

পশ্চিমবঙ্গ সরকার

যুবকল্যাণদপ্তর আয়োজিত

যুব কম্পিউটার প্রশিক্ষণ কেন্দ্রে

PROSPECTUS

CITA

Week	Th Class	Category	Main Item
Module I			
1st	1	Computer Fundamental	Block Diagram
	2		Data Information
2nd	3	Ms Dos	Ms Dos
3rd	4	Windows	Desktop
4th	5		Wordpad
5th	6	Number System	Numbersystem
	7	Basic Hardware	Memory
6th	8	Ms Word	Intro Word
7th	9		Word Format
8th	10		Mail Merge
9th	11		Table
10th	12	Revise & Screening	Revise
	13	Exam	Exam
Module II			
11th	13	Ms Powerpoint	Powerpoint
12th	14	MS Excel	Intro Excel
13th	15		Formula
14th	16		Filter & Chart
15th	17	Introduction to DBMS	Intro Database
	18		Normalisation
16th	19	Visual Foxpro	Intro VFP
17th	20		Replace All, Delete
18th	21		Copy, Sort
19th	22		Define Window, Wait
20th	23		VFP Program
21st	24		Form,Report
22nd	25		Assignment
23rd	26		Intro to Internet
24th	27	Revise , Demo Question & Answer	Revise
		Exam	Exam

Eligibility : Madhyamik or equivalent Appeared or higher
Course Fees : Rs. 2000 /- [600/- + 350/- @ 4 Months]

DITA

Week	Class	Category	Main Item	
Module III				
28th	28	Programming Foundamental	Prog Foundamental	
	29		Intro VB	
29th	30	Visual Basic (Fundamental)	Control Tools	
30th	31		Variable	
31st	32		Control Flow	
32nd	33		Procedure	
33rd	34		Array	
34th	35		RDBMS using MS Access	Intro Access
35th	36			Query
36th	37	Visual Basic(Advance)	Intro DBA	
37th	38		E-Library Pro	
38th	39		Menubar, toolbar, Statusbar,	
39th	40		File Handling	
40th	41		Error handling & VBA	
41st	42		Graphics & Multimedia	
42nd	43		Report	
43rd	44	Internet Application	Intro Internet	
44th	45		Email	
45th	46	Overview on VB.Net	VB.Net	
46th	47	Software Enginerring	Intro SE	
	48		Case Tools	
47th	49	Revise , Demo Question & Answer	Revise	
48th		Exam		
Module IV				
49th	50	Introduction to Project, Select Subject, Grouping	Intro Pro	
50th		Project		
51st				
52nd		Interview on project/Demonstration		

Eligibility : Madhyamik or equivalent Appeared or higher

Course Fees : Rs. 5,000 /- [2000/- in first six months + (1000/- + 500/- @ 4 Months)

ADITA

Week	Class	Category	Main Item
Module V			
C++ & OOPS			
53rd	51	C++ & VC++	Introduction to OOPS
	52		Concept of Object Oriented Programming Language.
54th	53		C++ Program Structure.
	54		Class & Objects.
55th	54		Constructor
56th	55		Pointers.
57th	55	An Introduction to GUI Programming.	
HTML			
58th	56	HTML	Introduction to HTML.
59th	57		HTML Table and Frame.
DHTML			
60th	58	DHTML	Document Object Module (DOM).
61st	59		Cascading Style Sheets (CSS)
62nd	60	Revise , Demo Question & Answer	
63rd		PAPER V Exam	
Module VI			
SCRIPT (JAVA / VB)			
64th	61	Java Script/VB Script	Java / VB Script Objects
65th	62		Creating & Submitting Forms
VB.Net			
66th	63	VB.Net	Creating windows application.
67th	64		Event Handling.
68th	65		Creating menus & sub menus
69th	66		Exception Handling and Custom Exception.
70th	67		Using the paint Document Component and Controls
71st	68	Revise , Demo Question & Answer	
72nd		PAPER VI Exam	
73rd		Project R/L	
74th			
75th			
76th			
77th			

Eligibility : 10+2 or equivalent Passed or Appeared

Course Fees: Rs. 8000.00 [(600 +350@4)+(1000+500@4)+(1000+500@4)]

