

Syllabus

KLIC Tally with GST

Topic	Sub-Topic
Custom Formats and Layouts	Custom Data Formats, Use Advanced Fill Options, Advanced Conditional Formatting and Filtering Controls, Use Custom Views
Create advanced formulas	Functions in formulas, Mathematical & Financial Functions, Data Functions, Look up data by using functions, Functions for Manipulating Text, Arrays
Use Scenarios	What-If Analysis Tools, Create Scenarios, Merge Scenarios, Create Scenario Summaries,
Create Advanced Charts	Area, Scatter & Stock Charts; Surface, Radar & Combination Charts; Create Custom Chart Templates
Pivot tables & charts	Creating Multiple Pivot Tables on the Same Dataset, Use of the Report Filter Options, Pivot Table
Manage and Share Workbooks	Manage Workbook Versions, Copy Styles between Workbooks, Copy Macros between Workbooks, Merge Workbooks, Protect Workbooks from Sharing, Connect To External Data

Duration

120 Hours to be covered in either 2 months (8 weeks) or 3 months (12 weeks).

Options	Type	Weeks	Days per Week	Hours per Day	Total Hours
Option 1	2 Month Part Time	8	5	3	120
Option 2	2 Month Part Time	8	6	2.5	120
Option 3	3 Month Part Time	12	5	2	120

Medium

The medium of instruction is English.

Eligibility

MS-CIT passed preferred.

Should preferably be a 10th/12th Std. passed student. (Not compulsory)

Fees

Mode	Total Fee (Rupees)	1st Installment (Rupees)	2nd Installment (Rupees)
Single Installment	4300	4300	N/A
Two Installment	4500	2250	2250

Advanced Tally

Syllabus

Software for Hands-on Learning:

- Tally 9.0
- Tally .ERP 9

This course offers the following modules:

- Business Accounting for Service Organization
- Activation of Service Tax for Organization
- Service Tax
- Advance Inventory Management, Advance accounting operations
- Transfer of assets and liabilities
- Bill wise details and stock journal
- Zero Value Entries and Actual & Billed Quantities
- Cost Centre and Cost Category
- VAT Transactions
- POS

- Transactions for TDS and TCS
- More Advance Tools in Tally
- Interest calculations
- Bill of Material
- Multiple Level Pricing and Multi Currency Transactions
- Getting Functional in Industrial Accounting
- Advance Operations in Industrial Accounting
- Industrial Business Accounting
- Cenvat
- Payroll Accounting
- Excise Duty
- Payroll voucher entries
- Payroll Statutory details
- Budget and Reconciliation
- Scenario Management
- Bank Reconciliation Statement

Duration

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Medium

The course is available in English.

Eligibility

MS-CIT passed preferred.

Should preferably be a 10th/12th Std. passed student. (Not compulsory)

Fees:

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DTP(Photoshop)

Syllabus

Basics & principles of computer graphics, Graphic editing of raster images.

Software for Hands-on Learning:

- Photoshop CS 4
- Soundbooth

This course offers the following modules:

Module 1: Basics of Photoshop CS4

- Introduction to Photoshop CS4
- Pixels and Resolution
- Introduction to Basic Tools

Module 2: The Working Place

- Installing Photoshop CS4
- Photoshop CS4 Interface

Module 3: Customizing

- Organizing
- Saving

Module 4: Image and Color Modifications

- Image Modifications

- Color Modifications

Module 5: Tools

- Basic Tools
- Selection Tools
- Drawing and Coloring Tools
- Advanced Tools
- Text Tools
- Tools Presets

Module 6: Using the Brush and Paint

- Brush Presets
- Color and Shapes

Module 7: Working with Selections

- Making Selections with Different Tools
- Modifying an Existing Selection
- Saving and Loading Selections

Module 8: Scaling

- Transform
- Content Aware Scaling

Module 9: Knowing the Layers

- Working with Layers
- Layer Options
- Layer Effects

Module 10: Getting Creative with Types

- Type Tool and Options
- Advanced Text Options

Module 11: Masks

- Mask Types

- Modifying Masks

Module 12: Filter Gallery

- Filters and Effects
- Additional Filters

Module 13: Playing with Palettes

- Arranging Workspace
- Various Palettes

Module 14: Color Adjustments

- Contrast
- Colors
- More Adjustments

Module 15: Automating

- Actions
- Scripts
- Variables
- Photomerge

Module 16: Web and Multimedia

- Save for Web
- Web File Formats
- Color Mode
- PDF
- Device Central

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Medium

The course is available in English and Marathi.

