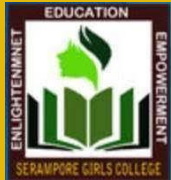


CERTIFICATE/VALUE ADDED COURSE:

Certificate in Information Technology Application
(CITA)
2019-2020

CRITERIA 1.2.1



Serampore Girls College

13, T.C. Goswami Street,
Serampore, Hooghly – 712201, West Bengal
Re- Accredited by NAAC : Grade B (2nd Cycle)
Email: serampore_girls_college@yahoo.co.in
Website: www.seramporegirlscollege.org

Serampore Girls' College

13, T.C. Goswami Street Serampore Hooghly - 712201 West Bengal

NAAC Criteria 1.2.1



CERTIFICATE COURSE REPORT 2019-202

SESSION 2019-2020

Certificate in Information Technology Application (CITA)

Under Department of Youth Services and Sports, Govt. of West Bengal
and Serampore Girls' College Youth Computer Training Centre

Name of the Course: Certificate in Information Technology Application (CITA)

Course Objective: To have basic knowledge of

- i. Fundamentals of Computer
- ii. Operating System : Windows Vista
- iii. MS office 2007
- iv. Database management system (Visual Foxpro)

Session: January, 2020 to June, 2020

Duration: 6 months

Centre: Serampore Girls' College Youth Computer Training Centre

No. of Students Enrolled: 17

No. of Students passed: Due to COVID pandemic only 8 classes could be taken between (15th feb - 13 march 2020). No exams were held.

Course Module: Annexure Attached

Course Fees: Rs. 2000/-

Date of Exam: No exam due to COVID

Name of the Faculty:

- i. Mrs. Nabamita Nath (Ghosh) (Dept of Computer Science, Serampore Girls College)
(Teachers are certified trainers by NSDC)

Course Outcome:

Students was able to understand and use Window system, Basic computer applications, MS office and database management system (DBMS).

Soma Roy.
Principal
Serampore Girls' College
Serampore, Hooghly

Signature of Principal

Serampore Girls' College

13 T.C. Goswami Street, Serampore, Hooghly

NOTICE

It is notified that Serampore Girls' College will reopen a 6 months Certificate Course in Computer Application (CITA) in collaboration with Department of Sports and Youth Services, Govt. of West Bengal. All the 2nd and 4th semester students and also Pass out students of this college and female candidates of local area are welcomed to enroll their name within 31st January with Rs. 500/- to Mrs. Nabamita Ghosh (Department of Science). The total fees of the course will be 2,000/-.

N.B. – No. of Seats are limited. Admission will be first come first serve basis.

Sarna Roy 13/1/2020

Principal

Serampore Girls' College
Serampore, Hooghly



Serampore Girls' College

13, T.C. Goswami Street Serampore Hooghly - 712201 West Bengal

NAAC Criteria 1.2.1



BROCHURE OF THE COURSE

Certificate in Information Technology Application (CITA)

Duration : 6 months

Fundamentals of Computer
Operating System - Windows Vista
MS-Office 2007 (Word, Excel & PowerPoint)
Database Management System (Visual Foxpro)

Eligibility : Madhyamik Passed/ Appeared or equivalent
Course Fees : Rs. 1900 + Rs. 100 (Admission Fee) =Rs. 2000/-

Diploma in Information Technology Application (DITA)

Duration : 12 months

The course is divided into two semesters of 6 months each. The course content, fees & others for the 1st semester is same as in CITA.

1st Semester :
Fundamentals of Computer
Operating System - Windows Vista
MS-Office 2007 (Word, Excel & PowerPoint)
Database Management System (Visual Foxpro)

Fees to paid for the 1st Semester: Rs.2000/-

2nd Semester :
Programming Concepts - Algorithm & Flow charting
Visual Basic
Overview of VB.Net
RDBMS concepts with MS-Access
Project on Visual Basic & MS-Access
Internet & e-mail

Fees to be paid for during the 2nd Semester is Rs.3000/-

Eligibility : Madhyamik passed/ Appeared or equivalent
Course fees : Rs.2000/- + Rs.3000/- = Rs. 5000/-

Advanced Diploma in Information Technology Application (ADITA)

Duration : 6 months after DITA. This course is an extension to the One year DITA Course & only the students passing out of DITA from Youth Computer Training Centres may apply for this course.

