ITRC®

Since 1999...

Choose the
Be the Best

FRANCHISE
PROPOSAL

INDIA / SRILANKA / TANZANIA / FIJI

Visit us at : **www.itrc.co.in, www.itrcedu.com**

Our PROFILE

ITRC® is a registered institution working in the field of providing vocational training related to Computer software & hardware, Graphic Designing, Web Designing, Web development, Computer Applications, Finance & Accounting, Office Automation, Multimedia and Animation, Computer Teacher's Training, Employability, Soft skills, Business & management and Entrepreneurship Development. ITRC® has taken up the initiative to promote local entrepreneurs to set up institute for providing vocational training to the students for their skill development. ITRC® works on franchise model and the same has been quite successful over the period of time. Currently ITRC® is a network of over 500 franchise centers which is spread across India, Srilanka, Tanzania, fiji - Island and very soon ITRC® centers will be available in Singapore, Cambodia, Nigeria, South Africa and UAE.

ITRC® Information technology resource center, was established in the year 1999 by a group of professionals and academicians from the field of IT, Finance and management. The aim was to have an excellent network of franchise education centers which shall impart quality job oriented technical and vocational education and training. ITRC® is headed by CA Rizwan Khan who has professional approach in organization's working.

The management is completely non-political and it strives for continual growth in the management processes that ultimately lead to the success of ITRC® and its franchise partners. ITRC® are standing on four pillars that may be termed as its philosophy

▶ Dedication - towards students, franchise collaborates, suppliers and academic partners.

▶ Quality - at all levels of academics as well as processes

▶ Knowledge - updated know how of the market trends and latest technology,

▶ Pioneering - to be pioneer in the field of Vision education and training and methodologies to be used in education.

The top management of ITRC® continuously strives for providing new opportunities to its centers as well to its students. Keeping pace with fast changing education and economic scenario as well as the market demand During the short span of just over a decade ITRC® has proved itself as a premier organization in the field of education and training by providing Job Oriented short and long term courses. For its State of the Art Facilities, high quality curriculum and study material ITRC® has been awarded International Quality certificate ISO 9001:2008 by renowned international body MOODY INTERNATIONAL

Our FEATURES

Some of the features of ITRC® that has enabled itself to attain a new height in the area of education and has helped ITRC® to expand its horizon by establishing a franchisee network to impart education to remote and rural areas.

- We are a highly professional and technologically very advanced as an Institute. Very soon Center management system will be provided to all our centers with linkage to the master software at our Head Office.

- Regular faculty training programs are conducted for all our centre heads as we strive for quality education.

- Seminars, work-shops and concealing camps are organized at regular intervals.

- We have a centralized placement cell which helps in the placement of ITRC® students through our in-house placement portal

  www.jobplacements.in

- Our students are our strength. Every year more than 5000 students pass out from our various centers .

- All the computer courses offered by the organization are structured and in line with market demand.

- Records of all the students relating to admission, attendance and related.

- Matters are maintained at the centers. Details of this information are also available at the head office.

Our Exam procedure is very stringent. Examination committee at head office controls papers setting and evaluation of answer copies. External examiner is appointed from the head office to invigilate the whole process of exam, which is generally, conducted either in premise of any government/private school or college. The examination consists of three parts - theory, practical and project. Students securing minimum passing marks 50% in theory, practical and project are awarded with certificate of proficiency.

The students passed out from ITRC® centers have been placed in Government sectors like Zila Panchayat, Police, Railways etc. and Private sector as well. In addition, many of the students have established their own business of either training center or Graphic Designing or Accounting. we at ITRC® follow strict norms to maintain quality in education. All the procedures related to selection of a study centre, registration of students to the conduction of examination are fixed and followed strictly.

KNOWLEDGE
Partnerships

The credentials of ITRC® includes the affiliations, collaborations, accreditations, validations and registrations with various prestigious universities and other National and International academic as well as valuing bodies. The list includes the followings :

Accredited to National Institute of Electronics and Information Technology Ministry of Communication & Information Technology, Govt. of India (Accreditation No. - ACCR 01704) for conducting "O" Level course at Indore.

Academic collaboration agreement with THE GLOBAL OPEN UNIVERSITY (approved by UGC & ministry of HRD, Govt. of India) for joint curriculum design of various courses of IT & Computers.

ISO 9001:2008 quality certification by the famous Moody International of England under United Kingdom Accreditation Systems.

