



A Joint Initiative of
Youth Services Department
Government of West Bengal



PROSPECTUS



About this Institute

West Bengal is on the threshold of entering an era of industrial rejuvenation thanks to the new industrial policy of the Govt. of West Bengal. At this juncture there will be an increasing demand of trained technical persons capable of driving our state to the 21st Century. Day by day the industries are orienting themselves towards automation & computerisation resulting in a huge demand of qualified Computer Professionals. Private computer training institutes are offering various courses to take advantage of this situation, where Govt. institutes are not enough in number to cater to this demand of Computer Training. The Sports & Youth Services Department (Youth Services Branch) of Govt. of West Bengal has come forward in this connection to help set up Computer Training Institute to cater to the increasing needs of the Youth of West Bengal. Being encouraged by the success achieved by the District Youth Computer Training Centres the facilities of Computer Training are gradually being expanded to include the Sub-divisional headquarters of West Bengal & also the rural areas.



Youth Computer Training Centres

Prospectus



Build your career with **YCTC**

Courses offered at this institute

➤ Certificate in Information Technology Application (CITA)

Duration : 6 months

Fundamentals of Computer
Operating System - Windows Vista / XP
Ms-Office (Word, Excel & PowerPoint)
Database Management System (Visual FoxPro)

Eligibility : Madhyamik or Equivalent Passed / Appeared or higher
Course Fees : ₹ 2,000 [₹ 600+ ₹ 350 X 4 Months]

➤ 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 CITA.

2nd Semester :

Programming Concepts Algorithm & Flow chart
Visual Basic
RDBMS concepts with Ms- Access
Project on Visual Basic & MS-Access
Internet & E-Mail
Overview of VB.Net

Eligibility : Madhyamik Passed or Equivalent / Appeared or higher
Course Fees : ₹ 2,000 + ₹ 3,000 = ₹ 5,000
Fees to be paid for during the 2nd Semester is ₹ 3,000 [₹ 1,000+₹ 500 X 4 Months]

➤ 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.

3rd Semester :

C++ with OOPS
VB.Net
Javascript, VB Script
R/L Project with VB.Net

Eligibility : 10+2 passed / Appeared + DITA or Diploma in Engineering or higher.
Total Fees : ₹ 2,000+ ₹ 3,000+ ₹ 3,000 = ₹ 8,000
Fees to be paid for during the 3rd Semester is ₹ 3,000 [₹ 1,000 + ₹ 500 X 4 Months]



➤ Certificate in Financial Accounting System (CFAS)

Duration : 6 months

Fundamentals of Computer
Operating System - Windows Vista / XP
Ms-Word
Two Financial Accounting Packages

Eligibility : Madhyamik or Equivalent passed / Appeared or higher

Course Fees : ₹ 2,000 [₹ 600 + ₹ 350 X 4 Months]

➤ Diploma in Financial Accounting System (DFAS)

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 CFAS.

2nd Semester :

Database Management System (Visual FoxPro)
Ms-PowerPoint
Ms-Excel with Project Management Tools
Internet & E-Mail
Two Financial Accounting Packages

Eligibility : Madyhyamik or Equivalent Passed / Appeared or higher.

Course Fees : ₹ 2,000 + ₹ 3,000 = ₹ 5,000

Fees to be paid for during the 2nd Semester is ₹ 3,000 [₹ 1,000 + ₹ 500 X 4 Months]

➤ Advanced Diploma in Financial Accounting System (ADFAS)

Duration : 6 months after DFAS.

This course is an extension to the One Year DFAS Course & only the students passing out of **DFAS** from Youth Computer Training Centres may apply for this course.