1st Semester : Same as CITA
2nd Semester : Same as Semester II of DITA
3rd Semester :
C++ , Visual C++ with OOPS
VB.Net
Javascript, VB Script
R/ L Project with VB.Net

Fees to be paid for during the 3rd Semester is Rs. 3000/-
Eligibility : 10+2 passed/ Appeared + DITA.
Course fees : Rs.2000/- + Rs.3000/- + Rs.3000/- = Rs. 8000/-

Certificate in Financial Accounting System (CFAS)

Duration : 6 months

Fundamentals of Computer
Operating System- Windows Vista
MS-Word 2007
Two Financial Accounting Packages

Eligibility : Madhyamik Passed/ Appeared or equivalent
Course Fees : Rs. 1900 + Rs. 100 (Admission Fee) =Rs. 2000/-

Courses offered at this institute

Soma Roy.
Principal
Serampore Girls' College
Serampore, Hooghly

Signature of Principal

Serampore Girls' College

13, T.C. Goswami Street Serampore Hooghly - 712201 West Bengal

NAAC Criteria 1.2.1



COURSE MODULE

CERTIFICATE IN INFORMATION TECHNOLOGY APPLICATION (CITA)		
Date	Course Module	Module Details
15/02/2020	Fundamental	<ul style="list-style-type: none"> History and Generations of Computer. Advantage and disadvantage of Computer Block Diagram of a Computer. System Software and Application Software. Identification of Different parts of a Computer System. Turning a computer system on and off.
22/02/2020		
28/02/2020		
29/02/2020	Windows OS	<ul style="list-style-type: none"> Identifying different Desktop Icons. My Computer, My Documents. Changing Desktop Background, Mouse Pointer, Screen Saver, Notepad, WordPad, MS Paint.
06/03/2020		
07/03/2020 (Prac)		
13/03/2020	MS Word	<ul style="list-style-type: none"> Introduction to MS Office. Word Processing Software. Document formatting options. Tables, Bullets and Numbering. Font, Alignment, Paragraph Formatting. Insert Picture, Clipart, Shapes, WordArt. Header & Footer, Text Box. Page Layout, Mail Merge Spelling & Grammar.
14/03/2020 (Prac)		
20/03/2020		
21/03/2020 (Prac)		
27/03/2020		
28/03/2020 (Prac)		
03/04/2020		
04/04/2020 (Prac)		
11/04/2020	MS Excel	<ul style="list-style-type: none"> Introduction to MS Office. Electronic Spreadsheet. Cell Formatting Options. Formulas and Functions (SUM, AVG, COUNT, COUNTIF, SUMIF, MAX, MIN, IF, ROUND). Charts Sort, Filter, What if Analysis, Grouping Subtotal. Pivot Table.
17/04/2020 (Prac)		
18/04/2020		
24/04/2020 (Prac)		
25/04/2020		
02/05/2020 (Prac)		
09/05/2020		
15/05/2020 (Prac)		
16/05/2020	Visual FoxPro 6.0	<ul style="list-style-type: none"> Basic information of DBMS. Types of DBMS. Basic information about FoxPro. Command : Create, Append, Insert, Modify structure, Display, Delete, Browse, Edit, Replace, Set date to dmy/mdy/ymd View creation. Form creation & calculation in got focus event). Report creation.
22/05/2020		
23/05/2020 (Prac)		
29/05/2020	MS Power Point	<ul style="list-style-type: none"> Creating Slide Show by using Animation Technique. Slide Master. Clip art. Picture Editing.
30/05/2020		
05/06/2020 (Prac)		
06/06/2020 (Prac)	Practice	<ul style="list-style-type: none"> Practical practice session and typing test practice
12/06/2020 (Prac)		
13/06/2020 (Prac)		

