About ECT Course Contents (EXPERT COMPUTER TEACHER)

Duration :12 month's

Module - I

Computer Basics and Fundamentals:

- ☞ What is a computer or its history?
- ☞ Types of data and information
- ☞ About CPU and its FSB or Clock Speed.
- ☞ Generations of Computers
- ☞ Types of computer
- ☞ About input and output devices
- ☞ Types of printers and their uses
- ☞ About input and output process
- ☞ About Computer Virus and its types.
- ☞ Block Diagram of a Computer
- ☞ Functions of the Different Units:
- ☞ Input unit, Output unit,Memory unit, CPU (ALU+CU).
- ☞ Input & Output Devices
- ☞ Memory and its types
- ☞ Types of Softwares.

Windows 7/10 Operating System and its interface:

- ☞ Logging On to Windows 7
- ☞ Exploring the Desktop
- ☞ Using the Start Menu
- ☞ Quick Access to Windows Functionality
- ☞ Using the Windows Taskbar
- ☞ Taskbar Buttons
- ☞ Notification Area
- ☞ Exploring Control Panel
- ☞ Control Panel Categories
- ☞ Accessing Individual Control Panel Items.
- ☞ Different Ways of Opening Control Panel items.
- ☞ Understanding User Account control

- ☞ Finding Information About Your Computer System
- ☞ Updating Windows System Files
- ☞ Types of Updates
- ☞ Windows Update Options
- ☞ Ending a Computing Session

Module - II

Micro Soft Office:

Explore Microsoft Word
- ☞ Working in the user interface
- ☞ Creating, editing text and saving documents.
- ☞ Creating a new blank document
- ☞ Saving the document, saving into a new folder.
- ☞ Compatibility with older versions, viewing documents in different ways. Office clipboard
- ☞ Find and replace text
- ☞ Thesaurus, Mini-translator
- ☞ Correcting spelling and grammatical errors.
- ☞ Spell check, Auto Correct
- ☞ Viewing document statistics

- ☞ Inserting saved text, Building Blocks, Create a new building block, Inserting one document into another. Changing the Look of Text
- ☞ Paragraph styles
- ☞ Changing a documents theme
- ☞ Format Painter, font dialog box, highlights text, Clear Formatting, Manually changing the look of paragraphs.
- ☞ Indenting, First Line and hanging indents.
- ☞ Paragraph alignment, setting up Tabs.
- ☞ Adjusting line spacing, Paragraph spacing
- ☞ Borders and Shading
- ☞ Customizing bullets and numbering
- ☞ Sorting lists, Formatting text as you type.
- ☞ Inserting a table
- ☞ Inserting and deleting columns and rows.
- ☞ Resizing columns merge cells, Table alignment, and Converting text to table.
- ☞ Performing calculations in tables
- ☞ Formatting tables
- ☞ Inserting pictures, clip art and shapes.

- ☞ Table of Contents
- ☞ About footnote and endnote
- ☞ About page settings
- ☞ Cross-Reference
- ☞ Mail Merge and its uses.
- ☞ Rectify spelling and grammar.
- ☞ Comment, Track Changes
- ☞ All Views and its uses.

Explore Microsoft Excel

- ☞ Introduction to Microsoft Excel
- ☞ About all types of function such as vlookup, hlookup, etc.
- ☞ Conditional formatting
- ☞ About cell merging, text wrapping
- ☞ About fill series
- ☞ Pivot Table, Inserting Chart
- ☞ About Print area and print title
- ☞ Awareness about scale to fit
- ☞ Name Manager, Formula Auditing,
- ☞ Data Sorting, Data Validation
- ☞ Goal seek, Consolidate
- ☞ Use of Subtotal

Explore Microsoft Power Point

- ☞ Introduction to Power point
- ☞ About Slides and its uses
- ☞ How to create presentation
- ☞ Slide designs and their Layout
- ☞ About Animation Scheme.
- ☞ Use of custom animation and Slide Transition Effect.
- ☞ Use of Rehearse Timing
- ☞ Custom Show, Record Show
- ☞ Use of Notes Master and Handouts.
- ☞ About all types of views in Power Point.

