



Details Syllabus Of RCPP Modules- Year -2008-2009

Syllabus Details

DCA (Diploma In Computer Application)

Old Course

1. FUNDAMENTAL-----10 CLASSES
(35 Marks)
❖ Introduction to computer
❖ History of computer
❖ Generation of computer
❖ Computer Devices
❖ Software & Hardware Concept
❖ Classification of computers
❖ Programming languages and packages
❖ Number system
❖ Some Extra Topics
2. MS-DOS----- 8 CLASSES
(15 Marks)
❖ Introduction to MS-DOS
❖ Function of MS-DOS
❖ Internal Commands
❖ External Commands
❖ Wild Cards
3. MS-WINDOWS-----6 CLASSES
(10 Marks)
❖ Introduction to MS-WINDOWS
❖ Paint Brush
❖ Note Pad
❖ Word Pad
❖ Calculator
❖ Working with Desktop
4. MS-OFFICE----- (30Marks)----- 17 CLASSES
❖ Introduction to MS-OFFICE & Application
❖ MS-WORD()
❖ MS-POWER-POINT
❖ MS-EXCEL
❖ MS-ACCESS(only concept)
5. INTERNET & E-MAIL----- (10 Marks)----- 4 CLASSES
❖ Internet & E-Mail (concepts only)
❖ Basic HTML



Details Syllabus Of RCPP Modules- Year -2008-2009

TOTAL NO OF CLASSES:----- 45 (Theory)

TOTAL NO OF CLASSES:----- 55 (Lab)

Duration :-----Theory-----1 H , Lab-----1H

NOTE:- One system - two persons at a time

MS-WORD

Main features of the Word :-

(Header & Footer,Comment,Hyperlink,Field,Symbol,Footnote, Caption,Cross reference,Index & Tables,Picture,Text Box,Bookmarks,Paragraph,Drop Cap,Change Case,Auto format,Style Gallery,Background,Spelling & Grammer,Word Count,Autoformat,Merge document,Mail Merge,Protect document,Macro,Letter Wizard,Envelope & Labels,Table)

MS-EXCEL

Main features of the Excel :-

(Header & Footer,Comments,Function,Chart ,Map,Hyperlink,Picture,Autoformat,Conditional Formatting,Spelling & Grammer,Auto Correct,Goal seek,Scenario,Auditing,Macro,Protection,Sort,Filter,Pivot Table,Form)

MS-POWERPOINT

Main Features of PowerPoint :-

(slide Sorter,Slide,Master,Slide miniature,speaker Notes,Comments,Duplicate slide,slide no.,Picture,Hyperlink,Alignment,Line spacing,Slide Layout,Apply design,Chart,font,Hbullet,Spelling,Auto correct,Slide color scheme,Macro,View Sgow,Rehearse timing,Action Buttons,Preset Animation,Custom animation,Slide Transition,Presentation conference.)

MS-ACCESS

Main Features of Access :-

(Data base wizard,Blank wizard,Table, Macro,Query, Form,Report,Autocorrect,Security)

INTERNET AND E-MAIL

- | | |
|---|--|
| <ul style="list-style-type: none">➤ History of internet➤ Connecting to the internet➤ Internet Vs Intranets➤ HTML , Browsers➤ Internet protocols➤ TCP/ IP ,HTTP / FTP➤ Dynamic web | <ul style="list-style-type: none">➤ Sending and receiving E-mail➤ Surfing the world wide web➤ Shopping Online➤ Talking in a chat room➤ Sending instant message➤ Playing MP3 music |
|---|--|

Project Report / ITR

Duration : Six Months



Details Syllabus Of RCPP Modules- Year -2008-2009

Syllabus Details

Advance Diploma In Computer Application-ADCA RCPP NEW SYLLABUS FOR YEAR (New Course) -2009-200

Duration—15 Months

Implementation From –Aug 2008

1ST SEMESTER

Computer Fundamentals & OS (Win/DOS)
MS-Office ,Internet & Email
ITR Report
Duration-4 Months
Term End Examination of Semester-I
(TEE-Sem-1) Full Marks-75
ITR-25



