

Accredited/Authorized Center of  
राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान

## **National Institute of Electronics & Information Technology**

Department of Ministry of Electronics & Information Technology, Approved by  
**All India Council for Technical Education (AICTE) MHRD – Govt of India.**

### **NIELIT Diploma In Computer Applications (CAABA/DCA/ADCA)** (JK-Government & Central Govt Approved Course)

#### **Fastrack Institute of IT & Computer Science Engineering [A Unit of ICMS]**

**Address:**

**Near Firdous Cinema Hawal Chowk Behind Lal Puri Srinagar – 190011, J&K.**

Phone: +91-7006570529, +91-9018840815.

Website: [www.icmsskill.in](http://www.icmsskill.in), [www.fastrackinstitute.in](http://www.fastrackinstitute.in) Email: [fastracksriangar@gmail.com](mailto:fastracksriangar@gmail.com)

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## NIELIT Diploma In Computer Applications (CAABA/DCA/ADCA)

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### About Organization -> ICMS->Accredited -> Fastrack-NIELIT

- The ICMS is an autonomous body Registered Under, Govt of India, engaged in training in order to promote entrepreneurship and Skill Development. Head Quarter Situated at Hawal Srinagar- 190011 J&K. [www.icmsskill.in](http://www.icmsskill.in).
- **Fastrack Institute of IT & Computer Science Engineering** Accredited/Authorized Center of NIELIT- Ministry of Information Technology Govt of India at **Hawal Chowk Near Firdous Cinema Hawal Srinagar – 190011 J&K** [www.fastrackinstitute.in](http://www.fastrackinstitute.in)
- The ICMS Established ITI-SCVT Under JK Govt Recognized by **Government of J&K Directorate of Skill Development (Formally Directorate of Technical Education)** and **Affiliated with J&K State Board of Technical Education at Duderhama Ganderbal 191201 J&K.** [www.asianiticollege.ac.in](http://www.asianiticollege.ac.in).
- ICMS Run ATC at Karanagar Srinagar and Chadoora Budgam.

**Mission Quality** learning to the illiterate / literate workforce, Industry relevant skill need based courses, learning at nominal cost, Encourage Entrepreneurship

### Objectives

1. To promote employment oriented skill, up gradation training to the adolescent girls and ladies from the community
2. To use these groups as a platform for generating awareness on social issues
3. To encourage self-employment by acting support agency for providing necessary help
4. To certify and to liaison with the trained institutes in order to strengthen training placements opportunities for the trained girls and ladies

**Targeted Groups:** Rural/Urban masses with focus on the discriminated, disadvantaged, unemployed and women. The main causes of taking the project to the Urban & Rural areas of the J&K are: Unemployment is one of the burning issues among youth. Due to lack of right skills, the poor people unable to utilize the available local resources. The better half of the population, that is women, of the J&K remain jobless. There is another target to provide training for the Unemployed Youth to make them involved in the income generating program. Our educational system will also be a dynamic section of providing proper education to the students, based on practical works.

## SYLLABUS

# NIELIT DIPLOMA IN COMPUTER APPLICATIONS (CAABA/DCA/ADCA)

(JK-Government & Central Govt Approved Course)

The programme encompasses people's skills, trust, and ability to use technologies responsibly and effectively for broader socio-economic benefits. It has been developed by the need of manpower in the industry, aiming at Empowering the future workforce with necessary Accounting and editing skills for employability in the digital economy. Taking base as the Advanced Diploma/ Degree level course contents, the contents have been enriched with programming techniques, accounting package, web designing tools, Urdu, and English DTP. The contents have been designed keeping in view that there will be number of career options possible for an individual after completing the course. The possible options are: Junior programmer, EDP assistant, Web Designer, DTP Operator, Lab Demonstrator, Accountancy Operator etc.

<b>Duration</b>	: 1 Year
<b>Course Fee</b>	: 14000/-
<b>Qualification</b>	: 10 <sup>th</sup> / 10+2 /Graduate/PG
<b>Certification Awarded</b>	: NIELIT- Ministry of IT –Govt of India.