National technical collaboration of MANONMANIAM SUNDARANAR UNIVERSITY, Tamilnadu (A State govt. university approved by UGC and DEC, accredited B++ By NAAC)

All the courses of ITRC® have been validated by AMERICAN COUNCIL FOR EDUCATION RESEARCH & TRAINING, CA, USA.

Rating by India's leading business rating agency Credit Rating Information Services of India Limited (CRISIL).

ITRC is Registered Vocational Training Provider under ministry of labour Govt. of india.

Registered under Community College scheme of Indira Gandhi National Open University (IGNOU) New Delhi.

National Technical Collaborator of Mahatma Gandhi University, Recognized by UGC-AICTE-DEC joint committee.

Affiliated to Makhanlal Chaturvedi National University of Journalism & Communications for DCA & PGDCA Programs.

Affiliated to Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha.

Intellectual properties registered with The Office of the Controller General of Patents, Designs & Trade Marks (CGPDTM), Ministry of commerce & industries, government of India.

Registered under employment directorate, department of Industries & employment.

Registered under Registrar of companies, ministry of corporate affairs, Government of India.

It's the first institution of its kind to get rating by India's leading business rating agency Credit Rating Information Services of India Limited (CRISIL).

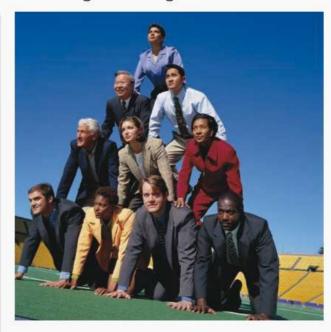Training partner of MSME Development Institute, Ministry of Small Scale Industries, Govt. of India .

ITRC®
SUPPORT TO FRANCHISEE

- Authority to use BRAND ITRC® in your promotional activities.

- Franchisee at low cost with flexible terms and conditions.

- Join a well developed network and reap the benefits of becoming a partner in the network.

- Get structured courses designed by a team of experts keeping the market demand in mind

- Placement assistance to all students passing out of ITRC® center.

- Specially designed unique course material.

- A chance to participate in various events conducted by ITRC® such as Scholarship exams, career fair etc.

- Faculty training programs and seminars.

- Support from head office in procuring branded/ second hand hardware at low cost.

- Continues support and advice from experts relating to good marketing and management

techniques.

- Assistance in printing promotional materials like banners, bags, posters, etc.

- Chance to earn extra income through referring new franchisees.

- 24x7 real time support from head office.

- Consultancy, advice and support to transform an average computer center to a center of excellence.

- Identity card to each center head and to all the students from head office.

- Conduction of examinations in controlled environment & Admission in all this courses can be taken throughout the year.

- In a center if there are more than 30 students will be declared as an examination center. And All
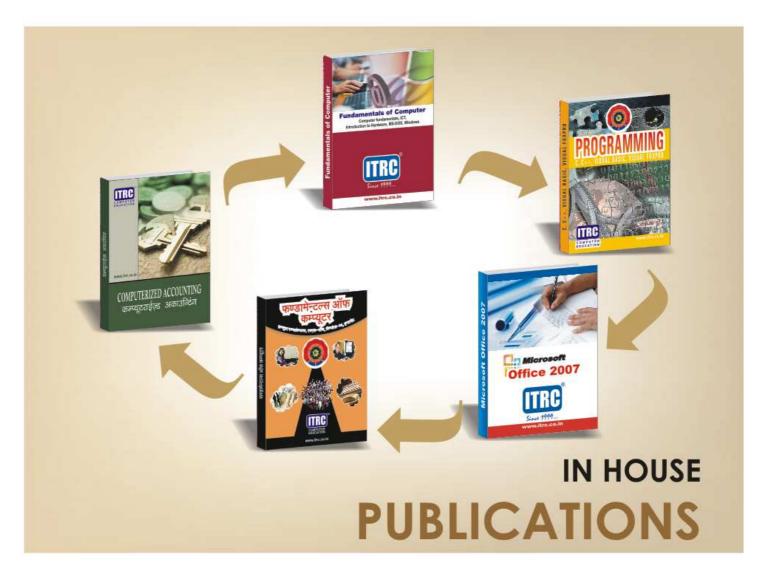
" Smart Move
for Smart People "

The placement cell of ITRC® has been developed for providing job assistance to our students. The placement team is in constant touch with prospective employers who are in constant need of fresher. ITRC® Placement cell also invites corporates to conduct in campus recruitment drives for its students. Thousands of ITRC pass outs are working in companies like first source, etc.

