

Institute of Information & Network Technology

An ISO 9001:2008 Certified Institute

Bhore Road, Kateya, Dist. - Gopalganj, Bihar (Bharat)-841437

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**Course in Computer Application & Concept with Programing (CCACP)
Duration: - 3 Yrs, Fee- Rs. 12400 (Prospectus)**

Course Objective: - Our aim to build strong Knowledge and enrich the root of children with computer application and programing because being increased utilization of computer in everywhere and increasing dependency of all function of human like Educational, Professional, technical on computer. We are preparing the student for this, also who want to make a carrier in as computer Engineer that course might be helpful.

Another Characteristics of Course: - three Years Course for Class IV to IX Student which also integrated with English Speaking with verbally practicing in English with more than 90 lesson from step by step. Grammar- which develop skill to write correct English, Developing Personal Skill and Basic Math, Reasoning and G. K. which make a complete boost up your children in Computer, educational and social area.

First Year

SYLLABUS

UNIT -1: Introduction to Computer Fundamentals. Part I

IT Concepts: -Definition of Computers, Characteristics of computer - Speed, Diligence, Accuracy, Versatility, History of Computer, Generation Computer, Types of computer, CPU Structure, Memory Introduction like Primary and Secondary Memory, Also Volatile and Non Volatile Memory & Storage, Software - Basic Applications of Computers, Concept of Hardware and Software, Components of computer, Input and Output Device.

UNIT - 2 :-Windows, Notepad, Word Pad, Paint

Introduction to Windows: -What is windows, Starting & Exiting Windows, Parts of Windows screen, Icons, Types of icons, Taskbar, Activating Windows, Moving & Scrolling Windows, title bar, Minimize, Maximize & close Buttons. Basic components of windows, Icons, types of icons, Taskbar, Activating Windows, Moving & Scrolling Windows, Using your desktop, title bar, Minimize, Maximize & close Buttons, Running Applications. Exploring your Computer.- Managing files & folders, creating folders, finding files & folders, opening & renaming files & folders, copying, deleting and moving files & folders Painting Pictures With Paint brush- Introduction to paintbrush:-Opening an existing picture, starting a new picture, basic painting techniques, Setting the foreground & background colors.

Running applications: -How to run Program, Running a Program from the start Button, Running a Program from my Computer

Notepad : - Simple word processing, Creating & Saving a document, Entering Text & Editing Document, Formatting Characters, Searching & Replacing Text, printing your document.

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Word Pad : - Simple word processing, Creating & Saving a document, Entering Text & Editing Document, Formatting Characters with Various Tools & Keep Align in right Place, Using Drawing and Inserting Picture and Objects in Word Pad File, View Document from Various Tools, Searching & Replacing Text, printing your document.

Painting Pictures with Paintbrush

Introduction to paintbrush:-Opening an existing picture, starting a new picture, basic painting techniques, Setting the foreground & background colors. Using Painting Tools:-Tool box, palette, Curve tool, Rectangle tool, Brush Tool.

Manipulating areas of pictures:-Selecting an area, Moving an area, flipping & rotating Selections, inverting Coolers, Stretching & Shrinking area, Zooming a picture

Using Calculator. - Performing functions of Calculator

UNIT - 3:- MS Dos

MS Dos Introduction, Dos works, What is Directory and File (Root, Current Directory), MS Dos Paths and Prompt, Command of MS Dos(External/ Internal), Changing Prompt and Making Current Directory, Create Directory and File, Renaming, Deleting, Moving, or Copy of Directory or File, Change Attribute of File, Making Batch File, Using Editor of File, Using other command of MS Dos.

UNIT 4 :-MS Logo

Microsoft Logo: Introduction to Logo, What is Logo, Starting Logo, Getting to know the Logo screen, Creating Drawing, Saving Drawing, Using Help, Exiting Logo.

Meet the Turtle and Its Direction, Making Shape, Exploring Squire & Using Repeating Command to Draw Shape, Hiding Turtle, Writing Procedure to Drawing, Naming Procedure, Super and Sub Procedure and Such, Adding Color and Music in Logo, Varying Variable, Making Polygon and Squire.

Learning Ball of String, Turtle Positions and Coordinates, Recursions, Embedded Recursion and Recursive Pages, Spirals and Fractals, String and Wire Art, Curve and Straight Line, Making Dragon and Snow Flake.

UNIT 5:-MS Word Part I

Microsoft Word:

Introduction of MS Word and Its Feature and Use, Getting Knowledge of Various Part of Word with Quick Access Tool Bar, Creating Document a document, Selecting & Moving Text, Editing with Cut, Copy & Paste, Undo & Redo Formatting Text: - Font Level Formatting, Aligning Text, Working with Tabs, Indents, Change Case, Bullets and Numbering, line spacing.