3rd SEMESTER

Page Maker-7, Corel Draw-XII
Photoshop (x3)
ITR Report
Duration-4 Months
Term End Examination of Semester-III
(TEE-Sem-3) Full Marks-75
ITR-25



2nd SEMESTER

C or C++
HTML
MS-Access & Tally
ITR Report
Duration-4 Months
Term End Examination of Semester-II
(TEE-Sem-2) Full Marks-75
ITR-25

System /Person Ratio=1:2

Classes Details

Lab- 3 Days

Theory- 3 Days

4th SEMESTER

Software Installation,
Scanning , Printing
CD Writing, Multimedia Application,
Sound Recording ,Web Application ,
ITR Report & Project Works
Duration-3 Months
Term End Examination of semester-IV
(TEE-Sem-4) Full Marks-75
ITR-25

Fee Details

Course Name –ADCA

Duration-15 Month

Application Form & Prospectus-Rs.25/-
Admission Fee-Rs.499/-

Online Registration Through RCPP Website- Rs-150/-

Course Fee- 200/- Per Month

RCPP Examination Fee-Rs-125/-
(Per Semester)

Study Centre Royalty Details.

Course Name –ADCA

Duration-15 Month

RCPP Head office will Receive only Online
Registration Charge & Examination Fee From
Individual RCPP Students through
Cash/Demand Draft (DD) or IPO (Indian Postal
Order) only .



Details Syllabus Of RCPP Modules- Year -2008-2009

Diploma In Computer Application-DCA (New Course)

RCPP NEW SYLLABUS FOR YEAR
-2008-2009

Duration—6 Months

Implementation From –Aug 2008

1ST SEMESTER

Computer Fundamentals & OS (Win/DOS)
MS-Office ,Internet & Email
ITR Report
Duration-3 Months
Term End Examination of Semester-I
(TEE-Sem-1) Full Marks-75
ITR-25



2nd SEMESTER

HTML(Basic)
Scanning , Printing
CD Writing, Multimedia Application,
Web Application ,ITR Report /
Project Works
Duration-3 Months
Term End Examination of Semester-II
(TEE-Sem-2) Full Marks-75
ITR-25

Important Details

Fee Details

Course Name –DCA

Duration-6 Month

Application Form & Prospectus-Rs.25/-

Admission Fee-Rs.499/-

Online Registration Through RCPP Website- Rs-100/-

Course Fee- 99/- Per Month

RCPP Examination Fee-Rs-100/-

(Per Semester)

(First Exam Conducted By Study Centre) & 2nd
Conducted by RCPP

Study Centre Royalty Details.

Course Name –DCA

Duration- 6 Month

RCPP Head office will Receive only Online
Registration Charge & Examination Fee
From Individual RCPP Students through
Demand Cash/Draft (DD) or IPO (Indian
Postal Order) only.

System /Person Ratio=1:2

Classes Details

Lab- 3 Days 1:30 H

Theory- 3 Days 1:00 H



Details Syllabus Of RCPP Modules- Year -2008-2009

Certificate In Computer Application-CCA

RCPP NEW SYLLABUS FOR YEAR
-2008-2009

Duration—3 Months

Implementation From –Aug 2008

1ST SEMESTER

Computer Fundamentals & OS (Win/DOS)
MS-Office ,Internet & Email
ITR Report
Duration-3 Months
Term End Examination of Semester-I
(TEE-Sem-1) Full Marks-75
ITR-25



Fee Details

Course Name –CCA

Duration-3 Month

Application Form & Prospectus-Rs.25/-

Admission Fee-Rs.499/-

Online Registration Through RCPP
Website- Rs-100/-

Course Fee- Zero

RCPP Examination Fee-Rs-100/-

Important Details

Study Centre Royalty Details.

Course Name –CCA

Duration-3 Month

RCPP Head office will Receive only Online Registration Charge & Examination Fee From Individual RCPP Students through Cash/Demand Draft (DD) or IPO (Indian Postal Order) only.

