

CAREERWARE

WIZARD

Programming Specialisation

-  Computer Fundamentals
-  Windows 2007
-  MS Office 2007
 - ◆ MS Word 2007
 - ◆ MS Excel 2007
 - ◆ MS Powerpoint 2007
-  Networking & Internet
-  Frontpage 2000/XP
-  Database Management with MS Access 2007
-  Programming Logic & Algorithm
-  Programming in C/ C++/ Java / Visual Basic/ Foxpro
-  Project Works

■ Diploma in Computer Application & Programming

In an incredible pace, the technology is advancing and as organisations worldwide fight to keep pace with this change, there has been an enormous demand for all round skilled computer professionals. For a software career, the most important part is to develop the skills and logic continuously and to grab the opportunity, and for that you need to be enough competent. This course covers the special modules which are a must for stepping up to a software career. The initial modules lets you master the basic operation on a Computer and Internet. Then it sharpens your logic with practice of programming and you start learning programming in the most popular languages like C & JAVA etc.

Duration: 6 Months [72 sessions]

EXCEL-IT

CAREERWARE

ACCOUNTANT

Financial Accounting Specialisation

- ☞ Computer Overview
- ☞ Windows 2007
- ☞ MS Office 2007
 - ◆ Ms Word 2007
 - ◆ MS Excel 2007
 - ◆ MS Powerpoint 2007
- ☞ Internet & e-mailing
- ☞ Basic Accounting Concepts
- ☞ Tax Concepts, CST, VAT, TDS, TCS, Service Tax etc.
- ☞ FA Management with **Tally**
- ☞ Project Works.

■ Diploma in Computerised Financial Accounting

Accounting is a profession which works on system for effective utilisation of finance and provides the management with a system of appraisal an evaluation of investments and alternatives in monetary terms. An accounting job involves evaluation and managing finance and value management information Systems. In any business house, there is one important role lies on the system accountant. This programme lets you learn the aspects of Financial Accounting Mangement related information works. By the side you learn the office document automation software and internet and then you learn to manage your accounts with the MOST FRIENDLY business Financial Accounting Software **Tally** and thus your skills are sharpened through management project works.

Duration : 6 months [72 Sessions]

EXCEL-IT

CAREERWARE

NETWIZARD

Networks Specialisations

- ☛ Working with Windows Registry
- ☛ Working with Windows Group Policies
- ☛ Concepts of LAN, MAN & WAN
- ☛ Knowledge of Topologies (Star, Bus, Ring....etc)
- ☛ Making Cross & Straight Cables
- ☛ Installation & Configuration of Windows Server
- ☛ Files, Storage & Printer Sharing
- ☛ Protocol & Musks, Networks Establishment
- ☛ Subnetting a Network (Class A, Class B, Class C)
- ☛ Project Works

■ Certificate in Networking Technology

The network intergration market in India has been growing tremendously in a high growth rate during the generation. Seeing the opportunity present in the fast growing mrket, where high-end skill resources will be in demand, Excel-IT launches the two-phased networking programme. It is a step to fill the high-end quality resources to support the latest hardware and Networking. Technologies. This programme consists of core networking and hardware, and support module for planning international certifications in the second semester for technical support, system administrations and Network administration. However, the software enlisted in the course (phase-1/Semester-1) includes installation, administration & tourble shooting works.

Duration : 3 months [36 Sessions]

EXCEL-IT

CAREERWARE

ANIMATION & VIDEO PRO

Certificate in Animation & Video Edit works

-  Computer Fundamentals
-  Drawing Concepts
-  Bitmap & Win-Graphic Files (JPG, Tiff, WMF etc.)
-  Object Linking Concepts (OLE)
-  Animation Concepts & Software
-  Frame, Objects with Coral Draw
-  Motion & Animation with Flash, Photoshop
-  Video Files Concepts (MPG, AVI, VOB, WMV)
-  Video Editing with Edius/Adobe CS4/Pinnacle/Studio 9
-  Project Works

■ Certificate in Animation & Video Editing Works

India has come forward with the global knowledge of their best blend of talent and technology in Software Industry. Indian animators have created a place for themselves by offering world class quality & creativity technology proficiency in Animation. Animation makes a road in new direction and the next big thing on Animation is the Gaming Industry where the Animators develop their own games. This particular course of EXCEL-IT makes the students practically aware about the Animation works. Students can create their designs and animations. Besides that students learn about the capturing of videos from cameras, editing videos, mixing audio & animations. Finally they learn converting video files to .mpg & other format.

Duration: 6 Months [72 sessions]

EXCEL-IT

CAREERWARE

COMPUTER HARDWARE Eng. & MAINTENANCE

Computer Hardware Specialisation

-  Introduction to PC
-  Computer Overview & DOS, Windows, Internet
-  PC Components & Assembling
-  ROM Setup Program & Configuration
-  OS Installation (Windows/Linux)
-  Software Installation & Techniques
-  Device Drivers VGA/ Printer/ Modem/ Mobile.
-  Trouble Shooting Techniques

■ Certificate in Computer Hardware and Maintenance

Computer Hardware and maintenance emphasises on basic of computer (PC) maintenance and trouble shooting part. The special features like the System files. Installation from a Startup Disk. Installation from the basic OS like Windows etc., strengthens the concepts on the PC. It needs creativity. But before installation of a computer, you should be thorough with the applications. Excel-IT introduces the Computer Hardware and Maintenance course in a single phase which includes the basics and the specialisations in Internet transactions and e-mails, installation of Operating Systems, Trouble Shooting when a Computer is down, re-installation of Soft-ware, Upgradation of PCs when required etc. However it is a more or less a course with total currently required applications for a computer professional.

