F.** Use Chart, Sparkline, timeline, Filter & Power View Tool **G.** Uses Page Related Option **H.** Using More than 60 formula from Financial, Logical, Text, Math, Lookup & Reference etc. with Project. & define name and watch window **I.** Export Data in other Program **J.** Use of Data Validation, Goal Seek, Scenario, Consolidate etc. with Project **J.** Using Review option and Protect workbook & Sheet & sharing **K.** Using View option & Zoom **L.** Using freeze Panes Tool.

2.3 Microsoft Power Point

A. Power Point Introduction, Needs & Its feature **B.** Create Presentation & Use Template & Merging in PDF, XPS and other Formats. **B.** Creating Slides on Layout & Using tool on Slides like Formatting, Paragraph & Making Quick Style **C.** Inserting Picture from Disc, Online & Use of Word Art, Symbol, and Smart Art & audio and video & format background **D.** Applying Design & Transition & set time on Slides **E.** Using Normal & Custom Animation & applying animation on its content and play **F.** Showing the slide by various tools, play with time **G.** Presenting Slide & Setup **H.** Creating own Design & Handouts of Slide using master and applying on new slide **I.** Using View & Review Option of Slides and use.

2.4 Microsoft Access

A. Access Introduction, Needs & Its feature **B.** Create Database File & Use Template **C.** Changing Database File in Design & Datasheet View with Feeling Records and uses of Filter & Sum **D.** Create Form, Report, Queries and Table & Design **E.** Import and Export Data of Online & Offline **F.** Makes Field in Table and Uses Various Tool of Access and use other feature of access.

3. Publication

3.1 Microsoft Publisher

A. Publisher Introduction, Needs & Its feature **B.** Create Publication & Use Template & Merging in PDF, XPS and other Formats. Using tool on text Like Formatting, Paragraph, Themes & Using Objects **C.** Inserting Page, Making Table & Using tool of Illustrations Block & Building Blocks **D.** Making Own Catalog Page & Fields **E.** Using Publisher For Various Kind Publication Area **E.** Using Review, View, On Demand tool for Making better Publication File.

3.2 Page Maker

1.1. Page Maker Environment **A.** Basic Information Page Maker, & System Requirement, Layout and Design Working Environment **B.** Introduction to toolbox & New Document, Defining Size, Page Margins, Page option **C.** Saving Page Maker File, Using X and Y reference and using Control Palette **1.2. Typography and Typing** **A.** Create Text on Page, Import text which Prepared in Word Processor, Breaking Text, baseline Shift, Character Scaling, Checking Spelling **B.** Create Frames and Blocks, Text Blocks, Frame Option, Frame Shape **C.** Working With Paragraph, Tab and Indents, Paragraph Style- Creating Style, Drop Caps Inline Graphics **1.3 Graphic Image** **A.** Fills and Outline- Outline Stroke, Transparent Stroke, Base Fills, Creating Spot Color **B.** Graphics- Place, Linking and Embedding, Resizing Image, Inserting Frames, Creating Keyline **C.** Control Palette – Positioning, Scaling, Rotating, Skew, Mirror, Order, Align, Grouping, Text Wrap, Bitmap Effect **1.4 Page Maker Advanced** **A.** Working Long Document- Adding Page Numbers, Creating Separate Layer, Sorting Pages **B.** Adobe Table- Introduction of Table, Entering Data, Formatting text, Exporting Table **C.** Build Booklet

4. Tally ERP 9.0(Computerize Accounting)

1. Concept of Accounting

A. Basic Concept of Accounting **B.** Types of Accounts **C.** Introduction of Primary Book **D.** Trial Balance, P/L and Balance Sheet

2. Tally Overview & Company Creation

A. Overview of Computerize Accounting & Needs **B.** Tally Installation & Introduction **C.** Tally Buttons and Gateway of Tally **D.** Company Creation **E.** Company uses and Needs **F.** Introduction of Company Info **G.** Company Alteration, Backup & Restoration and splitting data of company

3. Accounting and Inventory Management

A. Needs of Account Group & Introduction of Group, Group Creation, Alteration and Display **B.** Create Ledger from single or multiple mode inheriting in group **C.** Ledger Alteration & Display **D.** Necessary of creating stock group and categories **E.** Defining unit of measure with simple and compound **F.** Managing Godown and Creating Stock item **G.** Using Alternate unit feature with conversion unit.