<div align="center">**Module - III**</div>

Explore Internet

- ☞ What is Internet and how does it work?
- ☞ About LAN, MAN, WAN
- ☞ Creation of Google account
- ☞ Sending emails, and attachments
- ☞ About Search Engines and its uses.
- ☞ Save data on cloud or Google Drive.
- ☞ Awareness about e-commerce
- ☞ Online Shopping, recharge and more.
- ☞ Online Train Enquiry, Bus and Flight Enquiry
- ☞ Online Reservation, Movie and Train Tickets Booking.
- ☞ About OLX, Quikr and Just Dial.

<div align="center">**Module -I V**</div>

Explore Web Development

- ☞ Introduction to web designing
- ☞ About Web Sites and web pages.
- ☞ Types of Websites as dynamic or static
- ☞ Introduction to Wordpress
- ☞ About Hosting and Domain
- ☞ Creation of Web Page using HTML-5 codes.
- ☞ Use of CSS and Java Script while creating web pages.
- ☞ Introduction to Adobe Dream Weaver in creating web pages.
- ☞ About SEO/SEM

<div align="center">**Module - V**</div>

Graphic Designing

Explore Corel Draw

- ☞ Introduction to Corel Draw
- ☞ Use of Corel Draw
- ☞ How to design Logo, Pamphlets, Banner, Hoarding, Prospectus, Visiting Card, Marriage Card etc.
- ☞ Usage of Printer

☞   About graphics sizes.

☞   Types of Graphics

☞   About CMYK Printing

☞   Difference between Vector and Raster graphics.

Explore Adobe Photoshop

☞   Introduction to Photoshop

☞   About Layer and its uses

☞   Professional photo editing

☞   About Image and its sizes

☞   How to design passport size photograph.

☞   About different filters in Photoshop.

☞   3D Text in Photoshop

☞   Layer masking etc.

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Module - VI

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Explore Accounting on Tally.ERP 9

Business Manual Accounting Concepts:

☞   Accounting Fundamentals

☞   Meaning and process of accounting

☞   Accounting Equations

☞   Book – Keeping: Journal, Ledger and other subsidiaries books

☞   Financial Statements: Trading Account, Profit & loss Account and Balance Sheet

Accounting as per Tally Conventions:

☞   Introduction to Tally and its need to an organization.

☞   Professional methodology of learning.

☞   All Accounting Features such as Multi-Currency, Job Costing, Cost Centre, Budgets and Control, Cheque Printing, Interest Calculation, Bill-Wise Details, etc.

☞   All Inventory Features such as Godown, Material Transfer, Bill of Materials, Batch-Wise Details, Purchase and Sales Order Processing, Debit Note, Credit Note, Additional Cost of Purchase, Price List, Materials In and Out, etc.

☞   Non Accounting Voucher as Reversing Journal and Post-Dated Voucher.

☞   All Screen Configurations.

☞   Data Backup and Restore

☞   Split Data, Security Control

- ☞ Basic Payroll and Advance Payroll with Payroll Auto-Fill option.
- ☞ How to Migrate Tally Data
- ☞ Export Tally data or report into Excel or other formats.
- ☞ Introduction to GST
- ☞ Various forms of GST
- ☞ About CGST and SGST
- ☞ About IGST
- ☞ About Registration Process under GST.
- ☞ Threshold Limit for Composition Dealer or Regular Dealer
- ☞ Who is liable to pay GST?
- ☞ Who is Registered Dealer?
- ☞ Who is Composition Dealer?
- ☞ About GST Return File
- ☞ Knowledge about GSTR-1, GSTR-2, GSTR-3 or GSTR-3B
- ☞ What is e-way bill and who is liable to file e-way bill?

Module - VII

Explore Adobe Flash Animation

- ☞ Introduction to Flash
- ☞ About 2D or 3D animation
- ☞ Movie clip and movie animation in flash.
- ☞ Professional Logo making in adobe flash.
- ☞ Sound inserting in animation.