Duration: 3 Months [36 sessions]

EXCEL-IT

CAREERWARE

Junior

Computer for junior Experts

-  **Computer Overview**
-  **Windows, MS Paint**
-  **MS Word 2007**
-  **MS Excel 2007**
-  **MS Powerpoint 2007**
-  **GWBASIC/ QBASIC/ C Basics**
-  **Logo**

[Contact for any query regarding the syllabus or other course subjects]

■ Certificate of Participation (in Junior Workshop)

Now a days in every school, computer is being taught as a subject. This is because of the unavoidable importance of the technology, which is being applied in almost all the aspects of our life. The growing children, who are the future controllers of the present technologies must have a clear idea of the wondering machine and it's applications in different areas. In Excel-IT, they get the clear picture of the purposes and learn how the machine is working like human beings and even far more than that. Using light programming languages, they are taught the application of computers and they experience fun in learning concepts. This curriculum uses simple logical techniques to perform small tasks; Starting a computer, learn it's appearance, drawing, typing, get concepts of software, hardware, peripherals, printing etc.

Duration : 6 months [72 Sessions.]

EXCEL-IT

CAREERWARE



Comprehensive Course Curriculum

- ☞ Fundamentals of Computer & Information Technology
- ☞ MS Office 2000/XP Skills
- ☞ Networking & Internet, e-mailing
- ☞ FrontPage 2000/XP
- ☞ Programming Skills with C/C++/Java/Visual Basic
- ☞ Communication & Language Development
- ☞ Project - I

Semester I

Semester II

- ☞ Financial Accounting Mgt. With **Tally**
- ☞ PC Components & Assembling
- ☞ OS & Application Software Installation
- ☞ Windows Networking Basics & LAN
- ☞ Installation of Local Area Networks
- ☞ Troubleshooting & Maintenance
- ☞ Project - II

■ Post Graduate Diploma in Computer Application

This programme covers Programming, Networking, Financial Accounting & Hardware Eng. & Maintenance subjects. After completion of the course, the candidate is registered automatically under the Employment Assistance priority list program. The candidate is given 100% support till he/she manages to get a job under the Excel-IT Placements division. For further details and conditions, the e-PGDCA brochure may be referred.

Duration: 12 Months [140 sessions]

EXCEL-IT

CAREERWARE

e-PROFESSIONAL (100% Job Guaranteed*)

Special Subjects Combination

- | | | |
|---|---|---|
| ☞ | Fundamentals of Computer & Information Technology | |
| ☞ | MS Office 2007 Skills | |
| ☞ | Networking & Internet, e-mailing | Semester I |
| ☞ | FrontPage XP | |
| ☞ | Programming Skills with C/C++/Java/Visual Basic | |
| ☞ | Communication & Language Development | |
| | | |
| | | Semester II |
| | ☞ | Financial Accounting Mgt. With Tally |
| | ☞ | PC Components & Assembling |
| | ☞ | OS & Application Software Installation |
| | ☞ | Troubleshooting & Maintenance |
| | ☞ | Project - II |
| | | |
| ☞ | Windows Networking Basics & LAN | |
| ☞ | Installation of Local Area Networks | |
| ☞ | Desk Top Publishing (DTP) Technology | Semester III |
| ☞ | Working with PageMaker & Ramdhanu | |
| ☞ | Working with Corel Draw & Photoshop | |
| ☞ | Project - III | |

■ Higher Diploma in Computer Applications

* This programme is an extended step with support from Excel-IT Placements division. After completion of the course, the candidate is registered automatically under the Employment Assistance Program priority list. The candidate is given 100% support till he/she manages to get a job under the Excel-IT Placements division. For further details and conditions, the e-PROFESSIONAL broucher may be referred.

Duration: 18 Months [210 sessions]

EXCEL-IT

CAREERWARE

PUBLISHER

Desktop Publishing Specialisation

-  Computer Fundamentals
-  Windows 2007
-  MS Office 2007 Overview
-  Designing Documents with Pagemaker 7.0
-  Using Corel Draw 12/ Photoshop 7.0
-  Using Leap Office/ Ramdhanu
-  Internet Transactions & Downloads
-  Overview of Offset & Screen Printing Technology
-  Exposing Printing Documents
-  Project Works.

■ Diploma in Desk Top Publishing & Design

Publishing is treated as one of the most important profession today which deals with designing of documents, printing of books, newspapers etc. Designing is an aspect of publishing and todays publishing jobs involve computers anyway. Moreover the printing technology has been transformed in last two decades tremendously which introduces new concepts and methods. As an essential part, computers are used for designing its materials. This programme explains how publishing materials are designed & integrated. You learn to download and merge from different environments, creative designs, logo etc., graphics preparation & editing. This chapter includes Guest lectures from different printing personnels for practical advices sessions.

Duration: 6 Months [72 sessions]

EXCEL-IT

CAREERWARE

SHIKSHA

Office Documents Automation

-  Introduction to Computers
-  Windows 2007
-  MS Word 2007
-  MS Excel 2007
-  MS PowerPoint 2007
-  Internet & Emailing

Certificate in Computer Application

Needless to mention that there are computers in every reputed office at this time where information is meaningful. The information is stored and retrieved when required and may it be a clerical job or any senior posture, the information is most important. The basic tools to manipulate the office information, to design, show or calculate, the most popular software from Microsoft is included in this course. This module includes the special techniques to handle critical job works on documents. Moreover to manage e-messaging efficiently, a special chapter is added. It also gives a brief idea on multimedia.

[Duration : 56 hrs.]

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