Eligibility

MS-CIT passed preferred.

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Content Illustration

Syllabus

Software for Hands-on Learning:

- Adobe Illustrator Cs4
- Soundbooth

This course includes the following modules:

Module 1. Basics of Illustrator CS4

- Introduction to Illustrator CS4
- Colors in Illustrator CS4
- Introduction to Basic Tools

Module 2. The Working Place

- Installing Illustrator CS4
- Illustrator CS4 Interface

Module 3. Customizing

- Organizing
- Saving
- Artboards

Module 4. Tools

- Selection Tools
- Drawing and Painting Tools
- Type Tools
- Zooming and Moving Tools

Module 5. Knowing the Layers

- Layer and Layer Options

Module 6. Pen, Pencils and Paths

- Path and its Options

Module 7. Using the Brush and Paint

- Brushes
- Brush Library
- Painting in Illustrator
- Blending

Module 8. Specialized Tools

- Reshaping Tools
- Graph Tools
- Slicing and Cutting Tools
- Symbol Tools

Module 9. Getting Creative with Types

- Using and Modifying a Type
- Using Character and Paragraph Palettes

- Area Type
- Path Type

Module 10. Using the Symbols

- Symbol Options
- Symbol Library

Module 11. Designing Graphics

- Using Graphics
- Graphic Styles

Module 12. Effects and Filters

- Applying Effects
- Editing Effects

Module 13. Playing with Palettes

- Arranging Workspace
- Various Palettes
- Libraries

Module 14. Select, View and Object

- Selecting Options
- Viewing Options
- Object Options

Module 15. Automating

- Actions
- Scripts
- Variables

Module 16. Output

- Proofing
- Printing
- Setting Output Options
- Color Management

- File Information

Module 17. Exporting

- Exporting in File Formats
- Exporting to Other Adobe Applications

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Web Designing

Syllabus

- HTML
- JavaScript
- Adobe Dreamweaver
- CSS
- Web Designing
- Adobe FLASH
- Facebook Page Designing
- YouTube Videos
- Adobe PHOTOSHOP
- Word Press
- SOUND FORGE
- Utilities: Gif Animation
- File Transfer Protocol
- On-Page Search Engine Optimisation
- Google Webmasters Tools
- Mobile website development
- Dreamweaver CS5
- Practical SEO

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Single Installment	12000			
Two Installment	15000	7500	7500	

KLiC Scratch

Syllabus

Topic: 1 Getting Started

- What are Visual Editors?
- Introduction to Scratch
- The Scratch User Interface

Topic: 2 Let's Start Scratching!

- Dancing is also a Program!
- Step-by-Step
- Some Steps Further
- Case Study – Aquarium
- Planning a Project
- Creating an Interactive Project
- Case Study – Greeting card

Topic: 3 Animations

- Performing Scripts
- Build a Band
- Pink Circle, Blue Square
- It's Alive!
- Animation Projects
- Case Study – Colorful Parrot

Topic: 4 Stories

- Characters
- Conversations and Scenes
- Case Study – Dancing Queen
- Creature Creation
- Case Study – Dialogue
- Case Study – Dialogue

Topic: 5 Games

- Starter Games
- Scores and timing
- Case Study – Creating Your Own Sprite
- Case Study – Whirling Crab

Topic: 6 Diving Deeper

- Cloning
- Video Sensing
- Case Study – Emotions
- Case Study – Electrical Circuit

Topic: 7 Scratch Online

- Setting up a Scratch Account
- Creating an Online Project
- Exploring Online Projects
- Scratch Studios

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C Programming Syllabus

Software for Hands-on Learning:

- Borland C++ 4.5
- Turbo C ++ V 3.0

This course offers the following modules:

Module 1: Getting Started with C Programming

- Audience for this Course
- Job Roles and Employment Opportunities
- Pre-requisite Knowledge and Skills
- Inspire with C Programming
- History of C
- What is C?
- Why we learn C?
- Course Objective
- Checklist for Installation
- Step by Step Installation Process

- Hello World Program

Module 2: Language Fundamentals

- The Programming Languages
- Compiler & Interpreter
- The Structure of C Programs
- Understanding Header Files
- The Main Function
- Our First C Program

Module 3: Essentials for C Programming

- Typology
- Size and Signed Qualifiers
- Variables
- Constants
- Keywords
- Comments
- Operators
- Operator Precedence
- Format Strings and Escape Sequences