in Association with
Job Placements.in

HDFC, Airtel, **Future** group, **Bharti Axa**, Reliance communications, **Idea Cellular**, Wipro, **HCL**, IBM, **Satyam Cinema**, Big life, **Sundaram group**, SBI, **ICICI**, Railways, **CRPF**, NMDC, **Wysetek**, Omni-Tech, **Bhel Bhopal**, Birla Cement, **Larven System International**, PVR, **Patni Computer**, I-Gate, **INOX**, Magnamious, **Microland**, Zoom Developers, **Financial Technologies**, OMAXE Ltd., **Pakiza Retail P. Ltd.**, Pankaj Advertising Pvt. Ltd., **Zero Graphics**, TATA Moters, **Scoripio Informatics Pvt. Ltd.**, Danik Bhaskar, **ING Vyasa Bank Ltd.**, Agniban, **Deepak Advertising Pvt. Ltd.**, I Source Solutions etc.

Many working employees are also undergoing training in various programs for improving their skills for better career prospects. Placement cell also provide assistance to such students in their career improvement goals.

Valid From 1st April 2012
www.ITRC®.co.in, www.ITRC®edu.com

IN HOUSE
PUBLICATIONS

We at ITRC® understand the needs of the students of urban as well as rural area. Since hindi is spoken and understood in major part of central India, we have come up with bilingual study material which is in hindi as well as in English. Because of the format adopted in the study material, it is equally useful for students and faculties.

ITRC® has specially developed study material by well Qualified Faculties in its Head Office Located in indore on various topics such as fundamentals of computer, DOS, Windows, Internet, Information technology, MS – Word, MS – Excel, MS – PowerPoint & MS – Access, Tally, Visual FoxPro, Visual Basic, C, C++, etc.

ELIGIBILITY CRITERIA

- Centrally located center preferably in commercial location.

- Sound knowledge of regional business conditions.

- Must have good knowledge of the market.

- Space of at least 750 sq. ft. to 2000 Sq. ft (Depending on the class of city) at prime location.

- Well equipped office with phone, internet and mobile connectivity.

- Must have good reputation in the market.

- Must be conversant with media planning.

- Must be in Sound financial position.

FRANCHISEE START-UP KIT

ITRC ® Head office will provide the following as franchisee start-up kit

- Front Lit Multicolor 48 Sq. Ft. Flex Board.

- Authorization Certificate

- Operational Manual – A complete Ready Reckoner about establishing and managing a computer training center, consisting of –

  - Guidelines for center establishment

  - Procedures relating to Marketing, Admission, Academics & Administration

  - Formats of various marketing materials.

  - Formats of various registers and records to be kept by center.

- Calendar of reports to be submitted to ITRC ® Head office.

- Set of Books.

- Information brochures.

- Sample Mark-sheet & Certificates

- Awareness training to center head / counselor.

- Soft copy of all creative for advertisement like Poster, Flex, etc

- One Laptop Bag for the center director.

- 1000 Leaflet for Marketing.

  (Note: The above items will be provided on full payment of franchisee fees)

ITRC®

AUTONOMOUS
OFFLINE PROGRAMS

Computer Application/IT
Programs

> **NCLM (National Computer Literacy Mission)**
>   (Duration: 3 Months Eligibility: 10th Pass)
> **Diploma in Office Automation**
>   (Duration: 6 Months Eligibility: 10th Pass)
> **Diploma In Computer Application & DTP**
>   (Duration: 1 Year Eligibility: 10+2)
> **Advance Diploma in Information Technology**
>   (Duration: 1 Year Eligibility: 10+2)
> **Advance Diploma in Computer Application**
>   (Duration: 1 Year Eligibility: 10+2)
> **Post Graduate Diploma In Computer Programming & Application**
>   (Duration: 1 Year Eligibility: Graduate in any Discipline)
> **Post Graduate Diploma In Computer Application**
>   (Duration: 1 Year Eligibility: Graduate in any Discipline)

FEE CHART

Particulars	1 Year Program	Other Program
Fee Payable to ITRC® :		
Registration & Admission Fee	50 USD	30 USD
Examination Fee	30 USD	15 USD
	(15 USD per sem)	
Tuition Fee	as per market Condition	
(Franchisee Share)		

Business Accounting
Programs

> ## Certificate In
Computerized Accounting
(Duration: 1 Months Eligibility: 10th Pass)

> ## Diploma in
Financial Accounting
(Duration: 6 Months Eligibility: 10th Pass)

> ## Advance Diploma in
Financial Accounting
(Duration: 1 Year Eligibility: 10+2)

