



S.B.C. ACADEMY

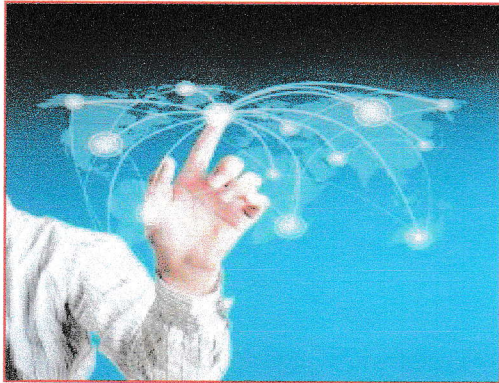
S. B. COMPUTER ACADEMY

एस.बी.कम्प्यूटर एकेडमी



An Authorized Training Institute of National Institute of Electronics & Information Technology (Ex. DOEACC) Govt. of India

**Providing Quality IT Education
In
Software, Hardware & Networking**

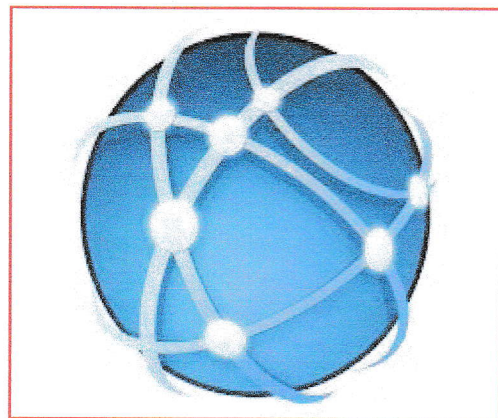


Vision..

The vision of this institute is to provide quality education and excellence in academic. Our collective vision is to develop an environment that fosters exemplary, innovative that responds swiftly to the challenges of the 21st century. Through the assessment of the academic achievement of our students, we will demonstrate our commitment to excellence and continuous development.

Mission..

Our is an multi disciplinary institute, we nurture talent and creativity, provides aspiring faculties from diverse background with the skill to sustain professional career, foster lifelong involvement in science of today and tomorrows and prepares students with highest level of performance providing overall growth study in regional, national and international communities. Our mission is to build a strong teaching environment that responds to future challenges..



Info About Organization from where we are Authorized



NIELIT is An Autonomous body of Department of Information Technology, Ministry of Communications & Information Technology, Government of India with Head Quarters at New Delhi, and is a professional examination body in India, which accredits institutes / organizations for conducting particular courses, specializing in the non-formal sector of IT education & Training. Realizing the wide gap in the availability of quality computer professionals to meet India's ambitious leadership plans in software exports, the Society has promoted computer education, by offering its meticulously prepared curricula. Computer Courses CCC /BCC/ O / A / B / C Level which are being conducted by the institutes in the non-formal sector, have established a brand name in the field of IT in India and abroad, since 1991. NIELIT is implementing the joint Scheme of DIT & AICTE

The Course on Computer Concepts (CCC) of NIELIT which is a beginner's course on computer literacy has got recognition from the State Governments of Gujarat, Maharashtra and Uttar Pradesh for entry into Govt. services. Other state governments as Himanchal Pradesh, Manipur, J&K etc and GOI departments are also promoting DOEACC certification for sponsored training activities. Various

The objective of the Scheme is to generate qualified manpower in the area of Information Technology (IT) at the national level, by utilizing the facilities and infrastructure available with the institutions/organizations in the non-formal sector. Manifold functions of the DOEACC Scheme are:

- **Accreditation , Registration and Examination**

Institute & Their Aims (संस्था और इसके उद्देश्य)

आज के समय में कम्प्यूटर ज्ञान सभी के लिए आवश्यक हो गया है, परन्तु हमें यह ज्ञात ही नहीं होता कि हमारे लिए कौन सा पाठ्यक्रम उपयुक्त है और हम अन्धी दौड़ में बिना सोचे समझे, बिना किसी उद्देश्य के कहीं भी किसी भी पाठ्यक्रम में प्रवेश ले लेते हैं। हमारे अभिवावक भी यह नहीं जानते कि हमारे पाल्यों के लिए कौन सा पाठ्यक्रम उपयुक्त होगा। कम्प्यूटर ज्ञान यदि सही तरीके से न ग्रहण किया जाए तो एक कैल्कुलेटर से खेलने जैसा है, यदि आप अपने बच्चे को कम्प्यूटर पाठ्यक्रमों में प्रवेश दिलाना चाहते हैं तो निम्न बातों का ध्यान रखकर प्रवेश दिलाए—