Module 4: Input and Output Functions

- Standard I/O Functions
- Character I/O Functions
- String I/O Functions

Module 5: Decision and Control Flow Statements

- IF Statements
- Nested IF Statements
- The switch case and go to Statements
- The for Loop
- The while Loop
- The do...while Loop
- Working with break and continue Keywords

Module 6: Working with Arrays

- Understanding Arrays
- Un-sized Array Initializations
- Reading Array Elements

- Characters in Arrays

Module 7: String Manipulations

- Understanding and Comparing Strings
- Copying and Finding Length of a String
- String Reverse and Concatenation
- String Conversion and Searching a String

Module 8: Functions

- User-defined Functions
- Using Return Keyword
- Function with Return Type and without Arguments
- Function without Return Type and with Arguments
- Function with Return Type and Arguments
- Arrays in Functions
- Recursion
- Command Line Arguments

Module 9: Storage Classes

- Understanding Storage Classes
- External Variables
- The Static and Register Variables

Module 10: Pointers

- What is Pointer?
- Pointer Conversions
- Arrays in Pointers
- Function Pointers
- Call by Value and Call by Reference
- Dynamic Memory Allocation
- The calloc function

Module 11: Preprocessor

- Macro Expansion
- File Inclusion
- Conditional Compilation

Module 12: Structures and Unions

- Understanding Structures

- Nested Structures
- Arrays in Structures
- Functions in Structures
- Pointers in Structures
- Understanding Unions

Module 13: File Management in C

- Understanding Files
- File Operations
- Writing and Reading Characters
- Writing and Reading Strings
- Structures in Files
- Using fscanf and fprintf functions
- Understanding fseek and ftell Functions
- Copying Files
- Renaming and Removing Files

Module 14: Working with Mathematical Functions & Time Utility

- The ABS and SQRT Functions
- Using ceil and floor Functions
- Understanding pow and pow10 Functions
- Working with Logarithmic Functions
- Using the Time Function
- Working with localtime and asctime Functions
- Understanding mktime Function
- Exploring mktime function

Module 15: Character Handling Functions

- Character Testing Functions
- Character Conversion Functions
- Convert String to Double
- Working with atoi Function
- Understanding the ATOL Function

Module 16: Sorting

- An Overview of Sorting
- Bubble Sort
- Quick Sort
- Merge Sort
- Selection Sort

- Shell Sort
- Heap Sort
- Insertion Sort

Module 17: Advanced Types

- The typedef keyword
- Understanding Enumerations
- Type Conversions

Module 18: Linked Lists

- Understanding Linked Lists
- Working with Single Linked List
- Search a Node in a Singly Linked List
- Deleting First Node from a Simple Linked List
- Understanding Doubly Linked Lists
- Reverse the Doubly Linked List
- Insert a node in the doubly linked list
- Delete a node from a double linked list
- Concatenating Two Linked Lists

Module 19: Advanced Data Structures

- Understanding Stack
- Updating Stack using Arrays
- Using the Queue
- Insert an Element in a Queue
- Understanding Circular Queues
- Understanding Trees
- Binary Trees
- Searching in a Binary Tree

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1. Additionally, learner should have completed Section 4 (i.e. Section 4 will comprise of SUPWs i.e. Socially Useful and Productive Work in form of Assignments)
 - Learner has to complete and upload minimum 2 out of 5 Assignments

Eligibility

MS-CIT passed preferred.

Fees

Installment Mode :

Mode	Total Fee (Rupees)	1st Installment (Rupees)	2nd Installment (Rupees)	3rd Installment (Rupees)
Single Installment	4300	-	-	-
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C++

Syllabus

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- Job Roles and Employment Opportunities
- Pre-requisite Knowledge and Skills
- Inspire with C Programming
- History of C++
- What is C++?
- Why we learn C++?
- Course Objective
- Checklist for Installation
- Step by Step Installation Process
- Hello World Program

Module 2: Fundamentals of C++ Language

- The Programming Languages
- Compiler & Interpreter
- The Structure of C++ Programs
- Understanding Header Files
- The Main Function
- Our First C++ Program

Module 3: Data Types and Operators

- Primitive Types
- Identifiers and Keywords
- Operators
- Operator Precedence
- Simple Input and Output

Module 4: Flow of Control

- IF Statements
- The Nested 'if' Statements
- The 'switch case' and 'goto' Statements
- The 'for' Loop
- The 'while' Loop
- The Do While Loop
- Working with 'break' and 'continue' Statements