4. Accounting Voucher and Reports

A. Doing Transaction with voucher **B.** Use of Contra, Payment and Receipt voucher in single and normal mode **C.** Use of Sales, Purchase, Debit Note, Credit Note, Journal Voucher **D.** Viewing Reports of Stock summary, P/L and Balance Sheet **E.** Using Display for Trial Balance, Day Book, Account Books, Statement of Account & Inventory, Inventory Books, Cash / Receipt Fund Flow and Exception Report

5. Printing Setting, Tally Configuration & Feature

A. Print of Voucher, Sales & Purchase Voucher Print Configuration **B.** Journal and Contra Voucher Printing **C.** Tally Configuration & Feature uses and Needs

6. Tally Adjustment

A. Manage Depreciation & Reserve for Bad Debts **B.** Using Outstanding, Prepaid and Accrued Income Adjustment and showing in P/L and Balance sheet and transfer the one account to another account.

7. Interest, Cost Centers and Voucher Types & Class

A. Tally Configuration Set Up for Interest, Ledger Interest & Voucher Interest **B.** Interest Setting on Normal and Advance **C.** Interest Voucher Class and Company Operation Setup for Cost Centre & Creation **D.** Cost Analysis Report & Class **E.** Modifying Voucher Type & Voucher Effective Date **F.** Voucher Class Creation Like Contra, Journal, Payment, Receive etc.

8. Bank Reconciliation, Financial Planning & Tally Data

A. What is Bank Reconciliation & Its Process **B.** Bank Reconciliation start Date, Data Entry, Reconciliation Configuration? **C.** List of Reconciled Entries **D.** Company Operations Setup For postdated Creation & using reverse journal in tally **E.** Cash and Fund Flow Configuration & Summary **F.** Bank Reconcile matching.

9. Advance Inventory

A. Allocation of Item Value & Multiple Price Level, Product Part Number, Batch, Manu. /Exp. Record with Stock Journal **B.** Actual and Different Billed qty. and Discount on total, Separate Discount Colom **C.** Configuration of Godown and Godown summary configuration, Godown Wise Profitability **D.** BOM

10. Delivery challans, Orders, POS

A. Tracking Number, Challan First Invoice Later **B.** Sales Bill pending & Purchase Bill Pending cause & Report **C.** Creating Company orders, Sales and Purchase Order Processing **D.** POS Voucher Types Creation & Class & POS Register **E.** Contracts and Others entry in Tally

11. Tax

A. FBT Fringe? Direct & Deemed Fringe, FBT Configuration, Ledger, Voucher Class Creation, FBT Entry **B.** TDS What is TDS? TDS Ledger Account Creation & Party Ledger, TDS Helper Computation & Report **C.** TCS what is TCS? TCS Certificate, Related Voucher Entry, **D.** VAT What is VAT and Use Feature to setup vat, VAT Classification, Ledger Creation, INPUT/OUTPUT VAT **E.** Service Tax Configuration of Sales Tax, Service Income Voucher Entry, Service Tax Report, Input Service Tax

12. Payroll Startup

A. Payroll Configuration, Head, Group, Category **B.** Payroll ESI, Gratuity, Bonus, Pay Slip Etc. **C.** Payroll Voucher & Payroll Reports **D.** Payroll Various Creation **E.** Payroll Processing Other Earnings **F.** Statutory Deduction

13. Tally Data Import & Export and Tally .net

A. Importing and exporting tally data **B.** Overview of Tally.Net & Connect company on the Tally.Net **C.** Create Remote Users **D.** Authorize remote access

14. Budget and scenario

A. Making Budget and Scenario in tally and tally with actual amount. **B.** Make scenario in tally and use on appropriate area.