CFAS

Week	Class	Category	Main Item
Module I			
Same as CITA Module I			
Module II			
13th	1st	Account Fundamental	Basic Concepts of Accounts
	2nd		Manual Accounting
14th	2nd	Tally ERP	Group & Ledger Creation
15th	3rd		TDS & Service Tax
16th	4th		Account Voucher Entry
17th	5th		Inventory
18th	6th		VAT
19th	7th		Inventory Entry
20th	8th		Report
21st			Project on Tally ERP
22nd	9th	FACT	Features of a Fact
23rd	10th		Account Entry
24th	11th		Inventory
25th	12th		Report
26th	13th	Revise and Screening	
27th		Exam	

Eligibility : Madhyamik or equivalent Appeared or higher

Course Fees : Rs. 2000 /- [600/- + 350/- @ 4 Months]

DFAS

Week	Class	Category	Main Item
Module III			
Same as CITA Module II			
Module IV			
		Two New Financial Accounting Packages	
		Internet & E-mail	
		Revise and Screening	
		Exam	

Eligibility : Madhyamik or equivalent Appeared or higher

Course Fees : Rs. 5,000 /- [2000/- in first six months + (1000/- + 500/- @ 4 Months]

ADFAS

Week	Class	Category	Main Item
Module V			
		Payroll System	
		Taxation Software	
		Revise and Screening	
		Exam	
Module VI			
		TDS and e-Return preparation Software	
		Advanced Financial Management with FA Packages	
		Revise and Screening	
		Exam	

Eligibility : 10+2 or equivalent Passed or Appeared
Course Fees: Rs. 8000.00 [(600 +350@4)+(1000+500@4)+(1000+500@4)]

cdtp

Week	Class	Category	Main Item
Module I			
Same as CITA Module I			
Module II			
11th	13	Pagemaker	Introduction to PageMaker
12th	14		Editing publication
13th	15		Working a Graphics
14th	16		Working with layers
15th	17		Drawing tools in PageMaker
16th	18		Project
17th	19	Corel Draw	Corel draw basic
18th	20		Basic Drawing
19th	21		Advanced Drawing
20th	22		Working with text
21st	23		The outline Tool
22nd	24		Working with images
23rd	25		Page Layout
24th	26	Use of Bengalis fonts in Publications	
25th	27	Exam	Revise and Screeing
			Exam

Eligibility : Madhyamik or equivalent Appeared or higher

Course Fees : Rs. 2000 /- [600/- + 350/- @ 4 Months]

ddtp

Week	Class	Category	Main Item
Module III			
		Adobe Photoshop	
		Freehand	
		Revise and Screening	
		Exam	
Module IV			
		Flash	
		Scanning & Editing Images of Publishing	
		Internet & E-mail	
		Revise and Screening	
		Exam	

Eligibility : Madhyamik or equivalent Appeared or higher

Course Fees : Rs. 5,000 /- [2000/- in first six months + (1000/- + 500/- @ 4 Months)

addtp

Week	Class	Category	Main Item
Module V			
		Adobe Illustrator	Getting started with Adobe Illustrator CS 2
			Create a New Document
			The Illustrator Window
			Create Basic Shapes. Apply Fill and Stroke Colors to Objects.
			Select, Move, and Align Objects. Transform Objects. Make Direct Selections.
		Adobe Indesign	In Design Course Overview:
			Adobe In Design Basics
			Work Area, Tools, Palettes
			How to Set Up Documents in In Design CS
			Working With Colour in In Design CS
			The Selection, Drawing, Type, Frame, and Shape Tools
		Transform, Eyedropper, Gradient, Scissor, Zoom Tools	
		Revise and Screening	
		Exam	
Module VI			
		Basic of Web Designing with Flash or Dream Weaver	Getting started
			Basic web pages
			Site set-up
			CSS
			Page layout
			Templates and libraries
		Forms	
		Project	
		Revise and Screening	
		Exam	

Eligibility : 10+2 or equivalent Passed or Appeared
 Course Fees: Rs. 8000.00 [(600 +350@4)+(1000+500@4)+(1000+500@4)]