कम्प्यूटर सीखने का उद्देश्य क्या है। छात्र में तार्किक क्षमता का स्तर क्या है।

कम्प्यूटर के क्षेत्र में भी अन्य विषयों की तरह कई विधाएं हैं, जैसे सॉफ्टवेयर, हार्डवेयर, मल्टीमीडिया, नेटवर्किंग, सूचना सुरक्षा आदि। छात्र के प्रारम्भिक ज्ञान प्राप्त करने के बाद अभिवावकों को या छात्रों को उनकी क्षमता के अनुसार किसी एक ही क्षेत्र में बढ़ना चाहिए तभी वे उस विषय पर अपनी मजबूत पकड़ बना सकते हैं। यदि छात्र कला, डिजाइन आदि क्षेत्रों में अभिरुचि रखता है तो उसे मल्टीमीडिया जैसी विधाओं में आगे बढ़ना चाहिए यदि छात्र की तार्किक क्षमता अच्छी है तथा गणित जैसे विषयों में अभिरुचि है तो साफ्टवेयर क्षेत्र उपयुक्त माना जाता है। छात्र रिपेयर मेन्टीनेन्स व स्टेबलिसमेंट में ध्यान देता है तो छात्र के लिए हार्डवेयर व नेटवर्किंग क्षेत्र उपयुक्त होगा।

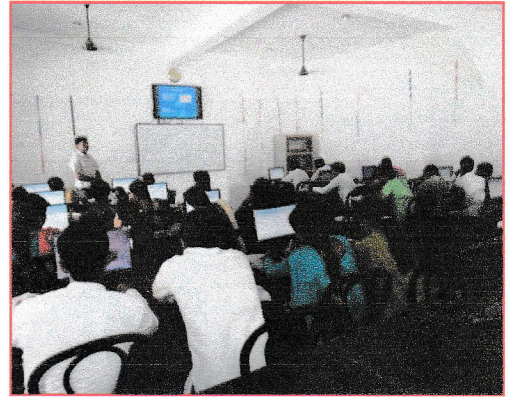
छात्रों के प्रारम्भिक ज्ञान प्राप्त करने के बाद उन्हें या तो विश्वविद्यालय के पाठ्यक्रमों या राष्ट्रीय इलेक्ट्रानिकी सूचना प्रौद्योगिकी संस्थान (NIELIT) द्वारा चलाये जा रहे 'ओ' लेवल, 'ए' लेवल आदि में प्रवेश लेना चाहिए राष्ट्रीय इलेक्ट्रानिकी एवं सूचना प्रौद्योगिकी संस्थान NIELIT द्वारा चलाये जा रहे सीसीसी, बीसीसी 'ओ' लेवल आदि को सरकारी नौकरी हेतु उत्तर प्रदेश सहित कई राज्यों में अनिवार्य कर दिया गया है।

उपर्युक्त को ध्यान में रख संस्था द्वारा कई रोजगार परक पाठ्यक्रम चलाये जा रहे हैं।

CCC	सरकारी नौकरी व स्वरोजगार में	PGDCA	स्वरोजगार में
BCC	सरकारी नौकरी व स्वरोजगार में	CCA	स्वरोजगार में
'O' Level	सरकारी नौकरी व स्वरोजगार में	फोटोशॉप	स्वरोजगार में
ADCA, DCA	स्वरोजगार में	नेटवर्किंग	स्वरोजगार में
BCA	सरकारी नौकरी व स्वरोजगार में	Tally	स्वरोजगार में