5. Internet

A. Needs of Internet **B.** Introduction about Web Server, Web Site, HTTP, HTML **C.** Network and Network Types(Warless, Power line, Home PNA, Ethernet Etc. **D.** Internet uses Mailing & Searching, E-Commerce , Live Video Calling **E.** Cloud Computing, Uses of Sky Drive & online(Cloud) print Etc.

After completing the course you will get the **IDCAA**

Now you can continue for **ADCAP** only **Nine Month** after just **Completing IDCAA**. After completing you will get **ADCAP** instead of **IDCAA**

Course Name: - ADCAP

Course Duration: - 11+9 Month

Total Fees: - 6000+4500

Course Objective: - To Prepare student to make Career in Computer area and develop skill in Designing, Publication, Image Processing and Programing. By which it might be boost Student skill. To meet current job environment where employer expect from employee who might be do every work which is related from my office & autocad.

Why will you go Further: - To depth your knowledge and shape your career to get well job and to learn most popular program & language

6. Designing and Photo Editing

A-1. Photoshop

1. Basic Introduction, Tool and Platte

A. Photoshop use and Introduction General Preferences **B.** Bitmap, common file formats, Interpolation, resolution and quality issues Viewing/opening documents, browsing, Title bar info, new document specifications, Color models **C.** Tool bar, variations, Options bar (introduction), Most commonly used palettes, Palette options, Editing tools vs. vector tools, Rulers, guides and grids, Using control

2. Image and Color Adjustment

A. Image sizes (handout), Image size vs. canvas size, Cropping (and resizing), plus manual, Image modes, Basic retouching with clone, heal, patch tools **B.** Basic tonal adjustment/enhancement, Brightness/contrast: when to use **C.** levels (+ auto), shadow/highlight **D.** 'Quality' adjustment, Dust and scratches, reduce noise, Blur, Gaussian blur, **E.** Sharpen/unshapen, and size issues

3. Transformation, Selection, Layers, Brush and Workflow

A. Flipping, scaling, rotating, distorting, perspective, free transform, straighten or tilt **B.** Brush options and parameters and Brush Size hardness , **C.** Selection Various tools, tool options, Adding/subtracting, Inversing, feathering, grow, smooth, expand, similar, Moving, transforming, Show/hide **D.** Layers Background v layer, creating layers, Preserving data, Re-arranging, Hiding, locking/unlocking, Naming, deleting, Layer opacity

4. Type, Workflow, Saving, Project achievements

A.Type- Rasterized vs character, selecting and editing, formatting palettes, Fill and stroke, Type on a path **B.** Workflow- Automating contact sheets, Automating batches, saving the workspace, Navigation, using guides and Info **C.** Save options, file formats for InDesign, web etc., Keyboard shortcuts **D.** Projects- House ad/poster, Web gallery, Duotone photograph, Repaired photograph

A-2. Corel Draw

1. Getting Started with CorelDraw

A. Starting CorelDraw Introduction Working with Command Bars Opening and Navigating in a Drawing, CorelDraw Help, Closing a Drawing **B.** Drawing- Drawing Area, Objects, Lines, Saving a Drawing, Working with Text, the Artistic Media Tool **C.** Working with Objects – Importing File, Modifying Objects, Adding a Graphic Image, Working with Text Objects, Working with fills, Outlines, Drop Shadow, Rotating, Fit Text to path etc.