FEE CHART

Particulars	1 Year Program	Other Program
Fee Payable to ITRC®:		
Registration & Admission Fee	50 USD	30 USD
Examination Fee	30 USD	15 USD
	(15 USD per sem)	
Tuition Fee	as per market Condition	
(Franchisee Share)		

GRAPHIC WEB DESIGN

CONSULTATION · CONTENT MANAGEMENT · INTERFACE & ICONS · WEBSITES · PRINT · BRANDING · ILLUSTRATIONS

Graphics & Web Designing, Animation Programs

➢ **Diploma in Web Designing & 2D Animation**
(Duration: 6 Months Eligibility: 10th Pass)

➢ **Certificate in D.T.P.**
(Duration: 3 Months Eligibility: 10th Pass)

➢ **Diploma in Graphic Designing**
(Duration: 6 Months Eligibility: 10th Pass)

➢ **Diploma in Multimedia Techniques**
(Duration: 6 Months Eligibility: 10th Pass)

➢ **Diploma in Desk Top Publishing**
(Duration: 6 Months Eligibility: 10th Pass)

➢ **Diploma in 3D Animation with Visual FX**
(Duration: 1 Year Eligibility: 10th Pass)

➢ **Diploma in 2D Animation with Graphic Designing**
(Duration: 1 Year Eligibility: 10th Pass)

➢ **Advance Diploma in Animation with VFX & Graphic Designing**
(Duration: 1 Year Eligibility: 10th Pass)

➢ **Advance Diploma in Animation with Graphic Designing**
(Duration: 1 Year Eligibility: 10th Pass)

➢ **Advance Diploma in Graphic, Web Designing & Animation**
(Duration: 1 Year Eligibility: 10th Pass)

FEE CHART

Particulars	1 Year Program	Other Program
Fee Payable to ITRC® :		
Registration & Admission Fee	50 USD	30 USD
Examination Fee	30 USD	15 USD
	(15 USD per sem)	
Tuition Fee	as per market Condition	
(Franchisee Share)		

Hardware & Networking
Programs

➤ **Certificate in**

Hardware Engineering
(Duration: 3 Months Eligibility: 10+2)

➤ **Diploma in**

Computer Hardware & Networking
(Duration: 6 Months Eligibility: 10+2)

➤ **Advance Diploma in**

Hardware & Networking
(Duration: 1 Year Eligibility: 10+2)

FEE CHART

Particulars	1 Year Program	Other Program
Fee Payable to ITRC®:		
Registration & Admission Fee	50 USD	30 USD
Examination Fee	30 USD	15 USD
	(15 USD per sem)	
Tuition Fee	as per market Condition	
(Franchisee Share)		

Job Oriented Training
Programs

> ## Data Entry
Operator Program
(Duration: 1 Year Eligibility: 10+2)

> ## Computer Teacher
Training Program
(Duration: 1 Year Eligibility: 10+2)

FEE CHART

Particulars	1 Year Program
Fee Payable to ITRC® :	
Registration & Admission Fee	50 USD
Examination Fee	30 USD
	(15 USD per sem)
Tuition Fee	as per market Condition
(Franchisee Share)	

Proficiency
Programs

➢ ## Certificate Course in C, C++
(Duration: 2 Months Eligibility: 10+2)

➢ ## Certificate Course in JAVA Programming
(Duration: 2 Months Eligibility: 10+2)

➢ ## Certificate Course in Oracle & RDBMS
(Duration: 2 Months Eligibility: 10+2)

➢ ## Certificate Course in Windows & Visual Basic
(Duration: 2 Months Eligibility: 10+2)

FEE CHART

Particulars	2 Month Program
Fee Payable to ITRC® :	
Registration & Admission Fee	30 USD
Examination Fee	15 USD
Tuition Fee	as per market condition
(Franchisee Share)	

Corporate
TRAINING & WORKSHOPS

ITRC® has a team of Industrial Experts across the world for conducting face to face as well as online seminar & workshops as well as training covering Categories like

A. Technical related to IT –

Data mining, Oracle, Advance JAVA, VB.net, php, SQL, My SQL, Linux etc.

B. Management Tools & Techniques –

Project Management, Quality Management, Six Sigma Environment management, Occupational Health & Safety, HR Management etc.

C. Soft Skills & Motivation –

5 Cs of Communication, Aptitude and Reasoning, Assertiveness Barriers to Communications, Cross Cultural Communications, Customer Relationship, Decision Making Techniques, Effective Listening, Etiquette and Appearance, Facing & Interview, Improving Reading, Innovation & Creativity, Interpersonal Skills, Leadership Skills, Motivation & Goal Setting, Participation in Group Discussions, Personality Development, Presentation Skills, Stress Management, Team Building, Telephonic Skills, Time Management, Written Communication.

