# CCTT ᔆᴹ
## Course in Computer Teachers Training

**RAJ** — We make IT happen

**Duration: 12 Months**

Certificate course in Computer Teachers Training (CCTT) is designed for HSC+ students to acquire knowledge in the field of advance computer applications, computerised accounting, graphic designing and, web designing, teaching skills, effective communication skills, leadership skills, class/batch management skills. On completion of CCTT the student would be able to work at different level in organisations who require these minimum skill sets for employment. The student would be given assignments and projects during the program.

**Career Opportunities:** Data Entry Operator, Tally Operator, Account Assistant, Teacher, Lab Instructor, DTP Operator, Creative Executive, Layout Designer, Printing & Designing Head, Web Designer, Web Site Tester, Website Layout Designer, Work as a Freelancer. Computer Teacher, Work as a Freelancer.

## The Best Program For Arts & Commerce Students

## Program Contents

### Semester - 1 Technology Skills

**Advance MS Office**
Computer Fundamentals
How to use Windows Efficiently
Working with Ms-Word
Working with Ms-Excel
Ms Excel (Advance)
Working with Ms-PowerPoint
Adv. Presentation Techniques
Various ways to connect Internet
Using Internet efficiently
Social Networking
**Computerised Accounting**
Introduction to Accounting
Golden Rules of Accounting
Tally Fundamentals
Accounting Vouchers
Inventory Vouchers
BRS / Interest Calculation
Order Processing
Batch-Wise Details
Additional Cost of Purchases
Multiple Currencies
Cost Centers & Cost Categories
Scenarios, Budgets & Controls
Reversing Journals
Optional Vouchers
Open Database Connectivity
Consolidation / Split of Accounts

Export & Import of Data
Security Control & Tally Audit
Tally Vault and Advance Security
Stock Valuation Methods
F11-Features /F12- Configuration
Printing from Tally
Web Browser & E-mailing
Intro. to GST / Model of GST
GST Classification
GST Accounting Master Creation
Stock Creation with HSN Code
GST Invoice / GST Report
GST Challans / Returns
Tax Deducted at Source
Payroll and Income Tax
Point of Sale
Advance Banking Features
Financial Analysis & Reporting
Inventory Analysis & Reporting
**CorelDraw**
Working with Outline, Shapes
Working with Brush Stroke
Working with Objects / Layers
Understanding Fills / Colors
Using Special Effects
Using Text / Understanding Styles
Page and Layouts
Working with Bitmaps

Importing and Exporting.
**Photoshop**
Tools and Preferences
Rulers, Grid, and Guides
Work with the present manager
Opening and Saving images
Painting / Editing Tools
Selection and Paths
Layers and Slicing
Working with Types
Channels and Masks
Color Adjustments / Filters
**InDesign**
Using the Toolbox
Creating Basic Page Elements
Text Formatting
Working with Styles
Placing Graphics / Objects
Applying Fills, Strokes and Effects
Importing and Formatting Text
Exporting Documents
Understanding Master Pages
Color Separation
Printing InDesign Files
**HTML 5**
Attributes / Formatting / Colors
Text Links
Lists /Tables/ Frames/Forms

Input Types/Input Attributes
Form Elements
HTML Media/Graphics/SVG
Geolocation/ Drag & Drop/ Web Storage
**Dreamweaver**
Setting up a site
Working With Images
CSS / Using Hyperlinks
Using Tables, Forms, Frames
Publishing a Site.
**CSS 3**
Styling, BOX Model
Border/Backgrounds
Test Effects/ Fonts
Transform/ transitions
Animations
Multiple Columns, User Interface
**Java Script**
HTML with Java Script
Operator / Control Statement
Functions / Events / Cookies
Validation / Error Handling
**Web Hosting**
Domain / Sub Domain Names
FTP Utilities
Hosting Your Site

### Semester - 2 Certificate Program in Teaching Skills

**Teaching Aptitude**
Concept of Teaching
Nature of Teaching Activity
Objectives of Teaching
General Principle of Teaching
**Teaching Profession**
Introduction
Teaching as Profession
Purpose of Teaching
Duty of a Teacher

**Effective Communication**
What is Effective Communication Skills?
7 Cs of Communication
Verbal Communication
Types of Verbal Communication
Communication Classification
Improve Public Speaking
 **Leadership Skills**
Introduction

Traits of Leadership
Principles of Leadership
**Class/Batch Management**
Introduction
Strategies to Optimize Students Learning
Handling Conflict in the Classroom
Importance of Classroom Management
Efficient use of time

**Revision, Examination & Feedback**
Effective Revision Strategies
Examination
Feedback
**Teaching Learning Materials**
Concept of Teaching Materails
Purpose of Teaching Materials
Types of Teaching Materials

**Trust India's Top IT Training Company For A Quality Computer Training.**