CCAD

Week	Class	Category	Main Item
Module I			
Same as CITA Module I			
Module II			
11th	13	2D Drawing	STARTING AUTOCAD
12th	14		ORGANISING YOUR DRAWING
13th	15		IDEA OF USING CO-ORDINATE SYSTEM
14th	16		IDEA ABOUT CREATING OBJECTS
15th	17		IDEA OF DRAWING WITH PRECISION
16th	18		IDEA OF CONTROLLING THE DRAWING DISPLAY
17th	19		IDEA OF EDITING OBJECTS
18th	20		USING LAYERS, COLOURS AND LINE TYPES
19th	21		IDEA ABOUT ADDING TEXT TO DRAWINGS
20th	22		IDEA OF DIMENSIONING AND TOLERANCING
21st	23		IDEA OF USING BLOCKS, ATTRIBUTES AND XERFS
22nd	24		IDEA OF LAYOUT & PLOTTING
23rd	25	3D Drawing	IDEA ABOUT IN 3-DIMENSIONAL SPACE
24th	26		IDEA ABOUT CREATING 3D IMAGES
25th	27		IDEA OF USING RASTER IMAGES
26th	28	AutoLISP	INTRODUCTION TO AUTOLISP.
27th	29	Revise , Demo Question & Answer	Revise
		Exam	Exam

Eligibility : Polytechnique Student/Diploma in Engineering or Higher

Course Fees : Rs. 2800 /- [800/- + 500/- @ 4 Months]

CCHM

Week	Th Class	Category	Main Item
Module I			
1st	1	Identification	Fundamental of Computer
2nd	2		Number system (Binary, Decimal, Hexa, Boolean Algebra)
3rd	3		Basic Electronics (Logic Gate, IC)
4th	4		Basic Hardware Components
5th	5	Installation	Process of format Disk and Installation OS
6th	6		Utility Program Windows Security and maintenance
7th	7	Assemble1	Memory
8th	8		Motherboard
9th	9		Keyboard and Mouse
10th	10		PC Assemble and CMOS Setup
11th	11	Exam	Revise and Screening
			Exam
Module II			
12th	12	Assemble2	HDD
13th	13		Monitor
14th	14		SMPS
15th	15		Printer
16th	16	Registry	Registry Edit
17th	17		Registry Edit
18th	18	Driver	Driver and Installation and their Trouble shooting
19th	19		Internet
20th	20	Exam	Revise and Screening
			Exam

Eligibility : 10+2 or equivalent Passed or Appeared
Course Fees : Rs. 2800 /- [800/- + 500/- @ 4 Months]

DCHM

Week	Class	Category	Main Item
Module III			
		Basic Networking Theory	
		Network Protocols & Topologies	
		Cabling	
		Peer to Peer Networks	
		Client-Server Network	
		Revise and Screening	
		Exam	
Module IV			
		Setting Up Internet	
		Proxy Server Setup	
		Network Setup with Windows 2003/2008	
		Revise and Screening	
		Exam	

Eligibility : 10+2 or equivalent Passed or Appeared

Course Fees : Rs. 6,000 /- [2800/- in first six months + (1200/- + 500/- @ 4 Months)

CBM

Week	Class	Category	Main Item
Module I			
1st	1	Fundamental of Multimedia	Fundamental
2nd	2	Creating Illustrations	Introduction to Illustrator
3rd	3		Various Tools of Illustrator
4th	4		Corel draw basic
5th	5		Advanced Drawing
6th	6		Imaging with Adobe Photoshop
7th	7	Layer and Selection	
8th	8	Retouching and Detouching	
9th	9	Special effects	
10th	10	Revise & Screening	Revise
	11	Exam	Exam
Module II			
11th	12	2D Animation(Flash)	Intro to Flash
12th	13		Creating & Editing Symbols
13th	14		Working with Text
14th	15		Adding Animations
15th	16		Using Components
16th	17	Authoring	Intro Adobe Director
17th	18		Working with Panels
18th	19		Using layers and styles
19th	20		Designing for the Web
20th	21	Sound Editing (Sound Forge)	Introduction to Sony Sound Forge 9
21st	22		Recording & Editing
22nd	23		Audio Processes
23rd	24		Audio Effects
24th	25	Revise & Screening	Revise
	26	Exam	Exam