The Professional fee for the above training workshop Seminar are variable. The infrastructure for conduction three training through online mode (webinar) shall be arranges by the franchisee.

ITRC®

Since 1999...

ITRC® SCHOOL
COMPUTER EDUCATION

Project In Collaboration With

**American Council For
Education Research & Training, USA**

SYLLABUS
FOR SCHOOLS

CLASS - VI

UNIT - 1: **Introduction to Computer Fundamentals. (5 Hours)**

IT Concepts:- Definition of Computers, Characteristics of computer - Speed, Diligence, Accuracy, Versatility, Storage, Basic Applications of Computers, Concept of Hardware and Software, Components of computer,

UNIT - 2: **Windows, Notepad, Word Pad, Paint Brush, Calculator (30 Hours)**

Introduction to Windows: What is windows, Starting & Exiting Windows, Parts of Windows screen, Icons, Types of icons, Taskbar, Activating Windows, Moving & Scrolling Windows, title bar, Minimize, Maximize & close Buttons.

Running applications: How to run Program, Running a Program from the start Button, Running a Program from my Computer

Notepad Word Pad:- Simple word processing, Creating & Saving a document, Entering Text & Editing Document, Formatting Characters, Searching & Replacing Text, printing your document Painting Pictures With Paintbrush.

Introduction to paintbrush: Opening an existing picture, starting a new picture, basic painting techniques, Setting the foreground & background colours. Using Painting Tools :-Tool box, palette, Curve tool, Rectangle tool, Brush Tool.

Manipulating areas of pictures:- Selecting an area, Moving an area, flipping & rotating Selections, inverting Colours, Stretching & Shrinking area, Zooming a picture ,Using Calculator.- Performing functions of Calculator

UNIT 3: **Microsoft Word, MS-PowerPoint (40 Hours)**

Microsoft Word: Introduction to Word, What is Word, Starting Word, Getting to know the Word screen, Creating Documents, Saving

Documents, Using Help, Exiting Word. Creating & Editing Text-Opening a document, Selecting & Moving Text, Editing with Cut, Copy & Paste, Undo & Redo, Spell Check, Using Find, Replace & Go To. Formatting **Text:** Font Level Formatting.

Microsoft PowerPoint: Introduction to Power Point, What is PowerPoint, starting PowerPoint, creating and opening a presentation, PowerPoint views, moving between slides, saving/ closing a presentation, exiting PowerPoint, Creating a new presentation using the auto content wizard and slide layout.

Formatting Presentation: Changing the text formats, adding bullets, aligning text

UNIT 4: **Introduction to Internet. (5 Hours)**

UNIT 5: **Typing Practice (10 Hours)**

Hands on Experience for typing practice

CLASS - VII

Unit - 1: **Introduction to Computer Fundamentals (10 Hours)**

IT Concepts: Definition of Computers, Characteristics of computer - Speed, Diligence, Accuracy, Versatility, Storage, Basic Applications of Computers, Concept of Hardware and Software, Components of computer Hardware and software, Computer Memory - Primary, secondary, RAM & ROM, units of memory, Input/output devices.

Unit 2 : **Introduction to windows and its Accessories (15 Hours)**

Basic components of windows, Icons, types of icons, Taskbar, Activating Windows, Moving & Scrolling Windows, Using your desktop, title bar, Minimize, Maximize & close Buttons, Running Applications.

Exploring your Computer :- Managing files & folders, creating folders, finding files & folders, opening & renaming files & folders, copying, deleting and moving files & folders Painting Pictures With Paint brush.

Introduction to Paintbrush:- Opening an existing picture, starting a new picture, basic painting techniques, Setting the foreground & background colours. Using Painting Tools:-Tool box, palette, Curve tool, Rectangle tool, Brush Tool. Manipulating areas of pictures:-Selecting an

area, Moving an area, flipping & rotating Selections, Inverting Colours, Stretching & Shrinking area, Zooming a picture

UNIT 3 : **Microsoft Word MS-Power Point MS –Excel (50 Hours)**

Microsoft Word:

Creating & Editing Text-Opening a document, Selecting & Moving Text, Editing with Cut, Copy & Paste, Undo & Redo, Spell Check

Formatting Text: Font Level Formatting, Aligning Text, Working with Tabs, Indents, Change Case, Bullets and Numbering, line spacing.

Working with tables: Creating a table, adding text to tables, adding/deleting rows and columns, resizing rows and columns, deleting a table. Inserting Word art and clip art, Page Setting and Printing.