Paragraph and Style – Using various tool for paragraph Like alignment, Border, Shading, Bullet and Numbering, Applying Style on Paragraph, Making own Style

Pages & Working with tables and Illustration: - Inserting Picture, Smart Art, Chart, Online Picture and using the tool on this for formatting like remove background, Picture Style and Effect, Creating front page, Blank page, Creating a table, adding text to tables, adding/deleting rows and columns, resizing rows and columns

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Unit 6:- Q Basic

Introduction: - Short Introduction about of MS Q Basic and its use in computer field to develop program, Q basic Interface Introduction, Introduction about menu and its command, introduction about Variable and storing in to memory location, Introduction of string.

Making Program:-Input & Print Command, Use of Expression, String and Its use in Q basic, Use of If Then for decision Making, Also Use of Advance Decision making Keyword Like Else, Elseif and close with End if, Using mathematics command and making Program, Use Arrays, subroutine Function, Parameters.

Expression Sign and Label: - Use of Expression Sign, with and or etc., Making label with goto and Start and with also use with go sub and end command also line Number.

Using Loop: - using Loop and makes loop by using while and wend, Do Loop, Do until, For Next,

In Last – making executable File and make Separate Program.

End of the first year Revision: - Doing All Summarize above Chapter, Understanding its Utilization and work in Various Area Making Projects on this Chapters

After Completion of First Year you will become proficient knowledge about Computer and its part, Also you will have technique to identify Application System Software and works of windows, Also making You make Letter and using various technique to develop design and various graphics which use in study, Using word processing to design at large stage and using first program you can develop some Basic Program.

Second Year

SYLLABUS

UNIT -1: Introduction to Computer Fundamentals. Part II

IT Concepts: -Development of PC and its Configuration, Booting Process, Computer Language and Program, Introduction of Various Charts and its use, Virus Definition and types, also Prevention method and Effect on System, Binary number, Conversion of Binary to Octal, Introduction Server and client machine, Introduction about various programing Chart, Conversion of Binary to Octal, Decimal, Hex etc., Log-in Log-off.

Unit 2:- Windows setting and its Accessories Part II

Windows Setting Like Make Personalize Your Desktop Like Setting Resolution, Enable Screen Saver and Make the Pictures as Screen Saver, Set Picture Position, Use of Ease of Access Like On Screen Key Board, Numeric key pad as a Mouse and Magnifier, Introduction and use of Control Panel Option, Use Setting and management of Device and Printers. Set/create user Account, Using various utilities tool for computer

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management.

UNIT 2:-MS Word Part II

Continuing

Links, Header and Text : - Using Hyperlink for making link with site and file, Creating Bookmark and make reference between two comment and bookmark, making Header and footer on every page, Creating Word Art Style and Inserting Symbol and Equation

Page Layout and Reference: - Setting margin, Size of the Page, Orientation, Making TOC, Footnote, Convert Headings in Toc, Using Caption, Using Spelling and Grammar, Check grammatical mistake in page and recorrect spelling.

Mail merge and View: - Creating Data List, and use the Data list in Making Mail Merge, Use Various View Option to change document aspect and Using Developer tool to make well word processing document.

UNIT 3:-Internet

Needs of Internet ,Introduction Internet and about Web Server, Web Site, HTTP, HTML , Network and Network Types(Warless, Power line, Home PNA, Ethernet Etc. Sources of Internet, uses Mailing and send email, attachment, and setting of email, Searching by search engine, E-Commerce , Live Video Calling , Cloud Computing, Uses of Sky Drive Etc.

UNIT 4:-MS Excel

Understanding about Excel: - Introduction to Excel, What is Excel, Starting Excel, Opening a workbook, getting to know the Excel Screen, moving around the Excel Screen, saving/closing of a workbook, opening a recently used workbook, Exiting Excel.

Creating & Editing Workbooks: - Creating New Workbooks, Entering Data, Selecting, Moving & Deleting Cells, Cut, Copy, Paste, using undo, redo, Find & Replace, Use Conditional Formatting and Use Some Basic Formula with Series.

Inserting Chart table, Text, Picture, Header and Footer, Viewing the sheet by Power view also with slicer equation and symbol.

Using Formula & Setting Sheet Page: - Understand the using formula, write precaution to using basic formula, Use Various Formula like Logical, mathematical and text base also date and time base formula, Set Page Layout margin etc.

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Using Data Base Tool Changing View of Sheet: - We can use Goal Seek, Scenario, Name Manager, and Consolidate for making meaning full data. Change Sheet View aspects and apply freeze command to freeze row and Colom and sheet.

UNIT 5:-MS Power Point

Creating a Presentation: - creating a new presentation using different layouts, changing the text formats, adding bullets, aligning text using too on quick style on different parts of slide.

Customizing Presentation: -Formatting Slides - Using Color Schemes, Background Color and Special Effects, Using animation on Different parts of slide, Use Transition, Background Styles, Adding Pictures/Graphics on Slide, Adding Header and Footer, Slide show.

UNIT 6:-MS Access

Understanding the Access, Use of the Database Program, making Structure of the table, Design Form, Report and Query and make relation the table with excel sheet, Using the formula on table, Insert or delete record, Export or Import Content of Access Database file to PDF and others format .