Classes Details

Lab- 2 Days 1:00 H

Theory- 2 Days 1:00 H

System /Person Ratio=1:2



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MS-WORD

Main features of the Word :-

(Header & Footer, Comment, Hyperlink, Field, Symbol, Footnote, Caption, Cross reference, Index & Tables, Picture, Text Box, Bookmarks, Paragraph, Drop Cap, Change Case, Auto format, Style Gallery, Background, Spelling & Grammar, Word Count, Autoformat, Merge document, Mail Merge, Protect document, Macro, Letter Wizard, Envelope & Labels, Table)

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Main features of the Excel :-

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Main Features of PowerPoint :-

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DCA-PLUS

MODULE 1(1st MONTH)

1. Introduction to computer
2. Computer Fundamentals
3. Architecture of computer
4. Characteristics features, Applications & Limitations.
5. History of Computer
6. Generation of Computer
7. Units of Computer & Number Systems
8. Hardware Concept
9. Software Concept
10. Programming Languages
11. Operating Systems Ms.Dos & Ms.Windows 98/XP
12. Desktop, Notepad, Wordpad, Paint, Calculator, Wallpaper, Screensaver & Folder

***Revision Test –1 of 100marks (Pass marks 50)**

MODULE 2(2nd MONTH)

1. Ms. Office2000 (Introduction)
2. Ms. Word
3. Internet & E-mail
4. Keyboard Shortcuts

Assignment: (Resume ,Agreements, Notices, Circulars, News Letters, Tables, Etc.)

MODULE 3(3rd MONTH)

1. Ms-Excel
2. Computer virus
3. Ms-power point
4. Multimedia Audio ,Video, Mp3(Window Media Player, Winnamp, Jet Audio)



Details Syllabus Of RCPP Modules- Year -2008-2009

Assignments-(Excel) Result, pay slip, customer record sheet, sales/purchase with discounts record, charts , function, etc .
*Revision Test :- II of 100 marks (pass marks 50)

MODULE 4(4th MONTH)

1. Ms-Access
2. Page maker 6.5/7.0
3. HTML or PhotoShop 7.0

MODULE 5(5th MONTH)

1. 'C' Programming Or 'Fox-Pro' programming. or Tally
 2. Programming & Exercise
 3. Filling of Registration of Term End Examination
- ❖ **Revision test III OF 100 Marks(pass marks 50)**

MODULE 6(6th Month)

1. Scanning
 2. Printing
 3. CD-Writing(Data,dise,vidio,audio.MP3)
 4. Project report based on HTML Or C Or Fox-pro programming,(Group of two student-20 marks)
- ❖ **Pre Examination Five Test Will Be taken on TEE-Pattern, before 10-15 days of final Examination.**

Month of Examination:-JANUARY,APRIL,JULY,OR,OCTOBER ON 2ND SUNDAY EXPECTED.

CERTIFICATE IN FINANCIAL ACCOUNTING (CFA)

PLACEMENT SCOPE :- Accountant ,Junior Accounts Officer , Senior Accountant etc.

CLASSES:- SINGLE USE SINGLE SYSTEM & Daily 1.3-Hrs .

Module 1

- ❖ Meaning & objective of Accounting
- ❖ Theory Base of Accounting
- ❖ Accounting Equation
- ❖ Basic Accounting procedures journal & ledger
- ❖ Practical System of Accounting
- ❖ Special Purpose Subsidiary Books
- ❖ Bank Reconciliation Statements (BRS)
- ❖ Trail Balance
- ❖ Financial Statements –Trading Account , Profit & Loss Accounts &Balance Sheet
- ❖ Financial statements With Adjustments
- ❖ Methods of Presenting Final Accounts
- ❖ Depreciation Bills of Reserves , Provisions Bills of Exchange .
- ❖ Assignments &Exercises