Microsoft PowerPoint:

Creating a Presentation: Creating a new presentation using different layouts, changing the text formats, adding bullets, aligning text

Customizing Presentation: Formatting Slides - Using Color Schemes, Background Color and Special Effects, Background Styles, Adding Pictures/Graphics on Slide, Adding Header and Footer, Slide show.

MS Excel:

Introduction to Excel, What is Excel, Starting Excel, Opening a workbook, Getting to know the Excel Screen, moving around the Excel Screen, saving/closing of a workbook, opening a recently used workbook, Getting help with the office assistant, Exiting Excel.

Creating & Editing Workbooks: Creating New Workbooks, Entering Data, Selecting, Moving & Deleting Cells, Cut ,Copy, Paste, using undo, redo, Find & Replace.

UNIT 4: **Introduction to Internet (5 Hours)**

What is Internet, History of Internet, Advantages of Internet, World Wide Web, E-mail, web browser, types of Internet ACCESS, search information.

UNIT 5: **Twinge Practice (10 Hours)**

Hands on Experience for Typing practice

CLASS - VIII

Unit-1: **Introduction to Computer Fundamentals. (12 Hours)**

IT Concepts: Definition of Computers, Characteristics of computer - Speed, Diligence, Accuracy, Versatility, Storage. Basic Applications of Computers, Concept of Hardware and Software, Components of computer. Hardware and software, Computer Memory - Primary, secondary, RAM & ROM, units of memory, Input/output devices. Classification of Software, Operating System and its functions, history of computers and its generations

UNIT 2 : **Introduction to windows and its Accessories (15 Hours)**

Exploring your Computer: Managing files & folders, creating folders, finding files & folders, opening & renaming files & folders, copying & moving files & folders. Setting date and time, control panel, display properties:- background, screensaver, appearance. Revision tour of paint & notepad.

UNIT 3 : **Microsoft Word ,MS-Power Point MS –Excel (50 Hours)**

Microsoft Word: Creating & Editing Text:-Opening a document, Selecting & Moving Text, Editing with Cut, Copy & Paste, Undo & Redo, Spell Check .

Formatting Text: Font Level Formatting, Aligning Text, bullets and numbering, border and shading, change case, Working with Tabs, Indents & Spacing, Formatting paragraphs, Format Painter.

Working with Tables: Creating a table, adding text to tables, adding/deleting rows and columns, resizing rows and columns, deleting a table, splitting and merging cells. Inserting elements:- page numbers, headers and footers, date and time, pictures and hyperlinks. Word art, Spell check, thesaurus, using help, Page Setting and Printing

Microsoft PowerPoint:

Creating a Presentation:- creating a new presentation, using the auto content wizard, changing the text formats, adding bullets, aligning text. Customizing Presentation: -Using templates, selecting a slide layout, using undo, redo, changing slide layouts, adding clip art to your presentation, adding charts of different types to slide, organization

chart, Background colour / designs to slides. Using slide transition:-giving timing, sound and adding animations to slides and using preset animations

MS Excel:

Creating & Editing Workbooks: Creating New Workbooks, Saving, Closing and Opening Workbook, Entering Data, Selecting, Moving & Deleting Cells, Cut, Copy , Paste, using undo, redo, Find & Replace, Entering Formulas.

Formatting Workbooks: Adjusting column and row sizes, changing cell alignments, using number formatting. Viewing. Drawing & Printing:- Viewing the worksheet, Adding headers & footers, working with page setup, setting a print area, using print preview & printing

Unit 4:   Internet (8 Hours)

Internet, History of internet, Advantages of Internet, Requirements of Internet, World Wide Web, web browser, types of Internet Access, search information, Services on the web- E-mail, Newsgroups, FTP, Search Engines.

Unit 5:   Typing Practice (5 Hours)

Hands on Experience for Typing practice

CLASS - IX

Unit- 1:   Introduction to Computer Fundamentals (12 Hours)

IT Concepts: Definition of Computers, Characteristics of computer - Speed, Diligence, Accuracy, Versatility, Storage, Basic Applications of Computers, Concept of Hardware and Software, Components of computer. Hardware and software, Computer Memory - Primary, secondary, RAM & ROM, units of memory, Input/output devices. Classification of Software, Operating System and its functions, history of computers. and its generations Classification of computers, Computer Languages- Machine Language, Assembly Language and High Level Language, Role of Assembler and Compiler.