3rd Semester

Payroll System
Taxation Software
TDS & e-return preparation Software
Advanced Financial Management with FA packages
Share Trading Software

Eligibility : 10+2 passed / Appeared + DFAS or Diploma in Engineering or higher

Total Fees : ₹ 2,000 + ₹ 3,000 + ₹ 3,000 = ₹ 8,000

Fees to be paid for during the 3rd Semester is ₹ 3,000 [₹ 1000 + ₹ 500 X 4 Months]

Courses offered at this institute

➤ Certificate in Desk Top Publishing (CDTP)

Duration : 6 months

Fundamentals of Computer
Operating System - Windows Vista
Ms-Word
Adobe PageMaker
CorelDRAW
Use of Bengal fonts in Publications

Eligibility : Madhyamik or Equivalent Passed / Appeared or higher

Course Fees : ₹ 2,000 [₹ 600 + ₹ 350 X 4 Months]

➤ Diploma in Desk Top Publishing (DDTP)

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 CDTP.

2nd Semester :

Scanning & Editing Images of Publications.
Adobe Photoshop.
Freehand
Flash, Handling Scanner & Digital Camera
Internet & E-Mail

Eligibility : Madhyamik or Equivalent Passed / Appeared or higher.

Total Fees : ₹ 2,000 + ₹ 3,000 = ₹ 5,000

Fees to be paid for during the 2nd Semester is ₹ 3,000 [₹ 1,000 + ₹ 500 X 4 Months]

➤ Advanced Diploma in Desk Top Publishing (ADDTP)

Duration : 6 months after DDTP.

This course is an extension to the One Year DDTP Course & only the students passing out of DDTP from Youth Computer Training Centres may apply for this course.

3rd Semester :

Adobe ILLUstrator
Adobe Indesign
Basic of web designing with Flash / Dreamweaver or Adobe Premiere

Eligibility : 10+2 passed / Appeared + DDTP.

Total Fees : ₹ 2,000 + ₹ 3,000 + ₹ 5,000 = ₹ 10,000

Fees to be paid for during the 3rd Semester is ₹ 5,000 [₹ 1,800 + ₹ 800 X 4 Months]



➤ Certificate in Basic Multimedia (CBM)

Duration : 6 months

Creating Illustrations with Adobe Illustrator Cs2, CorelDraw X3
Imaging with Adobe Photoshop
2D Animation with Flash
Authoring with Adobe Director
Sound Editing with Sound Forge

Eligibility : 10+2 Passed / Appeared or 10 Passed / Appeared with CDTP / DDTP from YCTC.

Course Fees : ₹ 5,500 [₹ 2,300 + ₹ 800 X 4 Months]

➤ Diploma in Multimedia, Animation & Video Editing (DMAVE)

Duration : 1 Year

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

2nd Semester :

Video Composition & Editing with Adobe Aftereffects
Deek-Link Card with Adobe Premiere Pro
3D Animation with Autodesk 3D Max
Autodesk Maya

Eligibility : 10+2 Passed / Appeared or 10 Passed / Appeared with CDTP / DDTP from YCTC.

Course Fees : ₹ 14,900 [(₹ 2,300+ ₹ 800X4)+(₹ 1,900 + ₹ 1,500 X5)]

➤ Certificate in Web Designing (CWD)

Duration : 6 months

Concepts on Internet, Protocols, Browsers
Domain names & registering domain names
HTML, DHTML, XML, and Java Script
Implementation using Dreamweaver
Gif Animator, Cool 3D
Project on Web Page Designing
Available Web Hosting options

Eligibility : 10+2 Passed / Appeared or Diploma in Engineering or higher.

Course Fees : ₹ 3,600 [₹ 1,200 + ₹ 600 X 4 Months]

➤ Certificate in Client Server Technology (CCST)

Duration : 6 months

Windows NT
SQL Server
ORACLE
Real life Project on ORACLE

Eligibility : 10+2 Passed / Appeared and Computer Knowledge.