MODULE 2

- ❖ Operating System Windows 98/Me/xp
- ❖ Computerized Accounting (Uses Application &n Features.)
- ❖ Tally 5.4 & 4.5
- ❖ Tally 6.2
- ❖ Reports printing etc.
- ❖ Assignments & Exercises Examination & Certification

Duration : 2.5 Months

DTP (Desktop Publishing)

Modules : Introduction to Computer,

MS Windows 98/XP, Ms Paint & Word pad

Ms Office—Ms Word

Page Maker 6.5/7.0 Corel Draw 9/11, Photoshop 7.0 Adobe Illustrator,*(Intro)



Details Syllabus Of RCPP Modules- Year -2008-2009

Internet & Multimedia (Intro)

Duration : 4 Months

DCM (Diploma in Computer Maintenance)

Eligibility: Intermediate above in any stream & Basic knowledge of Computer

Duration: Six Month or 150 Hours

Admission form and prospectus - Rs. 100/-

Online Registration fee:-200/-

Admission Fee:-499/-

Course Fee:- 4999/-+ Online Examination @ 150 Per Modules

Classes:- Daily 1.3 H

No of Modules:- 1

Full Marks :- 200 (Theory-100 , Project Report/ITR =50, Live Workshop=50)

Syllabus Details :-

RCPP

Module 1: Hardware

Part-1 Basic Part of Electronic Components

What is Electronics, What is Conductor, Type of Conductors, Type and Elements of Electric, Ohm's Law, Circuits of Electricity, Principal of Shunt, What is Resistance, Type of Resistance, Determining the Value of a Resistance, What is

Frequency, Capacitor, Transformer and Coil, What is band N Type Semiconductor, Diode and their working what is

Relay, Transistor, FET, MOSFET, SCR, IC, Sensor.

Part -2 Technology of P.C.

Fundamental of Computer, History of Computer, Technology of Computer Internal & External Architect of Computer,

Scope of Computer, Block Diagram with description of a computer Technology

Part-3 Basic Knowledge of P.C. Part with Assembling

What is assembling different type of Data for Microprocessors, Motherboards & CPU Sockets, Motherboards on the basis of CPU Sockets, Chip Sets on the basis of CPU Sockets, Comparative study of different type of Motherboards,

Comparative study of different type of RAM'S, Add On Cards, Comparative study of different type of Video-cards,

Monitor, Modems, Storage Devices and External Add-on Devices, Different type of Cables, Step-by-Step

Computer

Assembling & BIOS Setup.

Part-4 Operating System & Installation.

What is Operating System, Booting Concepts & Operating System, Partitioning through F disk/Disk Manager, Windows-98 & Drivers Installation, Installation of DOS based Program, office-2000 Installation, WinZip, Real-player,

Acrobat Reader-5, Jet Audio Installation, Data Recovery Software.

Part-5 Diagnostic Tools

Data recovery software like QAPLUS, NDD, NU & AMI Diagnostic Software.

Part-6 Internet

Introduction to Internet, uses of Internet, E-mail, www services,

ADCM (Advance Diploma in Computer Maintenance)

Eligibility: Intermediate above in any stream & Basic knowledge of Computer

Duration: One Month or 300 Hours

Admission form and prospectus - Rs. 100/-

Online Registration fee:-300/-

Admission Fee:-499/-

Course Fee:- 7999/-

Classes:- Daily 1.3 H

No of Modules:- 1

Full Marks :- 400 (Theory-200 , Project Report/ITR =100 Live Workshop=100)

Syllabus Details :-



Details Syllabus Of RCPP Modules- Year -2008-2009

RCPP

Module 1: Hardware

Part-1 Basic Part of Electronic Components

What is Electronics, What is Conductor, Type of Conductors, Type and Elements of Electric, Ohm's Law, Circuits of Electricity, Principal of Shunt, What is Resistance, Type of Resistance, Determining the Value of a Resistance, What is

Frequency, Capacitor, Transformer and Coil, What is band N Type Semiconductor, Diode and their working what is

Relay, Transistor, FET, MOSFET, SCR, IC, Sensor.

Part -2 Technology of P.C.