Why we join S.B. Computer Academy

- NIELIT द्वारा मान्यता प्राप्त संस्था
- स्थानीय स्तर पर सबसे अधिक सुविधा युक्त संस्था।
- एक क्लास रूम (छमता 40 छात्र)
- दो लैब (छमता 80 छात्र)
- लाइब्रेरी की सुविधा
- कुशल शिक्षक
- प्रोजेक्टर एल0 सी0 डी0 जैसे उपकरणों का प्रयोग
- जनरेटर व यू0 पी0 एस0 की सुविधा
- छात्रों का नियमित टेस्ट
- छात्रों द्वारा प्रत्येक विषय पर प्रजेन्टेशन



Library in S. B. Computer Koraon

Student during Class Session



HON'ABLE MP DURING INORGRATION CEREMONY



Ex. DIRECTOR NIELIT, GOV. OF INDIA, GIVING MOMENTO TO HON'ABLE MP



FOUNDER EX. DIRECTOR SIR WITH HON'ABLE IT MINISTER, BIHAR



FOUNDER OF INSTITUTE DURING SPEECH

कोर्स ऑन कम्प्यूटर कान्सेप्ट्स (CCC)

योग्यता (Eligibility)- कक्षा 8 पास (Class 8th Passed OR HIGHER) AND अवधि (Duration) 3 माह (Three Months)

Objective: This course is designed to aim at imparting a basic level appreciation programme for the common man. After completing the course the incumbent is able to use the computer for basic purposes of preparing his personnel/business letters, viewing information on internet (the web), sending mails, preparing his business presentations, playing games etc. This allows a common man or housewife to be also a part of computer users list. This would also aid the PC penetration program. This course is more practical oriented.

Since this is a course on Computer Appreciation, no pre-requisite course is needed. However, it is expected that the person has some elementary knowledge of English.

Detailed Syllabus

1. INTROUCTION TO COMPUTER

- 1.0 Introduction
- 1.1 Objectives
- 1.2 What is computer
 - 1.2.1 History of Computer
 - 1.2.2 Characteristics of Computer System
 - 1.2.3 Basic Application of Computer
- 1.3 Components of Computer System
 - 1.3.1 Central Processing Unit
 - 1.3.2 Keyboard, mouse an VU
 - 1.3.3 Other Input devices
 - 1.3.4 Other output devices
 - 1.3.5 Computer Memory
- 1.4 Concept of Hardware an Software
 - 1.4.1 Hardware
 - 1.4.2 Software
 - 1.4.2.1 Application Software
 - 1.4.2.2 Systems Software
 - 1.4.2.3 Programming Languages
- 1.5 Representation of Data/ Information
- 1.6 Concept of Data processing
- 1.7 Application IECT
 - 1.7.1 E-governance

2. INTROUCTION TO GUI BASED OPERATING SYSTEM

- 2.0 Introduction
- 2.1 Objectives
- 2.2 Basics of Operating System
 - 2.2.1 Operating system
 - 2.2.2 Basics of popular operating system (LINUX, WINDOWS)
- 2.3 The user Interface
 - 2.3.1 Task Bar
 - 2.3.2 Icons
 - 2.3.3 Start Menu
 - 2.3.4 Running an Application
- 2.4 Operating System Simple Setting
 - 2.4.1 Changing System Date And Time
 - 2.4.2 Changing Display Properties
 - 2.4.3 To Add Or Remove a Windows Component
 - 2.4.4 Changing Mouse Properties
 - 2.4.5 Adding and removing Printers
- 2.5 File and Directory Management
- 2.6 Types of files

3. ELEMENTS OF WORD PROCESING

- 3.0 Introduction
- 3.1 Objectives
- 3.2 Word Processing Basics
 - 3.2.1 Opening Word Processing Package
 - 3.2.2 Menu Bar
 - 3.2.3 Using The Help
 - 3.2.4 Using The Icons Below Menu Bar