Course Fees : ₹ 5,000 [₹ 2,000 + ₹ 750 X 4 Months]

Courses offered at this institute

➤ Certificate in Computer Aided Designing (CCAD)

Duration : 6 months

Fundamentals of Computer
Operating System - Windows Vista / XP
Ms-Word
AUTOCAD, Autolips
Internet & E-Mail

Eligibility : Polytechnic student / Diploma in Engineering student.

Course Fees : ₹ 2,800 [₹ 800 + ₹ 500 X 4 Months]

➤ Certificate in Computer Hardware Maintenance (CCHM)

Duration : 6 months

Basic Electronics
Digital Electronics
Basic Hardware Theory
Construction & Functioning of Different Personal Computer Parts
(Monitor, Motherboard, Hard disk, CD-ROM etc)
Software Installation
Troubleshooting

Eligibility : 10+2 passed / Appeared

Course Fees : ₹ 2,800 [₹ 800 + ₹ 500 X 4 Months]

➤ Diploma in Computer Hardware Maintenance (DCHM)

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 CCHM.

2nd Semester :

Basic Network Theory
Network Protocols & Topologies
Cabling
Peer to Peer Networks
Client-Server Networking
Setting up Internet
Proxy Server Setup
Network Setup with Windows NT

Eligibility : 10+2 passed / Appeared.

Course Fees : ₹ 2,800 + ₹ 3,200 = ₹ 6,000

Fees to be paid for during the 2nd Semester is ₹ 3,200 [₹ 1,200 + ₹ 500 X 4 Months]



LATERAL ENTRY PROCEDURE

If any existing student is willing to take admission in CFAS or CDTP after successful completion of CITA or equivalent, they have to pay only ₹ 1,200 as Course Fees instead of ₹ 2,000 for remaining modules, common modules between the Courses will not be repeated. The same procedure will also be followed for the following Courses :

Existing / Past YCTC Students of Passed	Willing to take admission in	Fees
CITA	CFAS / CDTP	₹ 1,200
CDTP	CITA / CFAS	₹ 1,200
CFAS	CITA / CDTP	₹ 1,200
DFAS	DITA (for Sem II only)	₹ 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
CITA	CFAS / CDTP	Paper I of CITA
CDTP	CITA / CFAS	Paper I of CDTP
CFAS	CITA / CDTP	Paper I of CFAS
DFAS	DITA (Sem - II)	Paper I of DFAS 1 st Semester & Paper II of DFAS 2 nd Semester

Rules & Regulations

1. The students have to be very punctual in attending theory & practical classes.
2. To be able for appearing in the examinations, a student must have attended at least 75% of the classes of that module. **Students have to obtain at least 40% average marks in the aggregate in all the modular examinations to be eligible for a certificate.**
3. The students must come to the institute with proper Identity Cards. Student coming without proper Identity Card may not be permitted to enter the institute.
4. The students applying for admission must read the prospectus carefully & convince himself that he qualifies for the training. In case, if in any part of the admission process or after the commencement of classes he is found to be ineligible, he may be expelled from the institute & no refund will be given in that case.
5. Students applying for the One year Diploma Course will not be allowed to shorten his course to the six-months certificate course.

Facilities available at the Youth Computer Training Centres.

LAB Facilities :

The labs are well designed to provide a congenial environment for learning. The labs are equipped with a range of State-of-the-art Computers. The computers are interconnected through **Local Area Network (LAN)**.

FACULTY :

Our expert & experienced faculties are drawn from the industry. They are young & friendly and the students can expect to benefit from their focus on relating theoretical issues to their business applications.

STUDY MATERIALS :

The students are given exhaustive study materials which are designed to benefit the students not only during the course but also as a reference tool in their future career.

STUDENTS FEEDBACK :

Feedback sheets are circulated to the participating students after the end of each topic, providing an opportunity for the students to comment on the teaching or the contents of that topic.

EXAMINATION / EVALUATION PROCESS :

After the end of each topic a theoretical & a practical exam is held on each subject. Judging by the performances of these examinations the final grades are awarded at the end of the course.