Fundamental of Computer, History of Computer, Technology of Computer Internal & External Architect of Computer,

Scope of Computer, Block Diagram with description of a computer Technology

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What is assembling different type of Data for Microprocessors, Motherboards & CPU Sockets, Motherboards on the basis of CPU Sockets, Chip Sets on the basis of CPU Sockets, Comparative study of different type of Motherboards,

Comparative study of different type of RAM'S, Add On Cards, Comparative study of different type of Video-cards,

Monitor, Modems, Storage Devices and External Add-on Devices, Different type of Cables, Step-by-Step Computer

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Acrobat Reader-5, Jet Audio Installation, Data Recovery Software.

Part-5 Diagnostic Tools

Data recovery software like QAPLUS, NDD, NU & AMI Diagnostic Software.

Part-6 Internet

Introduction to Internet, uses of Internet, E-mail, www services,

-----Module One Term End Examination -----

RCPP

Module 2: Hardware, Networking & Mobile, Inverter

Part-1 Basic Part of Electronic Components

What is Electronics, What is Conductor, Type of Conductors, Type and Elements of Electric, Ohm's Law, Circuits of Electricity, Principal of Shunt, What is Resistance, Type of Resistance, Determining the Value of a Resistance, What is

Frequency, Capacitor, Transformer and Coil, What is band N Type Semiconductor, Diode and their working what is

Relay, Transistor, FET, MOSFET, SCR, IC, Sensor.

Part-2 Digital Electronics

Introduction to Digital Electronics, Type of Electronics, What is Binary, Difference between Binary and Decimal, Conversions, Logic Circuits, Logic Gates, Multiplexer and DeMultiplexer, Comparator and Parity Checker and Generator,

Encoder and Decoder, Display Device, Multivibrator and Flip-Flop, Register and counter, Timer and A/D, D/A Converters, Semiconductor Memory.

Part-3 Microprocessor System

What is Microprocessor, History of Microprocessor, Working of Microprocessor, Table on the Basis of Sockets for Different type of Compatible Microprocessor, Pin Details of Different type of Sockets.

Part-4 Small CKT Testing & Measuring

Operating Information about Digital and Analog MultiMate, How to use Oscilloscope (CRO), How to use a Logic Probe with Pulsar, Testing of Digital IC's with Digital Trainer Kit.

Part-5 Power Supply

General Block diagram of SMPS and UPS, Different Sections of SMPS and UPS, Circuits of Different Brands of SMPS and UPS, Component level Troubleshooting.

Part-6 Analog & Digital Monitor with TFT & LCD

General Block diagram of Color Monitor, Different Sections of Color Monitor, Circuits of Different Brands of Color Monitors, Component level Troubleshooting, basic TFT & LCD.

Part-7 Optical, Normal Multimedia Key & Mouse

General Block diagram of Keyboard and Mouse, Different Sections of Keyboard and Mouse, Circuits of



Details Syllabus Of RCPP Modules- Year -2008-2009

Different Brands of Keyboard and Mouse, Component level Troubleshooting.

Part-8 Assembly & Repairing of Printer & Scanners

General Block diagram and Mechanism of Printer (DMP, Inkjet, Lesser), Different Sections of Printer (DMP, Inkjet, Lesser), Circuits of Different Brands of Printer (DMR Inkjet, Lesser), Component Level Troubleshooting. General

Block diagram and Mechanism of Scanner, Different Sections of Scanner, Circuits of Different Brands of Scanner, Component level Troubleshooting.

Part-9 Memory Devices Fix & Temporary.

Disk organization / Mechanism of Storage Devices (HDD, FDD, CD-ROM/RW, Pen), Head alignment, adjustment, Replacement of Different Parts, Jumper Settings. , Circuits of Different Brands of Storage Devices, Com-
[45]

RCPP

component level Troubleshooting. Types of memory (SD, EDO, RD, DDR)

Part-10 Card Repairing MB, Diagram.