2. Working with Text, Paragraph and Customization the Environment

A. Artistic and Paragraph Text, **B.** Customizing the Menu Bar and Standard Tool Bar **C.** Drawing Curve Lines Using Three Point Tools, Insert Special Character **D.** Working With Template **E.** Editing Print Styles **F.** Creating Symbol, Inserting and Editing Clip Art From Web

A-3. Flash (Making Shapes and Animation)

A. Flash Introduction & Its Use Start Page- Page, Stage, Timeline, Toolbox, Palettes and Controlling the Work Space **B.** Drawing – Drawing, Transform, Using Lasso Tool, Color Mixer **C.** Animation Essential – Frame Rate, Timeline, Key Frames, and Frames, Shape Twining, Motion Tweening **D.** Timeline Effect, Masking, Type Overview, Using Bitmap Image **E.** Filter and Blende Mode, Button Symbols and Sound

7. Auto Cad

A.Understanding the Auto Cad workspace and user interface **B.**Using basic drawing, editing, and viewing tools **C.** Organizing drawing objects on layers **D.** inserting reusable symbols (blocks) **E.** Preparing a layout to be plotted **F.** Adding text, hatching, and dimensions **G.** Model Space Viewports, Paper Space Viewports **H.** Understanding External References **I.** The User Coordinate System **J.** Getting Started with 3D **K.** Creating Solid Models **L.** Mesh Modeling **M.** Rendering and Animating Designs

8. Programing

A.1 C and C++Programing

1 .C Introduction and Programing in C

A. C Introduction and Uses, Component of C Program like Constants, Variable and uses of variable Name, Declaration, Key Word **B.** Component of C program like Statement, Main Etc. **C.** Statement, Expression Operators, **D.** Function- Function Defined, Function Header, Function Body, Function Prototype, Calling Function etc. **E.** Fundamental of Input/ Output **F.** Arrays, Pointers, Structures and Variable Scope **G.** The Decision Control Structure (If, If-Else etc.) and Loop Control and C Function Library

2. C++ Program

A. C++ Programing and Understanding Keywords, Declaring Variable and Doing Operation **B.** Working with C Class and Objects – Using Classes, Controlling Access & Setting Access Structure verses class **D.** Object Oriented Program with c

A.2 Java

1. Fundamental of Object Oriented Programing and Java Introduction and its uses Evolution, Java with Internet 2. Brief Introduction of Constant Variable, Data Types, Symbolic Casting 3. Operators and Expression Arithmetic, Relational, Assignment Etc. 4. Decision Making, Branching Looping 5. Classes Objects and Methods with Array Strings and Vector 6. Interfaces Multiple Inheritance and Packages Putting Classes Together 7. Managing Errors and Applet Programing 8. Graphic Programing like Graphic Classes, Drawing 9. Managing Input/output File in java

A.3 HTML language

1. HTML Introduction and Uses 2. HTML overview 4. HTML Basic tag 5. HTML list 6. HTML Image 7. HTML Link 8.HTML image map 9.HTML Table 10. HTML frameset 11.HTML Form 12. HTML Meta, HTML Script

A.4 Visual Basic

A. Visual Basic Objects & Events, Number String input/output and built in function **B.** Decision-Relational and logical operator, if blocks and Select case Blocks. **C.** Arrays- Creating and accessing arrays using arrays, control arrays and Sorting and Searching **D.** Sequential Files and Random Access Files

Rules & Regulation

- A. Any Content of Syllabus like Fee and Course structure can be changed without any prior notice, for this IINT has right.
- B. IINT Prospectus may be made adapt according to above mention current software.
- C. After completing each Semester Students will have to appear in Exam.
- D. Student can continue in new course after completing the current course
- E. Student must have presentation approx. more than 95%
- F. At the Admission time Pay Rs. 1000 and balance amount have to pay Rs. 500 in each month or in two installment.
- G. Any Fee which has been Deposited to courses , is not refundable

Our Characteristics

- ✓ IINT Process of teaching Theory- Display on Board/ Computer- Practice and giving task or project related subject
- ✓ For better understanding for students we give live-work of related subject by which for make understanding & usability of task
- ✓ We provide lab according to theory because that course Predesigned course
- ✓ We provide extra lab for subject which might not get understand in first Practice
- ✓ We provide time to time software & computer job related information for student
- ✓ Our course is Job Oriented and has been designed according to current atmosphere

FREE Personality Development
Classes with English Speaking

Contact us for any further queries: - info@iint.edu.in , iintkateya@gmail.com

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