### Total Modules

National Occupation Standards (NOS)/Module	NOS Code	Mandatory/ Optional	(Hours)	Credits	Level
Module 1: IT Tools and Business Systems	NIE/ELE/N14054	Mandatory	150	5	4
Module 2: Financial Accounting using Tally and Personality Development	NIE/ELE/N14055	Mandatory	150	5	4
Module 3: Introduction to ICT Resources	NIE/ELE/N14056	Mandatory	150	5	4
Module 4: Internet Technology and Web Design	NIE/ELE/N14057	Mandatory	150	5	4
Module 5: DTP	NIE/ELE/N14058	Mandatory	150	5	4
Module 6: Programming and Problem Solving Through Python Language	NIE/ELE/N14059	Mandatory	150	5	4

## Syllabus Contents

National Occupation Standards (NOS)/Module	Estimated size (Hours)	Nos Credit	Level
<b>Module 1: IT Tools and Business Systems</b>	<b>150</b>	<b>5</b>	<b>4</b>
<ol style="list-style-type: none"> <li>1. Introduction to Computer</li> <li>2. PC Assembly and operations</li> <li>3. Introduction to Operating System</li> <li>4. Ms Word Processing</li> <li>5. MS- Excel Spreadsheet</li> <li>6. MS- Power Point Presentation</li> <li>7. Data Base Operations</li> <li>8. Introduction to Internet and WWW</li> </ol>			
<b>Module 2: Financial Accounting using Tally Prime 9.0</b>	<b>150</b>	<b>5</b>	<b>4</b>
<ol style="list-style-type: none"> <li>1. Basics of Accounting</li> <li>2. Fundamentals of Tally Prime</li> <li>3. Maintaining Company Data</li> <li>4. Vouchers in Tally</li> <li>5. Display and Reporting</li> <li>6. Advance Features in Tally</li> <li>7. Goods and Service Tax (GST)</li> <li>8. Tax Deducted at Source (TDS)</li> <li>9. Tax collect at Source (TCS)</li> <li>10. Project Works</li> </ol>			
<b>Module 3: Introduction to ICT Resources</b>	<b>150</b>	<b>5</b>	<b>4</b>
<ol style="list-style-type: none"> <li>1. PC Assembly and Operation</li> <li>2. Utilities</li> <li>3. Networking Concepts</li> <li>4. Network Administration</li> </ol>			
<b>Module 4: Internet Technology and Web Design</b>	<b>150</b>	<b>5</b>	<b>4</b>
<ol style="list-style-type: none"> <li>1. Introduction to Internet</li> <li>2. TCP/IP – Internet Technology and Protocol</li> <li>3. Internet Connectivity</li> <li>4. Internet Network</li> <li>5. Services on Internet (Definition and Functions)</li> <li>6. Services on Internet (Definition and Functions)</li> <li>7. Current Trends on Internet</li> <li>8. Internet Web Programming</li> <li>9. HTML HTML5 / CSS &amp; JavaScript</li> </ol>			

National Occupation Standards (NOS)/Module	Estimated size (Hours)	Nos Credit	Level
<b>Module 5: DTP (Graphics Designing)</b>	<b>150</b>	<b>5</b>	<b>4</b>
1. Introduction to Multimedia & its application 2. Typing through Hindi / English typing Software 3. CorelDraw 4. Photoshop 5. Inpage			
<b>Module 6: Programming Through Python Language</b>	<b>150</b>	<b>5</b>	<b>4</b>
1. Introduction to Programming 2. Algorithm and Flowcharts to solve problems 3. Introduction to Python 4. Operators, Expressions and Python Statements 5. Sequence data types 6. Functions 7. File Processing 8. Modules 9. NumPy Basics			
<b>Head Office/Registered Office</b> Fastrack Institute of IT & Computer Science Engineering Accredited Center of राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान <b>NATIONAL INSTITUTE OF ELECTRONICS &amp; INFORMATION TECHNOLOGY.</b> Ministry of Electronics & IT (MeitY), Government of India. Under NIELIT Accr- No: O3326 <b>Firdous Cinema Behind Lallpuri Hawal Chowk Srinagar – 190011, J&amp;K.</b> <b>Phone : +91 -7006-570529, 01943-566583</b>			

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A Unit of  
 INSTITUTE OF COMPUTER MANAGEMENT SCIENCE AND TECHNICAL EDUCATION |  
 [Established Under Section 25 Act of 1956,  
 Central Government of India].

#### ICMS Established

ITI-Under J&K Govt SCVT Scheme &  
 Affiliated with JK State Board of Technical Education |  
 Registered Under Department of Higher Education Under  
 Registration Number S-25887 For Scholarship