UNIT 2 :   Microsoft Word, MS-PowerPoint, MS -Excel, MS-Access (60 Hours)

Microsoft Word:

Formatting Text: Font. Level Formatting, Aligning Text, bullet and numbering, border and shading, change case, Working with Tabs, Indents & Spacing, Formatting paragraphs. Working with tables: Creating a table, adding text to tables, adding/deleting rows and columns, resizing rows and columns, deleting a table, splitting and merging cells.

Inserting elements: Page numbers, headers and footers, date and time, pictures and hyperlinks. Mail merge, Envelopes and Labels.

Microsoft PowerPoint:

Creating a Presentation: Creating a new presentation, using the auto content wizard, changing the text formats, adding bullets, aligning text, Using different Layouts, Using Drawing Toolbar, Inserting Graphs and Organization Charts. Customizing Presentation: -Using emulates, selecting a slide layout, using undo, redo, changing slide layouts, adding clip art to your 'presentation, Background Colour/designs to slides, Slide Master View. Using slide transition: -giving timing, sound and adding animations to slides and using preset animations. Custom Animation- Animating pictures and Text with Sound effects

MS Excel:

Creating & Editing Workbooks: Creating New Workbooks, Entering Data, Selecting, Moving & Deleting Cells, Cut ,Copy, Paste, using undo, redo, Find & Replace, Using Formulas, Inserting and Deleting rows and columns, Cell referencing, Sorting of Data.

Formatting Workbooks: Formatting Rows and Columns, changing cell alignments, using number formatting Viewing, Drawing & Printing:- Viewing the worksheet, Adding headers & footers, working with page setup, setting a print area, using print preview & printing. Working with graphs.

MS Access :

Introduction to Access : What is data, Starting Access, opening a database file, Introduction to the database Window, getting to know the Access screen, Saving & Closing a database file, Using the help menu, Exiting Access

Unit 3: Networking and Internet (8 Hours)

What is a network, Advantages of network, Differentiate between LAN, WAN and MAN, Internet and its History, Advantages of Internet, Requirements of Internet, World Wide Web, web browser, types of Internet Access, search information, Services on the web- E-mail, Newsgroups, FTP, Search Engines, Chat, E¬Commerce

Unit 4;   **Project Work (10 Hours)**

CLASS - X

Unit- 1:   **Introduction to Computer Fundamentals (8 Hours)**

IT Concepts: Definition of Computers, Characteristics of computer - Speed, Diligence, Accuracy, Versatility, and Storage. Basic Applications of Computers, Concept of Hardware and Software, Components of computer Hardware and. software, Computer Memory - Primary, secondary, RAM & ROM, units of memory, Input/output devices Classification of Software, Operating System and its functions, history of computers and its generations Classification of computers, Computer Languages - Machine Language, Assembly Language and High Level Language, Role of Assembler and Compiler

Unit 2 :   **MS Word. MS PowerPoint. MS Excel. MS Access (55 Hours)**

MS Word:

Formatting Text: Font Level Formatting, Aligning Text, bullet and numbering, border and shading, change case, Working with Tabs, Indents & Spacing, Formatting paragraphs Working with tables: Creating a table, adding text to tables, adding/deleting rows and columns, resizing rows and columns, deleting a table, splitting and merging cells. Inserting elements:- page numbers, headers and footers, date and time, pictures and hyperlinks. Mail merge, printing labels and envelopes

Microsoft PowerPoint:

Customizing Presentation: Using templates, selecting a slide layout, using undo, redo, changing slide layouts, adding clip art to your presentation, Background colour/designs to slides Using slide transition:- giving timing, sound and adding animations in slides and using preset animations, custom animations

MS Excel:

Creating & Editing Workbooks: Working with spreadsheet, Entering numbers, text, Date/Time, Series Using AutoFill, Editing the worksheet, Inserting/Deleting rows, columns and cells Formatting Workbooks:- Formatting worksheet including change color, size, font, Formatting of rows, columns and cells Viewing, Drawing & Printing:- Viewing the worksheet, Adding headers & footers, working with page setup, setting a print area, using print preview & printing Using Formulas and Functions such as Sum (), Average(), Max(), Min(), If() Embedded charts of various types-Line, Pie, Scatter, Bar and Area in Worksheet.