3.3 Opening and closing Documents

- 3.3.1 Opening Documents
- 3.3.2 Save and Save as
- 3.3.3 Page Setup
- 3.3.4 Print Preview
- 3.3.5 Printing of Documents
- 3.4 Text Creation and manipulation
 - 3.4.1 Document Creation
 - 3.4.2 Editing Text
 - 3.4.3 Text selection
 - 3.4.4 Cut, Copy and Paste
 - 3.4.5 Font and Size selection
 - 3.4.6 Alignment of Text
- 3.5 Formatting the Text
 - 3.5.1 Paragraph Indenting
 - 3.5.2 Bullets and Numbering
 - 3.5.3 Changing case
- 3.6 Table Manipulation
 - 3.6.1 Draw Table
 - 3.6.2 Changing cell width and height
 - 3.6.3 Alignment of Text in cell
 - 3.6.4 Delete/ Insertion of row and column
 - 3.6.5 Border and shading

4. SPREAD SHEET

- 4.0 Introduction
- 4.1 Objectives
- 4.2 Elements of Electronic Spread Sheet
 - 4.2.1 Opening of Spread Sheet
 - 4.2.2 Addressing of cells
 - 4.2.3 Printing of Spread Sheet
 - 4.2.4 Saving Workbooks
- 4.3 Manipulation of Cells
 - 4.3.1 Entering Text, Numbers and Dates
 - 4.3.2 Creating Text, Number and Date Series
 - 4.3.3 Inserting and Deleting Rows, Column
 - 4.3.4 Changing Cell Height and Width
- 4.4 Function Cell Charts
 - 4.4.1 Using Formulas
 - 4.4.2 Function
 - 4.4.3 Charts

5. CCOMPUTER COMMUNICATION AND INTERNET

- 5.0 Introduction
- 5.1 Objectives
- 5.2 Basics of Computer Networks
 - 5.2.1 Local Area Network (LAN)
 - 5.2.2 Wide Area Network (WAN)
- 5.3 Internet
 - 5.3.1 Concept of Internet
 - 5.3.2 Basics of Internet
- 5.4 Services on Internet
 - 5.4.1 World Wide Web and Websites
 - 5.4.2 Communication on Internet

- 5.4.3 Internet Services
- 5.5 Preparing Computer for Internet Access
- 5.5.1 ISPs and examples
(Broadband/Dialup/Wifi)
- 5.5.2 Internet Access Techniques

6. WWW AND WEB BROWSER

- 6.0 Introduction
- 6.1 Objectives
- 6.2 Web Browsing Software
- 6.2.1 Popular Web Browsing Software
- 6.3 Configuring web Browsing
- 6.4 Search Engines
- 6.4.1 Popular Search Engines/ search for content
- 6.4.2 Accessing Web Browser
- 6.4.3 Using Favorites Folder
- 6.4.4 Downloading Web Page
- 6.4.5 Printing Web Pages

7. COMMUNICATION AND COLLABORATION

- 7.0 Introduction
- 7.1 Objectives
- 7.2 Basics of E-mail
- 7.2.1 What is an Electronic Mail
- 7.2.2 Email Addressing
- 7.2.3 Configuring Email Client
- 7.3 Using E-mail
- 8.3.3 Entering and Editing Text
- 8.3.4 Inserting And Deleting Slides in a Presentation of Slides
- 8.4 Preparation of Slides
- 8.4.1 Inserting Word Table or An Excel Worksheet
- 8.4.2 Adding Clip Art Pictures
- 8.4.3 Inserting Other Objects
- 8.4.4 Resizing and Scaling an Object
- 8.5 Providing Aesthetics
- 8.5.1 Enhancing Text Presentation
- 8.5.2 Working with Color and Line Style
- 8.5.3 Adding Movie and Sound
- 8.5.4 Adding Headers and Footers
- 8.6 Presentation of Slides
- 8.6.1 Viewing A Presentation
- 8.6.2 Choosing a Setup for Presentation
- 8.6.3 Printing Slides And Handouts
- 8.7 Slide Show
- 8.7.1 Running a Slide Show
- 8.7.2 Transiting and Slide Timings
- 8.7.3 Automating a Slide Show

- 7.3.1 Opening Email Client
- 7.3.2 Mailbox: Inbox and Outbox
- 7.3.3 Creating and Sending a new E-mail
- 7.3.4 Replying to an E-mail message
- 7.3.5 Forwarding an E-mail message
- 7.3.6 Sorting and Searching emails
- 7.4 Advance email features
- 7.4.1 Sending document by E-mail
- 7.4.2 Activating Spell checking
- 7.4.3 Using Address book
- 7.4.4 Sending Soft copy as attachment
- 7.4.5 Handling SPAM