UNIT 7:-MS Publisher

Microsoft Publisher

Publisher Introduction, Needs & Its feature and works of Publisher, Create opening saving the Publication file & Use Template for making Publisher file & Merging in PDF, XPS and other Formats.

Using tool on text Like Formatting, Paragraph, Themes & Using Objects to make the file Attractive, Inserting Page, Making Table & Using tool of Illustrations Block & Building Blocks, Making Own Catalog Page & Fields, Using Publisher for Various Kind Publication Area, Using Review, View, and On Demand tool for Making better Publication File.

UNIT 8:-C and C++ (OOP)

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

2. C++ Program

C++ Programing and Understanding Keywords, Declaring Variable and Doing Operation, Working with Class and Objects – Using Classes, Controlling Access & Setting Access Structure verses class.

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End of the first year Revision: - Doing All Summarize above Chapter, Understanding its Utilization and work in Various Area Making Projects on this Chapters

After Completion of Second Year you will become proficient knowledge about publishing and word processing, making Database file and using various technique, Operating internet, by which you can make digital document, use computer to ease your study. You will have sufficient knowledge about to develop program and can be also use develop small program to do some work.

Third Year

SYLLABUS

Unit 1: -Introduction to HTML and Internet

HTML:- Terms and Concepts, web browser, document tags, formatting tags, lists, Linking web pages, working with images

Internet-What is Internet, Advantages of Internet, Network Architecture, History of internet, E-mail, World Wide Web, File Transfer Protocol, utilities

Project Work

Unit 2: -Photoshop

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

Image:-Image sizes (handout), Image size vs. canvas size, Cropping (and resizing), plus manual, Image modes, Basic retouching with clone, heal, patch tools, Basic tonal adjustment/enhancement, Brightness/contrast: when to use, levels (+ auto), shadow/highlight, 'Quality' adjustment, Dust and scratches

Layer: - Layers Background v layer, creating layers, Preserving data, Re-arranging, Hiding, locking/unlocking, Naming, deleting, Layer opacity, Using Transform Tool.

Unit 3: -Flash

Flash Introduction & Making Flash creating File and Setting Its Use Start Page, Timeline, Toolbox, Palettes and Controlling the Work Space, Drawing – Drawing tools and its use in flash, Transform, Using Lasso Tool, Color Mixer,

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Animation Essential – Frame Rate, Timeline, Key Frames, and Frames, Shape Twining, Motion Tweening, Timeline Effect, Masking, Type Overview, Using Bitmap Image, Filter and Blende Mode, Button Symbols and Sound.

Unit 4: -Java

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

Unit 5: -Corel Draw

Getting Start of Corel Draw – Opening and Creating file, Starting CorelDraw Introduction Working with Command Bars Opening and Navigating in a Drawing, CorelDraw Help, Closing a Drawing, Drawing- Drawing Area, Objects, Lines, Saving a Drawing, Working with Text,

Making Design on Basis of Corel Draw:- Corel Draw -Artistic and Paragraph Text, Customizing the Menu Bar and Standard Tool Bar, Drawing Curve Lines Using Three Point Tools, Insert Special Character **D.** Working With Template Editing Print Styles, Creating Symbol, Inserting and Editing Clip Art From Web.

Unit 6: -Using Dreamweaver and PHP

Adobe Dream Weaver: - Adobe Dreamweaver Introduction and its using of web content in web site, Also Basic knowledge for develop web site for mobile and computer and also smart phone, using its tool to develop website and its basic knowledge to develop table links and rollover and also drag and drop on internet.

PHP: - PHP Introduction and its using of web content in web site, Also Basic knowledge for develop web site for For Various aspect and its use in new era, using its tool to develop website.

Unit 7:- Visual basic 6.0

Introduction of Visual Basic is a third-generation event-driven programming language and integrated development environment (IDE) from Microsoft for its COM programming, Identify the features of event-driven programming in Visual Basic., Identify file types and file extensions in a Visual Basic 6.0 project., Identify project templates in Visual Basic., Identify Help options in Visual Basic, Add a standard control to a form., Add ActiveX controls.

Visual Data Access Tools, Designing and implementing tools, making Desktop Application By the help of Visual Basic.

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Unit 8– Adobe Premier and Adobe after Effect

Introduction of Adobe Premier and Its Uses in making Video Clip and saving project in computer also using program make various format file, Applying effect on video clip and attach various clip to make one video file, by using tool make best video. And using after affect program make digital motion graphic to video. Applying visual effect on video and make power full video.

End of the first year Revision: - Doing All Summarize above Chapter, Understanding its Utilization and work in Various Area Making Projects on this Chapters

After completion of third Year you have more knowledge about programing language latter it help to make career In Software field, Also you have a technique to edit photo and apply various command on this, Making some better graphic, Also you can do video editing and making video.

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. 550 and balance amount have to pay Rs. 300 in each month.
- G. Any Fee which has been Deposited to courses , is not refundable

Our Characteristics

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

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