MS Access:

Starting Access, opening a database file, Introduction to the database Window, getting to know the Access screen, Saving & Closing a database file, Using the help menu, Exiting Access Working with databases- Using the Database Wizard, working with data sheets, moving between record & files, using go to, updating records, Selecting Rows & Columns, changing Column Width, Saving a data sheet, Exiting **Datasheet Working with tables :-** Creating a new database, Adding tables to database, adding fields to tables, inserting a field, setting a primary key, saving a table, adding & sorting Records, Setting Relationships

Unit 3: **Introduction to HTML and Internet (17 Hours)**

HTML: Terms and Concepts, web browser, document tags, formatting tags, lists, Linking web pages, working with images

Internet: What is Internet, Advantages of Internet, Network Architecture, History of internet, E-mail, World Wide Web, File Transfer Protocol, utilities

Unit 4: **Project Work (10 Hours)**

CLASS - XI

Unit-1: **Overview of Fundamentals (26 Hours)**

MS-Word, PowerPoint and Excel

Unit- 2: **Introduction to programming logic and techniques (10 Hours)**

Constants variables, data types, keywords, identifiers, relational and logical operators, arithmetic operators, do case and end case, IF and NESTED IF, Introduction to loop - FOR Loop, while loop, do while loop, until loop, Flowcharts, pseudocodes, algorithms.

Unit - 3: Number system & Boolean Algebra (6 Hours)

Introduction to binary, octal, decimal & hexadecimal no system, Conversions of one no system to another no System, binary addition, subtraction, multiplication & division, 1's complement & 2's complement.

Unit-4: Fundamentals of C (30 Hours)

History of C language, keywords, identifiers, variables and data types in C Simple C Program, compiling C Program. Decision making in C Loops- Do-While, While and For.

Unit-5: Networking Concepts and Internet (8 Hours)

Types of networks, need of networks, Internet and its use, LAN, WAN and MAN, Internet, History of Internet, Advantages of Internet, E-mail, Terms used in internets, WWW, URL, Web Page and browser, Addressing Systems, Hyperlinks, Hypertext, Home Page, Using Search- Engine.

CLASS - XII

Unit - 1: Overview of Fundamentals, MS-Word, PowerPoint and Excel (20 Hours)

Unit-2 : Overview of networking concepts and Internet. (10 Hours)

Unit-3 : Programming in C (40 Hours)

History of C language, keywords, identifiers, variables and data types in C Simple C Program, compiling C Program. Decision making in C Loops- Do-While 0, While 0 and For 0 If...Else Arrays and Functions Introduction to pointers Structures and unions. File management in C

Unit 4: Introduction to Software Engineering (10 Hours)

System development life cycle Phases of system development Initiation, analysis, development, testing, maintenance

Unit 5: Project in C Language (10 Hours)

Financial
Terms

The School will be required to pay per student registration and exam fee to ITRC ®. The details of fee are as follows:

Registration Fees
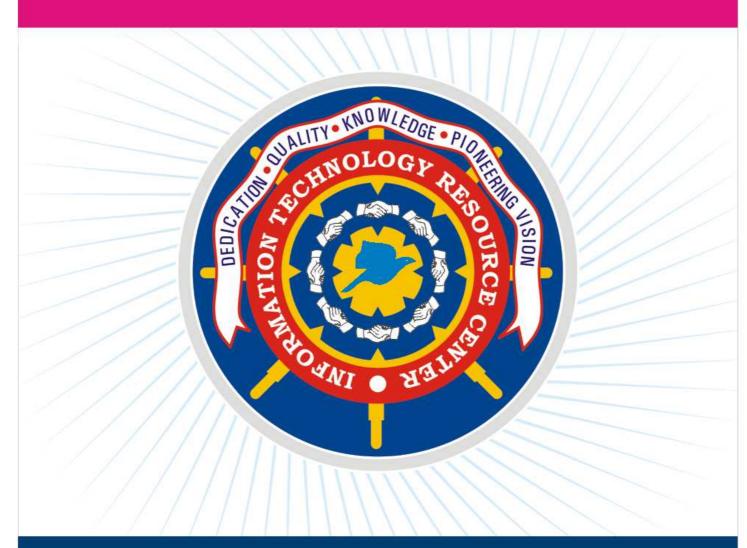
25 USD per student on yearly basis

Examination Fees

25 USD per student on yearly basis

You will get:

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2. E-Book
3. Identity Card
4. Exam Form & Hall Ticket
5. Answer Sheet & Question Paper
6. Certification of Passing

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HEAD OFFICE POSTAL CONTACT

INFORMATION TECHNOLOGY RESOURCE CENTER

113-219, THE HORIZON, 11/5 NATH MANDIR ROAD
SOUTH TUKOGANJ, INDORE 452001
MADHYA PRADESH, INDIA

TELE CONTACT EPABX
91 731 2522625 , 4039981, 4046723

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EMAIL CONTACT FOR Franchisee Inquiry
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