- 7.5 Instant Messaging and collaboration
- 7.5.1 using Smiley
- 7.5.2 Internet etiquettes

8. MAKING SMALL PRESENTATIONS

- 8.0 Introduction
- 8.1 Objectives
- 8.2 Basics
- 8.2.1 Using Power Point
- 8.2.2 Opening A Power Point Presentation
- 8.2.3 Saving A Presentation
- 8.3 Creation of Presentation
- 8.3.1 Creating a presentation using a Template
- 8.3.2 Creating a Blank Presentation

बेसिक कम्प्यूटर कोर्स (BCC)

योग्यता (Eligibility)-कक्षा 8 पास (Class 8th Passed) OR ITI STUDENT, अवधि (Duration) 2 माह—Two Months

मुख्य विषय: कम्प्यूटर, बेसिक अनुप्रयोग, घटक, कीबोर्ड, इनपुट/आउटपुट उपकरण, सीपीयू मेमोरी, विण्डोज की मूलभूत जानकारियाँ, फाइल और फोल्डर को बनाना आदि। वर्ड प्रोसेसिंग की मूलभूत जानकारी, डाक्यूमेंट को खोलना, बन्द करना तथा सेव करना, टेक्स्ट की फॉर्मेटिंग करना, एडिटिंग करना, स्पेलिंग चेक करना, हेडर/फुटर लगाना, पेज/सेक्सन ब्रेक का प्रयोग, पेज सेटअप करना तथा वर्ड डाक्यूमेंट को प्रिंट करना, टेबल में काम करना, मेल-मर्ज का प्रयोग करना, कार्यालय के कार्यों से सम्बन्धित पत्र एवं रिपोर्ट बनाने का अभ्यास करना। स्प्रेडशीट की मूलभूत जानकारी, प्रेजेंटेशन सॉफ्टवेयर के विभिन्न विकल्पों को लागू कर देखना तथा प्रजेन्टेशन बनाना। इण्टरनेट के तथ्य तथा अनुप्रयोग, इण्टरनेट की संरचना, तथा वेब साइट्स का प्रयोग, इण्टरनेट पर सर्चिंग, ब्राउजिंग तथा सर्चिंग करना, ई-मेल अकाउण्ट खोलना, ई-मेल्स बनाना तथा प्राप्त करना, कम्प्यूटर को इण्टरनेट से जुड़ने हेतु तैयार करना, डाक्यूमेंट्स को ई-मेल से भेजना आदि।

'O' Level

The objective of the course is to enable a student to acquire the knowledge pertaining to fundamentals of Information Technology (IT Tools and Business Systems, Internet Technology and Web design, Programming and Problem Solving through 'C' Language, Application of .NET Technology, Introduction to Multimedia, Introduction to ICT Resources, a Practical and Project Work). In order to serve the IT industry better, the DOEACC 'O' Level course has been designed to develop the basic skills for the above. The career options available to a DOEACC 'O' level qualifiers are:

- Junior Programmer
- EDP Assistant
- Web Designer
- Lab Demonstrator

The theory examination for each module under the fourth revised syllabus would be for duration of three hours and the total marks for each subject would be 100. One Practical examination of three hours duration and 100 marks each have been introduced, wherein assessment of written and presentation skills will form an integral part. The first examination with the revised syllabus will be held in July 2010, for which teaching will commence with immediate effect.