Moumita Ghosal
14.2.2020

Soma Roy,
Principal
Serampore Girls' College
Serampore, Hooghly

Signature of Principal

Serampore Girls' College

13, T.C. Goswami Street Serampore Hooghly - 712201 West Bengal

NAAC Criteria 1.2.1



Order for setting up Youth Computer Center in Serampore Girls College by Department of Youth Services and Sports, Govt. of West Bengal

Government of West Bengal
Directorate of Youth Services
32/1, B.B.D. Bag(South), Standard Buildings,
2nd Floor, Kolkata-700001

No. 93 -DYS/2S-25/2018 Dated Kolkata, the 14th January, 2018

From : Shri Uttam Kumar Patra, IAS
Commissioner, Department of Youth Services & Sports &
Ex-Officio Director, Youth Services,
Govt. of West Bengal.

To : The Principal,
Serampore Girls College, Hooghly
13, T.C. Goswami Street, Serampore
P.O. +P.S.- Serampore,
PIN-712201, W.B.
Mob.-967*238715, 033 - 0266-23723

Sub : Setting up of Youth Computer Training Centre

The undersigned is directed to say that the Directorate of Youth Services has decided to set up a Youth Computer Training Centre at **Serampore, Dist. - Hooghly** in collaboration with him for providing Computer Training to the unemployed/eligible youth of the locality subject to the following terms and conditions :

- The YCTC will be named as "**Serampore Girls College Youth Computer Training Centre**".
- The Training Centre shall follow the details of course contents, duration and course fee etc. prescribed by this Department for the Computer Training Centres (copy enclosed) and also follow this Department Circular No.2756-YS/P/2C-80/2007 dated 12.9.2007 for its management ;
- The necessary infrastructure etc. at the Centre site as proposed by him must be ready within a period of two months from the date of issue of the letter ;
- The Government shall not provide any assistance - financial or otherwise, for starting or running the Centre ;
- All expenses relating to the starting and running of the Centre shall be borne by him ;
- The first session of the Computer Training Centre should commence coinciding with the academic sessions as prescribed by the Department. Advertisement, distribution of forms, admission and other formalities must be completed before hand to commence the courses under intimation to the Department ;
- He shall have to deposit **12%** of the fees and all other charges, collected from the trainees, to the State Government on quarterly basis ;
- If it is a partnership proprietorship, the status can not be changed without the prior approval of the Department ;
- After opening the Centre the Department will constitute an Advisory Committee for the Centre and the proprietor/firm shall enter into a formal Agreement with the Department of Sports & Youth Services (Youth Services Branch), Government of West Bengal ;
- The Agreement must be executed within a period of six months after the opening of the Centre, otherwise the affiliation will be treated as cancelled.
- The permission shall be treated (as withdrawn and cancelled, if the firm fails to start the Centre) as provisional and shall be valid for a period of **two months** from the date of issue of the letter which however may be extended at the discretion of the Department.
- The affiliation shall be valid for a period of **three years** as provided in the Agreement, which may be renewed subject to satisfactory performance from time to time.

If he is agreeable to the above terms and conditions he shall communicate his willingness in writing so that necessary action may be taken for execution of the agreement with him and the centre money is to be deposited through GRIPS portal of West Bengal Finance Department through 8443-00-103-001-07 available under Department of Youth Services & Sports .

(Uttam Kumar Patra, IAS)
Commissioner,
Department of Youth Services & Sports &
Ex-Officio Director, Youth Services,
Govt. of West Bengal.

No. 93 11(3) -DYS/2S-25 /2018
Copy forwarded for information and taking necessary action to :
1. The District Youth Officer, Hooghly
2. The Secretary, Technical Education and Training Department, Bikash Bhawan, 6th Floor, Salt Lake City, Kolkata-91.
3. The M.Y.O., Serampore, He is requested to form an advisory committee and Report to the undersigned.

(Uttam Kumar Patra, IAS)

Soma Roy,
Principal
Serampore Girls' College
Serampore, Hooghly

Signature of Principal