Complete Reference / Block / Section Diagrams with Circuits of P-III, P-II, P-I Intel chipset Motherboard and Comparison with P-IV Intel 845 Chipset Motherboard.

Part-11 Other

Circuits Descriptions for Testing of Different Brands of Speakers, Webcam, Modems, HUB, Switches.

Part-12 : NETWORK ESSENTIAL AND PEER TO PEER NETWORKING

Basics of Networking-LAN, MAN, WAN, Network Topologies, Protocols, Transmission Media and Network Cards, Simple Cross pair and Standard Networking under Windows. with the help of HUB/Switch.

Part-13 : WINDOWS NT/2000/2003

Installation of Win-NT/2000/2003 Server and Workstation, Administration of Win-NT/2000/2003 Server and Workstation, Domain/Workgroup Model, Creation of Users and Groups, Assigning Rights to Users and Groups, Mapping

Domain Controllers, Configuring Protocols, Printing, Managing Accounts, Disk and File, Booting Sequence, Remote

Access i Services (RAS), Internet Information Server (US), Upgrading a Win-2000 Network into Win-2003 Network,

Active Directory Installation and Management, Disaster Protection and Recovery.

Part-14 : MOBILE

Technology of Mobile System, Internal Architecture of Mobile, Mobile Services, Block Diagram of Mobile Kit, Vibrator, Display Section, Keypad Section, SIM Section, Network Section, Charger Section etc.

Mobile Software Setting & Download, Ring Tone, Movies, Songs and Other, Internet connection through the Mobile.

Part-15 : INVERTOR & UPS

Technology of Invertors & UPS

Technology of Invertors & UPS, Internal Architecture of Invertors & UPS, Block Diagram of Invertors & UPS, Charger section, Switching section, Testing of Battery, Testing of CKT Board and Troubleshooting.

-----Module Two Term End Examination-----

[CCP \(Certificate Course in Programming\)](#)

1. C++ PROGRAMMING

Modules : Concept of Programming, Flow Chart & Algorithm Programming in C++ Introduction to C++, Concept of OOP Programming Basics of C++ (Keywords, Constants, Data Types etc.) Operators and expressions, Control Statements, Arrays (Single Dimensional Arrays & Two dimensional Arrays), Functions (User defined functions & library functions), Structures, Classes and Objects, Constructors and Destructors, Function and Operator overloading, Inheritance, Pointers GUI Assignment and Project Work

2. VB Programming

Programming in Visual Basic 6.0 Introduction to Visual Basic, Working with Projects and Forms, Variables, Constants, Arrays, Control Flow statements and conditional statements, Menus (Designing, Programming), Active X Controls, Event driven Programming, MDI (Multiple Document Interface), Assignment and Project Work

3.SQL

SQL (Structured Query Language) Introduction to SQL, Introduction to SQL * Plus, Features of SQL DDL



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Statements (Data Definition Language) DML Statements (Data Manipulation Language) DCL Statements (Data Control Language) Assignment and Project Work

Duration : Four Months Each

DCT

Modules : Inter Personal Communication., Oral Communication, Written Communication, Intra Personal Communication Skill, Etiquette of speaking through phones, Cyber Communication, Modern Communication Management Techniques, Communicative English, Functional English, Applied English, Phonetics, News Mens Language (Media Related), Word Smithy, Audio Visual, Tips on Interview, Mock Interview

Duration : Six Months

DMM (Diploma in Multimedia)

Modules : Instruction to multimedia and its uses, Photoshop, Flash, Sound Forge, Swiss, Adobe Premier, GIF Animator, 3-D Tool, Multimedia Presentation, Corporate Presentation, Basics of Cartooning and Animations, E-Learning

Duration : Six Months

ADMM (Advance Diploma in Multimedia)

Duration:-one Year

ADVANCE DIPLOMA IN MULTIMEDIA INDEX

1. Introduction of the Course
2. About Multimedia
3. Usage in various fields and Areas
4. Application of Multimedia
5. Job Opportunity
6. Method of Training
7. Convenient Batch Timing
8. Total Seats
9. Eligibility
10. Medium
11. Duration of the Course
12. Classes
13. Examination
14. Fee Structure
15. Syllabus
16. Multimedia Project Work
17. Presentation of Project Work

INTRODUCTION OF THE COURSE

The study of the Multimedia is a constructive step. We n believe that Computer with its multitude of beneficial application shall prove to be an asset to humankind. This is the call of the alternative to this course of action that is constructively merging the mighty forces that flows from man and machine.