M1-R4: IT TOOLS AND BUSINESS SYSTEMS

- Computer Appreciation
- Computer Organization
- Operating System
- Word Processing
- Spreadsheet Package
- Presentation Package
- Data Base Operations
- Information Technology and Society

M2-R4: INTERNET TECHNOLOGY AND WEB DESIGN

- Introduction to Internet
- TCP/IP – Internet Technology and Protocol
- Internet Connectivity
- Internet Network
- Services on Internet (Definition and Functions)
- Electronic Mail
- Current Trends on Internet
- Web Publishing and Browsing
- HTML Programming Basics
- Interactivity Tools
- Internet Security Management Concepts,
- Information Privacy and Copyright Issues

M3-R4: PROGRAMMING AND PROBLEM SOLVING THROUGH 'C' LANGUAGE

- Introduction to Programming
- Algorithms for Problem Solving
- Introduction to 'C' Language
- Conditional Statements and Loops
- Arrays
- Functions
- Storage Classes
- Structures and Unions
- Pointers
- Self Referential Structures and Linked Lists
- File Processing

M4.3-R4: INTRODUCTION TO ICT RESOURCES

- PC Assembly and Operation
- Miscellaneous Utilities
- Networking Concepts
- Network Administration

ADCA
Paper I

Computer Application and Miscellaneous Utilities

- Computer Appreciation
- Computer Organization
- Operating System
- Word Processing
- Hindi Typing
- Spreadsheet Package
- Presentation Package
- Information Technology and Society

Paper II

Network and Webpage Design

- Introduction to Internet
- TCP/IP – Internet Technology and Protocol
- Internet Connectivity
- Internet Network
- Services on Internet (Definition and Functions)
- Electronic Mail
- Current Trends on Internet
- Web Publishing and Browsing
- HTML Programming Basics
- Interactivity Tools
- Internet Security Management Concepts,
- Information Privacy and Copyright Issues

Paper III

Creative Design and Image Editing

❖ **Introduction to PageMaker**

- Working environment
- Introduction to the Toolbox
- Creating a new document
- Defining document size, page margins, etc.
- Setting document preferences
- Setting page options
- Saving PageMaker files
- Using column guides and custom guide lines
- Using the Control Palette.
- Creating Text
- Creating text on the page
- Importing text
- Setting Text properties: font, size, style Color, leading, spacing, kerning Tracking

and expert Tracking, Breaking Text, Baseline Shift, Character Scaling

- Creating Frames and Blocks
- Working with Paragraphs
- Bullets and Numbers
- Inline Graphics
- Working with Graphics
- Fills and Outlines and Color
- Place vs. Cut and Paste
- Transformation
- Arranging Objects Non Printing Items, Document Set-up, Master Pages

❖ **Introduction to Photoshop**

- Photoshop's Environment
- Raster and Vector Graphics
- Sizing Images
- Image Size and Resolution
- Cropping
- The Rectangular and Elliptical Marquee Tools
- The Lasso Tools
- Saving Selections
- The Magic Wand Tool
- The Magnetic Lasso Tool,
- Copying Selections
- Creating Layers
- Transforming Layers
- Copying Layers between Images
- Arranging Layers
- Saving Images in Photoshop Format
- Blending and Compositing
- Opacity and Blending Modes
- Feathering Edges,
- Selecting Colors, Painting Tools,
- The Clone Stamp Tool,
- Text, Layer Effects, and Filters,
- Toning Tools,
- Hue/Saturation,
- Printing in Photoshop.

❖ **Photography, Photo studio & Photoshop**

(Syllabus provide separately)








❖ **Flash Basics**

- Introduction to flash interface
- Using Tools
- Creating Symbols
- Saving and publishing file for web

Paper IV

INTRODUCTION TO ICT RESOURCES

- PC Assembly and Operation
- Miscellaneous Utilities
- Networking Concepts
- Network Administration

<i>Faculty details</i>					
Subject	Faculty name	Full Time / Part Time	Highest Qualification	Experience (year)	Photo
ICT	Abhishek Shashtri	Full Time	MCA	10	
	Sumit Kumar	Full Time	Graduate, 'O'Level, CCC	5	
	Deepak Kumar Verma	Full Time	Graduate, 'O'Level, CCC	5	
	Vishnu Chand Shukla	Full Time	Graduate, 'O'Level, CCC	4	
	Rama Shukla	Full Time	Graduate CCC	15	
	Shivam Pnadey	Full Time	Graduate, CCC	2	
Banking	Pankaj Shukla	Full Time	MBA (Finance)	4	
Electrical	Manoj Kumar Shukla	Full Time	Graduate, CCRM	11	