Module 5: Handling Arrays

- Understanding Array
- Declaring Arrays
- Passing Arrays to Functions

Module 6: Pointers

- Understanding Pointers
- Arrays in Pointers
- Pointing Pointers
- Call by Value and Call by Reference
- Advanced Pointers

Module 7: Manipulators and Default Arguments

- The “setw” and “setfill” Manipulators
- The “setprecision” and “endl” Manipulators
- Understanding Default Arguments
- Using Inline Function

Module 8: Object Oriented Programming

- An Overview of Object Oriented Programming
- Understanding Class
- Working with Objects
- Array of Objects

Module 9: Constructors and Destructors

- What is Constructor?
- Understanding Dynamic Constructors
- What is Copy Constructor?
- Understanding Destructors

Module 10: Behaviors and Properties

- Understanding Members and Methods
- Nesting of Member Functions
- What is Scope Resolution Operator?
- Method Overloading

Module 11: Static Members and Methods

- What are Static Members?

- Understanding Static Member Function
- Using “this” Pointer

Module 12: Inheritance and ‘friend’ Keyword

- Understanding Inheritance
- Working with Single Inheritance
- What is the Friend Function?
- Understanding Friend Class

Module 13: Inheritances Revisited

- Understanding Multiple Inheritances
- Multi-level Inheritance
- Working with Hybrid Inheritance
- Using Hierarchical Inheritance
- Understanding Overriding

Module 14: Polymorphism

- What is Polymorphism?
- Virtual Functions
- Virtual Base Classes
- Pure ‘virtual’ Function
- Virtual Constructors and Destructors
- Data Binding

Module 15: Operator Overloading and Encapsulations

- Understanding Operator Overloading
- Overloading Subscript [] Operator
- Overloading Parenthesis () Operator
- Overloading an Assignment Operator
- Exploring Encapsulation
- Understanding Data Abstraction

Module 16: File Management Systems

- Understanding Files and Streams
- Reading Data Files
- Using File Modes
- Characters in Files
- Random Access File
- Binary Files

Module 17: Templates

- Understanding Templates
- Function Templates
- Function Overloading using Templates
- Class Templates

Module 18: Exception Handling and Enumeration

- Understanding Exception
- Exception Specifications
- Catchable Types
- Understanding Enumerations
- Type Casting

Module 19: Graphics

- Understanding 'initgraph' Function
- Sketch Line and Rectangle
- Working with Colors
- Using Ellipses and Arcs
- Understanding Pixels
- Text Formatting Functions
- The Delay and Sleep Functions
- Working with SetFillStyle Functione

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Medium

The medium of instruction is English.

Eligibility

MS-CIT passed preferred.

Fees

Regular Mode: Rs. 3500/- (including course fees, examination fees and certification fees)*

*applicable only in Maharashtra

Installment Mode :

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Hardware

Syllabus

Syllabus

- PC Components
- Printers & Scanners
- Installing & configuring PC components
- Safety, environment & customer issues

- Troubleshooting PC Hardware
- Preventive Maintenance

Skills

- Installing Hardware
- Assembling PCs
- Configuring Hardware components
- Diagnosing PC Hardware Problems
- Troubleshooting PC Hardware
- Monitoring PC Hardware Components

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Medium

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Revised KLiC Fees: (Applicable from January 2018 Batch onwards)

For Mumbai Metropolitan Region Development Authority (MMRDA) Region:

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Single Installment	4300	4300	N/A
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KLiC Network Support

Syllabus

- Basic Network Theory
- Network Connectivity
- Network Protocols
- TCP/IP addressing and sub netting
- Troubleshooting basic network connectivity problems
- Network Management

Skills:

- Assigning IP Addresses
- Command line troubleshooting of Network components
- Monitoring and maintaining the uptime of Network components
- Configuring and maintaining Wi-Fi network

Tools:

- Network Troubleshooting Commands
- Remote Monitoring Tools
- LAN Testers

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KLIC Security Support

Syllabus

Syllabus

Removing Viruses and Malwares
Adware and Spywares
Anti- spam Technologies
Firewalls, Proxy Server and Routers
Configuring Windows Firewall
Overview of IPS and IDS
Securing a Wi-Fi Network
Authentication and Encryption
Network address Translation (NAT)

Secure Remote Access (VPN)
Common Cyber attacks

Duration

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