ABOUT MULTIMEDIA

Multimedia (Lat. Multum + Medium) is [media](#) that uses multiple forms of [information content](#) and [information processing](#) (e.g. [text](#), [audio](#), [graphics](#), [animation](#), [video](#), [interactivity](#)) to inform or entertain the (user) audience. *Multimedia* also refers to the use of (but not limited to) [electronic media](#) to store and experience multimedia content. In [line art](#) it is a synonym for traditional [mixed media](#) as well as technological [new media](#) . The term "rich media" is also synonymous for interactive multimedia.

Multimedia, in personal computing, software and applications that combine text, high-quality sound, two- and three-dimensional graphics, animation, photo images, and full-motion video. In order to work with multimedia, a personal computer typically requires a powerful microprocessor, large memory and storage capabilities, a high-quality monitor and a video accelerator, external loudspeakers or headphones and a sound card (or sound board) for improved sound generation, and a CD-ROM (see [compact disc](#)) or DVD-ROM (see [digital versatile disc](#)) drive, as well as special software to utilize many of these devices. A multimedia computer may also use other devices, such as a microphone or keyboard for audio input, a digital camera or scanner for graphics input, and a [videocassette recorder](#) or camcorder for video input or output. Multimedia software is used for electronic publishing and [electronic games](#)



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and in employee-training programs. The term *multimedia* is also used to describe home entertainment systems and other electronic products and services, particularly interactive ones, that combine text, sound, video, and the like. Uses include [virtual reality](#) simulations, interactive television, commercial advertising, and [hypertext](#) applications.

USAGE IN VARIOUS FIELDS AND AREAS

Multimedia finds its application in various areas including, but not limited to, [art](#), [education](#), [entertainment](#), [engineering](#), [medicine](#), [mathematics](#), [business](#), and [scientific research](#). Below are the several examples as follows:

Engineering

In [Engineering](#), especially in [mechanical](#) and automobile engineering, multimedia is primarily used for designing a machine or an automobile. This lets an Engineer view a product from various perspectives, zoom in on critical parts and do other manipulations, before actually producing it. This is known as [computer-aided design](#) (CAD) or [computer-aided engineering](#) (CAE).

Medicine

In [Medicine](#), [doctors](#) can get trained by looking at a virtual [surgery](#) or they can simulate how the [human body](#) is affected by [diseases](#) spread by [viruses](#) and [bacteria](#) and then develop techniques to prevent it.

Mathematical and Scientific Research

In [Mathematical](#) and [Scientific Research](#), multimedia are mainly used for modelling and simulation. For example, a [scientist](#) can look at a [molecular model](#) of a particular substance and manipulate it to arrive at a new substance.

Virtual reality uses multimedia content. Applications and [delivery platforms](#) of multimedia are virtually limitless.

Arts

In the [Arts](#) there are multimedia artists, whose minds are able to blend techniques using different media that in some way incorporates interaction with the viewer. One of the most relevant could be [Peter Green away](#) who is melding [Cinema](#) with [Opera](#) and all sorts of digital media. Another approach entails the creation of multimedia that can be displayed in a traditional fine arts arena, such as an [art gallery](#).

Education

In [Education](#), multimedia is used to produce [computer-based training](#) courses (popularly called CBTs) and reference books like encyclopaedia and almanacs. A CBT lets the user go through a series of presentations, text about a particular topic, and associated illustrations in various information formats. [Edutainment](#) is an informal term used to describe combining education with entertainment, especially multimedia entertainment.

