



सरकार मान्य



CCTTSM

Course in Computer Teachers Training

Duration: 12 Months

The Best Program For Arts & Commerce Students

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, Social Media Marketing, 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.

Program Contents

Semester-1

Certificate Program in Technology Skills

Advance MS Office with AI Tools

Computer Fundamentals
How to use Windows Efficiently
Working with Ms-Word
Working with Ms-Excel
Working with Ms-PowerPoint
Adv. Presentation Techniques
MS Excel (Advance Level)
Basic Functions
Number Formatting
Advance Conditional Formatting
Paste Special
Insert Tab
Page Layout Tab
Data Tab / Data Filtrations
Data Sorting / Validation
Whatif Analysis
Goal Seek
Scenario Management
Sub Total / Consolidation
Working with Charts
Pivot Table / Charts with Report
Date and Time Functions
Text Functions
Mathematical Functions
Statistical Functions
Financial Functions
Logical Functions
Conditional Functions
Lookup Functions
Database Functions

Array Functions
Debugging Formulas
Working with Macros
MIS Reporting
Shortcut Keys
Page and Margin Setup
Protection and Security
Advance Printing Features
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.
Illustrator
Tools and Preferences
Files and Templates
Drawing / Editing Paths
Trace the Sketch
Fill Color / Painting
Objects / Layers
Import / Export
Text Formatting
Paragraph Style
Special Effects

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
Assignments and Projects
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

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
WordPress
Introduction
Themes & Plugins
Layout and Editing Color Scheme
Creating a Menu, and Adding Pages
Launching Your Website
Web Hosting
Domain / Sub Domain Names
FTP Utilities
Hosting Your Site
Social Media Marketing
Facebook, Instagram
LinedIn, Twitter
Youtube, Pinterest
Email Marketing
OR
Computerised Accounting with Tally Prime (Option 2)
(Choose any one option)

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 Materials
Purpose of Teaching Materials
Types of Teaching Materials
Online Teaching on Zoom and Google Meet/Classroom

Highlight of this Career Program ON JOB TRAINING (OJT) of 200 Hours.

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