Eligibility : 10+2 or equivalent Passed or Appeared
Course Fees : Rs. 5500 /- [2300/- + 800/- @ 4 Months]

DMA

Week	Class	Category	Main Item
Module III			
		Adobe After Effects	
		Decklink Card with Adobe Premiere	
		Revise and Screening	
		Exam	
Module IV			
		Autodesk 3ds Max	
		Autodesk Maya	
		Revise and Screening	
		Exam	

Eligibility : 10+2 or equivalent Passed or Appeared
Course Fees : Rs. 5,000 /- [2000/- in first six months + (1000/- + 500/- @ 4 Months]

CWD			
Week	Theory	Category	Main Item
Module I			
1st		Concepts on Internet Protocols, Browsers	
		Domain names & registering domain names	
2nd		Markup Languages: HTML	Introduction to HTML.
3rd			HTML Element and Property
4th			Graphics with html
5th			HTML Table and Frame
6th			DHTML
7th		XML	Introduction to XML
8th		Scripting Languages:Java Script	Variables & Expressions
9th			Events & Document Object Model
10th		Revise & Screening	
		Exam	
Module II			
11th		Implementation using MS Front Page / Dreamweaver	Introduction to WYSIWYG Design
12th			Overview of MS Frontpage/Macromedia Dream weaver
13th			designing web sites using MS FrontPage1
14th			designing web sites using MS FrontPage2
15th		Flash / Gif Converter	Intro to Flash
16th			Creating & Editing Symbols
17th			Working with Text
18th			Adding Animations
19th		Project on Web Page Designing	
20th			
21st			
22nd			
23rd		Web Hosting	Concepts, Domain name Registration
24th		Revise & Screening	
		Exam	

Eligibility : 10+2 or equivalent Passed or Appeared
Course Fees : Rs. 3500 /- [1300/- + 550/- @ 4 Months]

DBCO

Week	Class	Category	Main Item
Module I			
		Basic English Grammar With Written Test.	
		Reading, Writing, Dictation, Understanding.	
		Vocabulary	
		Introduction to Group Discussion / JAM Session / Extempore	
		Corporate Communication	
		Listening Skills	
		Revise and Screening	
		Exam	
Module II			
		Personality Development	
		Body Language, Dress Code	
		Resume Writing	
		Advanced Group Discussion / JAM Session / Extempore	
		SWOT Analysis	
		Time & Stress Management	
		Mock Interview	
		Revise and Screening	
		Exam	
Module III			
		Typing skill	
		Call Center Software	
		Revise and Screening	
		Exam	
Module IV			
		Call Center Training	
		Introduction to BPO & call Center Industry	
		Classification, Functioning, work Environment	
		Customer Relationship Management (CRM)	
		Technology used in eCRM	
		Selling / Delivering customer Service over phone	
		Probing (Handling Complain & Tricky Situation)	
		The Agent- Eligibility, Recruitment, Training	
		Voice Modulation & Accent Training	
		Mouth Exercise	
		The Vowel Sound, the plosive sounds, the T11 sound & Pronunciation	
		Soft Skills	
		Cultural Awareness	
		Mock Calling	
		Mock Interview	
		Revise and Screening	
		Exam	

Eligibility : Madhyamik or equivalent Appeared or higher

Course Fees : Rs. 6,100 /-

Lateral Admission Procedure:

[If any existing student is willing to take admission in CFAS or CDTP after successful completion of CITA or equivalent, he/she has to pay only Rs. 1,200/- as Course Fees instead of Rs. 2000/- for remaining modules, common modules between the Courses will not be repeated.]

Existing or Passed YCTC Student	Willing to take Admission in	Fees to be paid
CDTP	CITA/CFAS	Rs. 1,200/-
CFAS	CITA/ CDTP	Rs. 1,200/-
DFAS	DITA(for SEM- I only)	Rs. 3,000/-

Marks to be carried forward to the next course in case of Lateral Entry

After Passing the Course	Getting into the Course	%Marks of the Paper to be carried on
CDTP	CFAS/ CDTP	Paper I of CITA
CDTP	CITA/CFAS	Paper I of CDTA
CFAS	CITA/CDTP	Paper I of CFAS
DFAS	DITA[Sem-II]	Paper I of DFAS and Paper II of DFAS Sem II