**SHREE ARVINDBHAI INSTITUTE OF INFORMATION TECHNOLOGY**

Planetarium Buldibng, Race Course, Rajkot, call: 9374 111 484

**CCC ( Course on Computer Concepts) Duration: 2 Month (2 hour)**

* Computer Fundamental
* What is Computer
* Computer Working
* Types of Computer
* Introduction of OS
* Introduction of windows
* Basic Dos Commands
* Fundamental of MS office
* Elements of word Processing
* Word, Excel, Powerpoint
* Computer Communication and internet
* Chatting and email
* Hardware Essentials

MS – OFFICE Duration: 2 Month (2 hour)

* Introduction of OS
* Introduction of MS-office
* Typing (English)
* Notepad
* Wordpad
* Paint
* MS-Word
* Ms-powerpoint
* Ms- Excel

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**ACCOUNTING WITH TALLY** **Duration: 3 Month (2 Hours)**

* Introduction
* How to start
* Working
* Day to days Transections
* Receivable, Palble Managements
* Banking transections
* Income Expense allocation and tracking
* Account ledger cration
* How to Voucher Entry
* Price List Management
* Manufacturing Procoess
* GST
* TDS
* Security
* Management of DATA
* Year Ending Process
* Document Printing

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**BASIC LANGUAGE “C”** **Duration 1.5 Month( 2 Hours )**

* Introduction
* Types of Array
* Categoryof Function
* History of “C”
* Structure of “C”
* Built in Funcation
* Condition
* Data type and looping statement
* User Define Function
* Scope of Variable
* Arrays and pointers
* Data structure
* File handeling

**With Advance programming fundamentals**

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**GRAPHIC DESIGNING (DTP)** **Duration: 3 Month( 2 Hours)**

* Basic of computer
* Introduction of DTP
* Benefits of DTP
* Corel Draw / lllustrator
* Adobe Photoshop
* Gujarati Typing
* Project

WEB DESIGNING WITH GRAPHICS Duration: 4.5 Months (2 Hours)

* Basic of Computers
* Corel Draw / lllustrator
* Photoshop
* HTML
* CSS
* HTML 5
* CSS 3
* Boot Strap
* Grid system
* Responsive Desiging
* Dreamviewer
* Project

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**Basic LANGUAGE “C++”** **Duration: 2 Months( 2 Hours)**

**Section 1: Getting Started**

* Object-Oriented Fundamentals
* Programming Paradigms
* Conquering Complexity
* C++ Basics
* Built-in Types,Arrays and Pointers
* Comments,Keywords,1/0 streams
* Built-in Operators and Control Constructs
* Dynamic Free Store Operators
* C++ Functions
* Definition and Prototypes
* Inline Functions
* Structures and References

**Section 2: Classes and Objects**

* **Enacapsulation**
* Data Members, Member Functions
* Private and Public
* Constructors and Destructors
* Default Arguments
* Storage Allocation and Dellocation
* This Pointer
* Copy Constructors

Section 3 – Overloading

* Overloading Funcations
* Overloading Operators
* Unary and Binary Operators
* Inirialization vs. Assignment
* Stream input and Output

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