A presentation using [PowerPoint](#). Corporate presentations may combine all forms of media

Industry

In the [Industrial sector](#), multimedia is used as a way to help present information to shareholders, superiors and coworkers. Multimedia is also helpful for providing employee training, advertising and selling products all over the world via virtually unlimited web-based technologies.

Multimedia Messaging System

The [Multimedia Messaging System](#), or MMS, is an [application](#) that allows one to send and receive [messages](#) containing Multimedia - related [content](#). MMS is a common feature of most [cell phones](#). An electronic multimedia [encyclopedia](#) can present information in better ways than traditional encyclopaedia, so the user has more fun and learns more quickly. For instance, an article on [World War II](#) can include [hyperlinks](#) to articles on countries involved in the war. When users click on a hyperlink, they are redirected to a detailed article about that country. In addition, it can include a video on the [Pacific Campaign](#). It can also present maps pertinent to World War II. Hyperlinks let a user access information in a non-linear fashion as opposed to print materials which are essentially linear. This can speed-up learning and improve the user experience, when added to multiple elements such as pictures, photographs, audio and video. (It is also said that some people learn better by seeing than reading and some others by listening).

Miscellaneous

In addition, multimedia is heavily used in the entertainment industry, especially to develop [special effects](#) in movies and animation for cartoon characters. Multimedia games are a popular pastime and are software programs available either as CD-ROMs or online. Some [video games](#) also use multimedia features.

Multimedia applications that allow users to actively participate instead of just sitting by as passive recipients of information are called *Interactive Multimedia*.

In Europe, the reference organization for Multimedia industry is the [European Multimedia Associations Convention](#) (EMMAC).

An observatory for jobs in the multimedia industry provides surveys and analysis about multimedia and ITC jobs.

APPLICATION OF MULTIMEDIA

- [Advertising](#)
- [Business Presentations](#)
- [Computer Simulations](#)
- [Education](#)
- [Entertainment](#)
- [Governmental Services](#)
- [Journalism](#)
- [Nonprofit Services](#)
- [Professional Training](#)



Details Syllabus Of RCPP Modules- Year -2008-2009

- [Software Interface](#)
- [Spatial Temporal Applications](#)
- [Virtual Reality](#)

JOB OPPORTUNITY

Job Opportunity for Multimedia known people are very vast, almost in every field there are jobs, such as:

- [Multimedia](#) Instructor
- Animator
- Web Designer
- Graphics Designer
- Video Editor
- Sound Editor

And in many more areas i.e. Mass Communication & Film City.

METHOD OF TRAINING

Keeping in mind the aims of the Center's extensive stress is laid on personal supervision and practical work, Students are given extensive practical & field training, recognizing the principle that learning is easiest and of greater depth if the student can do things instead of watching them, theory and practice are woven together so that each reinforces the other and complex material is more easily understood.

During the course we hold periodic tests to check the progress made by the student. This enables to discover the weak points and pin point of the problems as they arise one there by take corrective action in the earliest possible moment.

Recognizing that, this is a specialized course, the students receive individual attention and personal guidance, admission is therefore, restricted to very limited students.

CONVENIENT BATCH TIMINGS

Multimedia student is doubly benefited as we have designed the curriculum and adjusted the batch timings in convenient manner to allow you to continue with your regular school college studies.

TOTAL SEATS

Number of seats will vary according to PC availability in Institution. Example: If you have available 10 PC, then you can allow only 10 students in a batch for better performance.

ELIGIBILITY

A candidate should be minimum Matriculate or equivalent.

MEDIUM

The mode of Instruction in Hindi & English both.

DURATION OF THE COURSE

A candidate will be trained competently in one year.

CLASSES

Half Hour Theory & One and Half Hour Practical for 3 days in a week i.e. Monday, Wednesday & Friday or Tuesday, Thursday & Saturday.

EXAMINATION

Theory -50 marks & Practical 100 marks. Pass Marks - 40%

FEE STRUCTURE

Admission form and prospectus	- Rs. 100/-
Admission fee	- Rs. 499/-
Down payment	- Rs. 9,500/-
Installment	- