

## COURSE CONTAINT OF RYCLM

Course Name	COURSE SHORT FORM	Details	ELIGIBILITY	DEURATI ON (in month)
Certificate In Computer Basics	CCB	<ul style="list-style-type: none"> <li>• Fundamental of computer,</li> <li>• Using Computer, Concept of Computer Parts,</li> <li>• Dos, Windows XP/7/8, Paint, Word Pad, Notepad</li> <li>• Ms-Word,</li> </ul>	Class -V	3
Certificate In Computer Application	CCA	<ul style="list-style-type: none"> <li>• Fundamental of computer,</li> <li>• Using Computer,</li> <li>• Concept of Computer Parts,</li> <li>• Dos, Windows, Paint, Word Pad, Notepad</li> <li>• Office Package ( Ms-Word, Ms-Excel, Ms PowerPoint, Ms Access),</li> <li>• Internet (Searching, Surfing, Browsing &amp; Email )</li> <li>• Project, Lab</li> </ul>	Class -VII	6
Certificate In Office Automation	COA	<ul style="list-style-type: none"> <li>• Fundamentals Of Computer.</li> <li>• Dos, Win XP,7/8,</li> <li>• M.S Word,</li> <li>• M.S Excel,</li> <li>• M.S Power point, ,</li> <li>• Internet,</li> <li>• Bengali Word</li> <li>• Tally (Concept)</li> </ul>	Class -VII	6
Certificate Desktop Publishing	CDP	<ul style="list-style-type: none"> <li>• Fundamentals Of Computer.</li> <li>• Operating System (Dos, Win XP,7/8)</li> <li>• M.S Word, Power Point</li> <li>• Adobe Photoshop.</li> <li>• Adobe PageMaker</li> <li>• Corel Draw</li> <li>• Bengali Word.</li> <li>• Internet</li> </ul>	Class –X	6
Certificate In Computer Hardware	CCH	<ul style="list-style-type: none"> <li>• Fundamental of computer, Using Computer,</li> <li>• Concept of Computer Parts, Dos, Windows,</li> <li>• Computer Hardware, Computer Assembling,</li> <li>• Software Installation,</li> <li>• Project, Lab</li> </ul>	Class –X	6
Certificate In Computer Networking	CCN	<ul style="list-style-type: none"> <li>• Fundamental of computer, Using Computer,</li> <li>• Concept of Computer Parts, Dos, Windows,</li> <li>• Introduction to Network Technology</li> <li>• Local Area Network</li> <li>• Network Troubleshooting</li> </ul>	Class –X	6

Certificate In Financial Accounting (TALLY)	CFA	<ul style="list-style-type: none"> <li>• Concept of Computer Parts, Dos, Windows XP/7/8</li> <li>• Tally ERP-9</li> <li>• Internet</li> <li>• Project</li> </ul>	Class –X	6
Diploma In Computer Application	DCA	<p>SEM- I</p> <ul style="list-style-type: none"> <li>• Fundamental of computer, Using Computer,</li> <li>• Concept of Computer Parts, Dos, Windows XP/7/8</li> <li>• Paint, Word Pad, Notepad</li> <li>• Office Package ( Ms-Word, Ms-Excel, Ms-PowerPoint) Project, Lab</li> </ul> <p>SEM-II</p> <ul style="list-style-type: none"> <li>• Ms Access</li> <li>• Tally 9.0,</li> <li>• Programming in C &amp; C++</li> <li>• Page Maker, Photoshop,</li> <li>• Internet(Searching, Surfing, Browsing &amp; Email )</li> <li>• Project, Lab</li> </ul>	Class –X	12
Diploma In Computer Application & IT	DCAIT	<p>SEM- I</p> <ul style="list-style-type: none"> <li>• Fundamental of computer, Using Computer,</li> <li>• Concept of Computer Parts, Dos, Windows XP/7/8</li> <li>• Paint, Word Pad, Notepad</li> <li>• Office Package ( Ms-Word, Ms-Excel, Ms-PowerPoint) Project, Lab</li> </ul> <p>SEM-II</p> <ul style="list-style-type: none"> <li>• Ms Access</li> <li>• HTML</li> <li>• Typing in English &amp; Bengali</li> <li>• Programming in FoxPro</li> <li>• Internet(Searching, Surfing, Browsing &amp; Email )</li> <li>• Project</li> </ul>	Class –X	12
Diploma In Computer Hardware Networking	DCHN	<p>SEM- I</p> <ul style="list-style-type: none"> <li>• Fundamental of computer, Using Computer,</li> <li>• Concept of Computer Hardware Networking</li> <li>• Dos, Windows XP/7/8</li> <li>• Paint, Word Pad, Notepad</li> </ul>	Class –X	12

		<ul style="list-style-type: none"> <li>• Ms-Word</li> </ul> <p>SEM-II</p> <ul style="list-style-type: none"> <li>• Computer Hardware,</li> <li>• Computer Assembling,</li> <li>• Software Installation</li> <li>• Introduction to Network Technology</li> <li>• Local Area Network</li> <li>• Network Troubleshooting</li> </ul>		
Advance Diploma In Computer Application	ADCA	<p>SEM- I</p> <ul style="list-style-type: none"> <li>• Computer Fundamentals.</li> <li>• Hardware &amp; Networking (Concept).</li> <li>• Operating System (Windows 7/8).</li> <li>• Paint, Notepad, WordPad, DOS.</li> <li>• Ms Office 2007 (Word, Excel, Power Point).</li> </ul> <p>SEM-II</p> <ul style="list-style-type: none"> <li>• Ms Access</li> <li>• HTML</li> <li>• Typing in English &amp; Bengali</li> <li>• Programming in FoxPro</li> <li>• Internet(Searching, Surfing, Browsing &amp; Email )</li> <li>• Project</li> <li>• Tally Erp-9</li> </ul>	Class –XII	12
Advance Diploma In Hardware And Networking	ADHN	<p>Analog &amp; Digital Electronic</p> <ul style="list-style-type: none"> <li>• SMPS (component level)</li> <li>• Mother board (component level)</li> <li>• Storage devices (HDD, DVD WRITER &amp; COMBO DRIVER)</li> <li>• UPS</li> <li>• LCD / TFT / MONITOR</li> <li>• Printer (DMP, LASER)</li> <li>• Computer Fundamentals</li> <li>• Assembling Of Computer.</li> <li>• Installation Of O.S</li> <li>• Installation Of Modem, Sound, VGA, LAN Driver, Utilities</li> <li>• Installation &amp; Configuration Of Internet</li> <li>• Computer Networking Topology ( Network Device, OSI &amp; TCP/IP Models, Network Protocols, IP Address , Subnet masking , NTFS</li> </ul>	Class –XII	12

		<p>Permissions, File and Folder sharing , Printer Sharing, Configure LAN, Configure Wi-Fi router Connection, Client Server Networking, Peer to Peer Networking, Domain Configure , DHCP, FTP, DNS.etc)</p> <ul style="list-style-type: none"> <li>• Switch / Router Configuration</li> </ul>		
Advance Diploma In Financial Accounting Program	ADFA	<p>SEM- I</p> <ul style="list-style-type: none"> <li>• Fundamental of computer, Using Computer,</li> <li>• Concept of Computer Parts, Dos, Windows XP/7/8</li> <li>• Paint, Word Pad, Notepad</li> <li>• Office Package ( Ms-Word, Ms-Excel, Ms-PowerPoint)</li> <li>• Project, Lab</li> </ul> <p>SEM-II</p> <ul style="list-style-type: none"> <li>• Ms Access</li> <li>• Tally 9.0</li> <li>• Photoshop,</li> <li>• Internet(Searching, Surfing, Browsing &amp; Email )</li> <li>• Project, Lab</li> </ul> <p>SEM-III</p> <ul style="list-style-type: none"> <li>• Income Tax,</li> <li>• Sales Tax,</li> <li>• Computation of Tax,</li> <li>• Filing up of Returns,</li> <li>• Service Tax,</li> <li>• VAT</li> <li>• Project</li> </ul>	Class –XII	18
Certificate in Computer Teacher Training Professional	CCT Pro		Class –XII	12
Diploma In Data Entry Operator	DDEO Pro		Class –XII	12