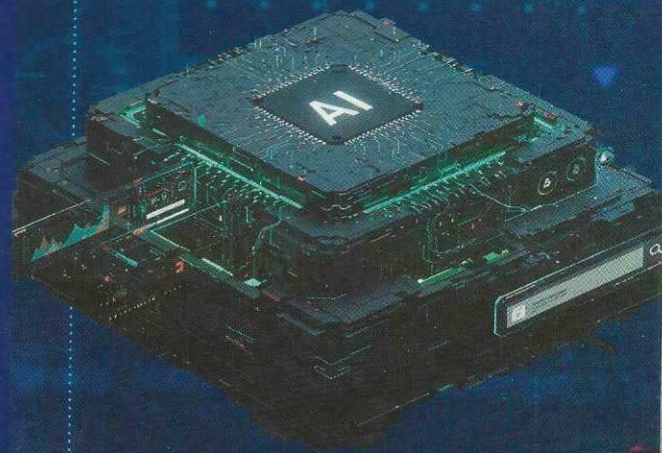


YOUTH COMPUTER TRAINING CENTRE

DIPLOMA
AND
CERTIFICATE
COURSES



A Government of West Bengal initiative
under Department of Youth Services & Sports

PROSPECTUS

YOUTH COMPUTER TRAINING CENTRE

About this Institute

To provide computer training at an affordable cost, Youth Computer Training Centres are operating in the state, which have been set up in a joint venture between the Youth Services and Sports Department and various computer training service providers.

Course duration, curriculum and course fees at all these centres are uniform

Youth computer training centres are operated by the Youth Services and Sports Department of the State Government in joint collaboration with enterprising and reputed organisations.

For a long time, they have been working diligently to provide computer training to the unemployed youth of the state. Every year, many trainees make themselves capable and acceptable in the job market by training in these centres.

**A Government of West Bengal initiative
under Department of Youth Services & Sports**

Courses offered at this institute

01

Certificate in Digital Techniques Application (CDTA)

Duration: 6 months

- Information Technology Fundamentals
- Desktop OS Overview (Windows 10)
- Word Processing Systems (MS Word 2016 / 365)
- Spreadsheets (MS Excel 2016 / 365)
- Presentation Maker (MS PowerPoint 2016/365)
- Database Management System (MS Access 2016 / 365)
- Mobile OS Overview
- Cyber Security Basics

Eligibility: Minimum age bar is 12 years and there is no upper age limit for admission.

Course Fees : Rs. 3000/-

Examination Fee : As per Govt. order

Study material cost : As printed on the Books

Diploma in Digital Techniques Application (DDTA)

Duration: 12 months

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

1st Semester:

- Information Technology Fundamentals
- Desktop OS Overview (Windows 10)
- Word Processing Systems (MS Word 2016/365)
- Spreadsheets (MS Excel 2016/365)
- Presentation Maker (MS PowerPoint 2016/365)
- Database Management System (MS Access 2016/365)
- Mobile OS Overview
- Cyber Security Basics

Fees to be paid for the 1st Semester: Rs. 3000/-

2nd Semester:

- Introduction to core programming concepts
- Introduction to Programming Language (with 'C')
- Program Flow
- Algorithms and Data Structure
- Error Handling & Debugging
- Introduction to Object-Oriented Programming (with JAVA)
- Introduction to Application Security
- Core I/O Programming
- RDBMS (MySQL)

Fees to be paid for during the 2nd Semester is Rs. 5000/-

Eligibility: Minimum age bar is 12 years and there is no upper age limit for admission.

Course fees: Rs. 3000/- + Rs. 5000/- = Rs. 8000/-

Examination Fee : As per Govt. order

Study material cost : As printed on the Books

Certificate in Financial Accounting System (CFAS)

Duration: 6 months

- Fundamentals of Computer
- Operating System-Windows 10
- MS-Word' 2016
- Two Financial Accounting Packages

Eligibility: Minimum age bar is 12 years and there is no upper age limit for admission.

Course Fees : Rs. 3000/-

Examination Fee : As per Govt. order

Study material cost : As printed on the Books

Diploma in Financial Accounting System (DFAS)

Duration: 12 months

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

1st Semester:

- Fundamentals of Computer
- Operating System-Windows 10
- MS-Word' 2016
- Two Financial Accounting Packages

Fees to be paid for the 1st Semester: Rs. 3000/-

2nd Semester:

- Database Management System with Visual Foxpro.
- MS- PowerPoint' 2016
- MS-Excel' 2016 with Project Management Tools
- Two New Financial Accounting Packages
- Internet & E-mail

Fees to be paid during the 2nd semester: Rs. 5000/-

Eligibility: Minimum age bar is 12 years and there is no upper age limit for admission.

Course fees: Rs. 3000/- + Rs. 5000/- = Rs. 8000/-

Examination Fee : As per Govt. order

Study material cost : As printed on the Books

Advanced Diploma in Financial Accounting Systems (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.

1st Semester : Same as CFAS

2nd Semester : Same as 2nd Semester of DFAS

3rd Semester :

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

Fees to be paid for during the 3rd Semester is Rs. 4000/-

Eligibility: Minimum age bar is 12 years and there is no upper age limit for admission+DFAS

Course fees: Rs. 3000/- + Rs. 5000/- + Rs. 4000/- = Rs. 12000/-

Examination Fee : As per Govt. order

Study material cost : As printed on the Books

Certificate in Desk Top Publishing (CDTP)

Duration: 6 months

- Fundamentals of Computer
- Operating Systems - Windows 10
- MS-Word 2016
- Adobe Pagemaker
- Corel Draw X3
- Using Bengali fonts in Publications.

Eligibility: Minimum age bar is 12 years and there is no upper age limit for admission.

Course Fees : Rs. 2000/-

Examination Fee : As per Govt. order

Study material cost : As printed on the Books

Diploma in Desk Top Publishing (DDTP)

Duration: 12 months

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

Courses offered at this institute

02

1st Semester:

- Fundamentals of Computer
- Operating Systems - Windows 10
- MS-Word 2016
- Adobe Pagemaker
- Corel Draw X3
- Using Bengali fonts in Publications.

Fees to be paid during the 1st Semester : **Rs.2000/-**

2nd Semester:

- Scanning & editing Images for Publications
- Adobe Photoshop
- Freehand
- Flash
- Handling Scanner
- Internet & E-mail

Fees to be paid during the 2nd Semester : **Rs.3000/-**

Eligibility : Minimum age bar is 12years and there is no upper age limit for admission.

Course Fees : **Rs.2000/- + Rs.3000/- = Rs. 5000/-**

Examination Fee : As per Govt. order

Study material cost : **As printed on the Books**

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.

1st Semester : Same as CDTP

2nd Semester : Same as 2nd Semester of DDTP

3rd Semester :

- Adobe Illustrator
- Adobe Indesign
- Basics of Web-designing, with Flash / Dreamweaver

Fees to be paid for during the 3rd Semester is **Rs. 5000/-**

Eligibility : Minimum age bar is 12years and there is no upper age limit for admission + DDTP.

Course fees: **Rs.2000/-+Rs.3000/-+Rs.5000/-= Rs. 10000/-**

Examination Fee : As per Govt. order

Study material cost : **As printed on the Books**

Certificate in Information Technology Application (CITA)

Duration : 6 months

- Fundamentals of Computer
- Operating System - Windows Vista
- MS-Office 2016 (Word, Excel & PowerPoint)
- Database Management System (Visual Foxpro)

Eligibility : Minimum age bar is 12years and there is no upper age limit for admission.

Course Fees : **Rs. 2000/-**

Examination Fee : As per Govt. order

Study material cost : **As printed on the Books**

Diploma in Information Technology Application [DITA]

Duration : 12 months

The course is divided into two semesters of 6 month's 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 2016 (Word, Excel & PowerPoint)
- Database Management System (Visual Foxpro)

Fees to be 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 : Minimum age bar is 12years and there is no upper age limit for admission.

Course fees : **Rs.2000/- + Rs.3000/- = Rs. 5000/-**

Examination Fee : As per Govt. order

Study material cost : **As printed on the Books**

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 : Minimum age bar is 12years and there is no upper age limit for admission. + DITA.

Course fees : **Rs.2000/-+ Rs.3000/-+ Rs.3000/-= Rs. 8000/-**

Examination Fee : As per Govt. order

Study material cost : **As printed on the Books**

Certificate Course on Computer Typing

Duration : 40 hours

A small course on Computer Typing module for the students of YCTC to train them on English and Bengali typing. Students have to appear for a separate online assessment through online examination system for citation certifying typing speed attained during the assessment in English and Bengali.

English Typing:

- Understanding and familiarizing with the keyboard.
- Typing English words.
- Typing sentences and using proper punctuation.
- Paragraph typing.
- Letter typing.

Bangla Typing:

- Understanding and familiarizing with the keyboard.
- Typing Bangla words.
- Typing sentences and using proper punctuation
- Paragraph typing.
- Letter typing.

Course Fee : **Rs. 700/-**

Examination Fee : As per Govt. order

Study material cost : **As printed on the Books**

Certificate in Computer Hardware Maintenance (CCHM)

Duration : 6 Months

- Basic Electronics
- Digital Electronics
- Basic Hardware Theory

Courses offered at this institute

03

- Construction & Functioning of Different Personal Computer Parts (Monitor, Motherboard, Hard disk, CD-ROM etc.)
- Software Installation
- Troubleshooting

Eligibility: Minimum age bar is 12 years and there is no upper age limit for admission.

Course Fees : Rs.2800/-
Examination Fee : As per Govt. order
Study material cost : As printed on the Books

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 in CCHM.

Course Contents:

1st Semester :

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

Fees to be paid during the 1st Semester: Rs. 2800/-

2nd Semester:

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

Fees to be paid during the 2nd Semester: Rs. 3200/-

Eligibility: Minimum age bar is 12 years and there is no upper age limit for admission.

Course Fees : Rs.2800/- + Rs. 3200/- = Rs. 6000/-
Examination Fee : As per Govt. order
Study material cost : As printed on the Books

Certificate in Client Server Technology (CCST)

Duration: 6 months

- WINDOWS NT
- SQL Server/ORACLE
- Real life Project on ORACLE
- Internet & Email

Eligibility: Minimum age bar is 12 years and there is no upper age limit for admission with Computer Knowledge.

Course Fees : Rs. 5000/-
Examination Fee : As per Govt. order
Study material cost : As printed on the Books

Certificate in Web Designing (CWD)

Duration: 6 Months

- Concepts on Internet, Protocols, Browsers
- Domain names & registering domain names
- Scripting Languages : HTML, DHTML, XML, Java Script
- Implementation using MS Front Page/Dreamweaver
- Flash/Gif converter
- Project on Web page Designing
- Available Web Hosting Options

Eligibility : 10+2 passed/appeared or Diploma in Engineering or higher education

Course Fees : Rs.3500/-
Examination Fee : As per Govt. order
Study material cost : As printed on the Books

Certificate in Computer Aided Designing (CCAD)

Duration: 6 months

- Fundamentals of Computer
- Operating System - Windows 10
- MS-Office 2016 - Word
- AUTOCAD
- Internet & Email

Eligibility : Polytechnic student/Diploma in Engineering or Higher

Course Fees : Rs. 2800/-
Examination Fee : As per Govt. order
Study material cost : As printed on the Books

Certificate in Basic Multimedia (CBM)

Duration : 6 months

- Creating Illustrations : Adobe Illustrator CS 2,
CorelDraw X3
- Imaging : Adobe Photoshop
- 2D Animation : Flash
- Authoring : Adobe Director
- Sound Editing : Sound Forge

Eligibility: 10+2 passed/appeared or 10 passed/appeared with CDTP from YCTC

Course Fees : Rs.5500/-
Examination Fee : As per Govt. order
Study material cost : As printed on the Books

Diploma in Multimedia, Animation & Video Editing (DMA)

Duration : 12 months

- Creating Illustrations : Adobe Illustrator CS 2,
CorelDRAW X3
- Imaging : Adobe Photoshop
- 2D Animation : Flash
- Authoring : Adobe Director
- Sound Editing : Sound Forge
- Video Compositing & Editing : Adobe Aftereffects, Decklink
Card with Adobe Premiere Pro
- 3D Animation : Autodesk 3ds Max,
Autodesk Maya

Eligibility: 10+2 passed/appeared or 10 passed/appeared with CDTP/DDTP from YCTC

Course Fees : Rs.14900/-
Examination Fee : As per Govt. order
Study material cost : As printed on the Books

LATERAL ENTRY PROCEDURE

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 [Rs. 1,800/- for CFAS] & [Rs. 1,200/- for CDTP] as Course Fees instead of [Rs. 3,000/- of CFAS] & [Rs. 2,000/- of CDTP] 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 Passed	Willing to take admission in	Fees to be paid
CDTP	CFAS	Rs. 2,000/-
CFAS	CITA/CDTP	Rs. 1,200/-, Rs. 2,000/-
CITA	DITA (for Sem-II only), CFAS	Rs. 3,000/-, Rs. 2,000/-
DITA	DDTP (for Sem-II only)	Rs. 5,000/-
DFAS	DITA	Rs. 3,000/-
CBM	DMA	Rs. 9,400/-

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	CITA/CFAS	Paper-I of CDTP
CFAS	CITA/CDTP	Paper-I of CFAS
DFAS	DITA (Sem - II)	Paper - I of DFAS 1st, Semester & Paper - II of DFAS 2nd Semester
CBM	DMA	Paper - I & II of CBM

Admission Criteria

Admission is open to Indian citizens. Minimum age bar is 12 years and there is no upper age limit for admission. Application must be made in the Application Form enclosed with this Prospectus. The Application Form must be submitted in person at the respective Youth Computer Training Centres.

COURSE FEES & PAYMENT SCHEDULE

Course fee for **CDTA, CFAS** Course : Total Fees Payable : Rs. 3000/- only
Fees payment schedule : Rs. 1000/- at the time of Admission & Rs. 500/- per month (from 2nd month) \times 4 months.

Course fee for **CITA, CDTP** Courses : Total Fees Payable Rs. 2000/- only.
Fees payment schedule : Rs. 600/- at the time of Admission & Rs. 350/- per month (from 2nd month) \times 4 months.

Course fee for **DDTA & DFAS** Courses : Total Fees Payable : Rs. 8000/- only.
Fees payment schedule : In 1st sem Rs. 1000/- at the time of Admission & Rs. 500/- per month (from 2nd month) \times 4 months.
Then Rs. 2000/- at the beginning of 2nd Semester & Rs. 750 per month (from the 7th month) \times 4 months.

Course fee for **DITA & DDTP** Courses : Rs. 5000/- only.
Total Fees payable : Rs. 5000/- only
Fees payment schedule : Rs. 600/- at the time of Admission & Rs. 350/- per month (from 2nd month) \times 4 months.
Then Rs. 1000/- at the beginning of 2nd Semester & Rs. 500/- per month (from the 7th month) \times 4

Course fee for **ADITA** Courses : Rs. 8000/- only.
Total Fees payable : **Rs. 8000/- only.**
1st Installment (on Admission) : Rs. 600/-
2nd to 5th Installments (monthly from 2nd Month) : Rs. 350/- each \times 4
6th Installment (at the beginning of 2nd Semester) : Rs. 1000/-
7th to 10th Installments (monthly from 8th Month) : Rs. 500/- each \times 4
11th Installment (at the beginning of 3rd Semester) : Rs. 1000/-
12th to 15th Installments (monthly from 14th Month) : Rs. 500/- each \times 4

Course fee for **ADFAS** Courses : Rs. 12000/- only.
1st Installment (on Admission) : Rs. 1000/-
2nd to 5th Installments (monthly from 2nd Month) : Rs. 500/- each \times 4
6th Installment (at the beginning of 2nd Semester) : Rs. 2000/-
7th to 10th Installments (monthly from 8th Month) : Rs. 750/- each \times 4
11th Installment (at the beginning of 3rd Semester) : Rs. 1000/-
12th to 15th Installments (monthly from 14th Month) : Rs. 750/- each \times 4

Course fee for **ADDTP** Course : Rs. 10000/- only.
Total Fees payable : **Rs. 10000/- only.**
1st Installment (on Admission) : Rs. 600/-
2nd to 5th Installments (monthly from 2nd Month) : Rs. 350/- each \times 4
6th Installment (at the beginning of 2nd Semester) : Rs. 1000/-

7th to 10th Installments (monthly from 8th Month) : Rs. 500/- each \times 4
11th Installment (at the beginning of 3rd Semester) : Rs. 1800/-
12th to 15th Installments (monthly from 14th Month) : Rs. 800/- each \times 4

Course fee for **CCST** course : Rs. 4900/- only. Admission fee : Rs. 100/- only
Total Fees payable : **Rs. 5000/- only.**
Fees payment schedule : Rs. 2000/- at the time of Admission & Rs. 750/- per month (from 2nd month) \times 4

Course fee for **CWD** course : Rs. 3400/- only, Admission fee : Rs. 100/- only
Total Fees payable : **Rs. 3500/- only.**
1st Installment (on Admission) : Rs. 1300/-
2nd to 5th Installments (monthly from 2nd Month) : Rs. 550/- \times 4

Course fee for **CCAD** course : Rs. 2700/- only, Admission fee : Rs. 100/- only.
Total Fees payable : **Rs. 2800/- only.**
Fees payment schedule : Rs. 800/- at the time of Admission & Rs. 500/- per month (from 2nd month) \times 4.

Course fee for **CBM** course : Rs. 5400/- only, Admission fee : Rs. 100/- only
Total Fees payable : **Rs. 5500/- only.**
1st Installment (on Admission) : Rs. 2300/-
2nd to 5th Installments (monthly from 2nd Month) : Rs. 800/- each \times 4

Course fee for **DMA** course : Rs. 14800/- only
Admission fee : Rs. 100/- only
Total Fees payable : **Rs. 14900/- only.**
1st Installment (on Admission) : Rs. 5000/-
2nd to 10th Installments (monthly from 2nd Month) : Rs. 1100/- each \times 9
(If admitted after CBM Total Course Fees Rs. 9,400/- (Admission Rs. 4000/- & Rs. 1350 \times 4)

Course fee for **CCHM** course : Rs. 2700/- only
Admission fee : Rs. 100/- only
Total Fees payable : **Rs. 2800/- only.**
Fees payment schedule : Rs. 800/- at the time of Admission & Rs. 500/- per month (from 2nd month) \times 4.

Course fee for **DCHM** Course : Rs. 6000/- only.
Total Fees payable : **Rs. 6000/- only.**
Fees payment schedule : Rs. 800/- at the time of Admission & Rs. 500/- per month (from 2nd month) \times 4.
Then Rs. 1200/- at the beginning of 2nd Semester & Rs. 500 per month (from 7th month) \times 4.

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 30% aggregate 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 which will be issued at the time of admission. Students coming without proper Identity Cards may not be permitted to enter the institute.
- 4) The students applying for admission must read the prospectus carefully & convince himself/herself that he/she qualifies for the training. In case, if in any part of the admission process or after the commencement of classes he/she is found to be ineligible, he/she may be expelled from the institute & no refund will be given in that case.
- 5) Student applying for the One year Diploma Course will not be allowed to shorten his/her course to the six-month certificate course under any circumstances

Facilities available at the Youth Computer Training Centre.

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 required to procure printed study material which is designed to benefit the students not only during the course but also as a reference tool in their future career. **The cost of such study material is to be paid extra.**

STUDENTS FEED BACK:

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 semester (for Diploma/Advanced Diploma Programs) / course (for certificate programs) a practical exam is held on each subject and an online assessment is done for the theoretical part. In addition to the course fees paid, **an examination fee of ₹ 170.00 is required to be paid by each student for the online examination as per prevalent Government order.** Judging by the performances of these examinations the final grades are awarded at the end of the course. Candidates failing to secure minimum qualifying marks (30% from Practical Exam & 30% from online assessment separately) for award of certificate, will have to reappear in examinations by paying the requisite re-examination fees

FINAL CITATION/CERTIFICATE :

A certificate will be issued on successful completion of training.

DDTA Certificate in Client Server

ADITA Certificate in Client Server

ADFAS Certificate Course on Computer Typing

CCHM Certificate in Computer Hardware Maintenance

CCAD Certificate in Computer Aided Designing

CEST Certificate in Financial Accounting System

DITAS Diploma in Information Technology Application (DITAS)

ADDTP Certificate in Digital Techniques Application

CITA Certificate in Computer Hardware Maintenance

DDTP Certificate in Digital Techniques Application

YOUTH COMPUTER TRAINING CENTRE



PROSPECTUS