FINAL CITATION / CERTIFICATE :

A certificate will be issued on successful completion of training.

পশ্চিমবঙ্গ সরকার

যুব কল্যাণ বিভাগের যৌথ উদ্যোগ

যুব কম্পিউটার প্রশিক্ষণ কেন্দ্র

Course Name	Duration	Eligibility	Fees (Rs.)*
1. Certificate in Information Technology Application(CITA)	6 Months	Madhyamik or Equivalent Appeared or higher	2,000/-
2. Certificate in Financial Accounting System (CFAS)	6 Months	Madhyamik or Equivalent Appeared or higher	2,000/-
3. Certificate in Desk Top Publishing (CDTP)	6 Months	Madhyamik or Equivalent Appeared or higher	2,000/-
4. Certificate in Computer Aided Design (CCAD)	6 Months	Polytechnic Students / Diploma in Engineering or higher	2,800/-
5. Certificate in Web Designing (CWD)	6 Months	10+2 Passed / Appeared or Diploma in Engineering or higher	3,600/-
6. Certificate in Client Server Technology (CCST)	6 Months	Passed / Appeared 10+2 with Computer Knowledge	5,000/-
7. Certificate in Basic Multimedia (CBM)**	6 Months	10+2 Passed / Appeared or 10 Passed / Appeared with CDTP from YCTC	5,500/-

CERTIFICATE

1. Diploma in Information Technology Application(DITA)	1 Year	Madhyamik or Equivalent Appeared or higher	5,000/-
2. Diploma in Financial Accounting System (DFAS)	1 Year	Madhyamik or Equivalent Appeared or higher	5,000/-
3. Diploma in Desk Top Publishing (CDTP)	1 Year	Madhyamik or Equivalent Appeared or higher	5,000/-
4. Advance Diploma in Information Technology Application (ADITA)	1½ Years	10+2 Passed / Appeared or Diploma in Engineering or	8,000/-
5. Advance Diploma in Financial Accounting System (ADFAS)	1½ Years	10+2 Passed / Appeared or Diploma in Engineering or higher	8,000/-
6. Advance Diploma in Desktop Publishing (ADDTP)	1½ Years	10+2 Passed / Appeared or Diploma in Engineering or higher	10,000/-
7. Diploma in Multimedia, Animation & Video Editing (DMAVE)	1 Year	10+2 Passed / Appeared or 10 Passed / Appeared with CDTP from YCTC	14,900/-
8. Diploma in BPO/Call Centre Operation (DBC0)**	1 Year	10+2 Passed / Appeared or 10 Passed / Appeared with CITA from YCTC	6,100/-

DIPLOMA

Course Name	Duration	Eligibility	Fees (Rs.)*
1. Certificate in Computer Hardware Maintenance (CCHM)	6 Months	10+2 Passed	2,800/-
2. Diploma in Computer Hardware Maintenance (DCHM)	1 Year	Completed Certificate in Computer Hardware Maintenance or equivalent	6,000/-

HARDWARE

* Course fee payable in instalments in the manner laid down in the Prospectus ** New Courses on Multimedia, BPO/Call Centre & Animation

Lateral Entry Procedure

If you are a student of any Youth Computer Training Centre here is the best UPGRADATION opportunity for you

Existing / Past YCTC Student Completed	Willing to take admission	Fees to be Paid Rs.	% of marks of the paper to be carried on
CITA	CFAS / CDTP	Rs. 1,200/-	Paper - 1
CDTP	CITA / CFAS	Rs. 1,200 /-	Paper - 1
CFAS	CITA / CDTP	Rs. 1,200/-	Paper - 1
DFAS	DITA (Sem II only)	Rs. 3,000/-	Paper - 1 of CFAS & Paper-II of DFAS
CCAD	CITA / CFAS / CDTP	Rs. 1,200/-	Paper - 1

Course Fees are for the remaining modules of the respective courses, common modules between the courses will not be repeated

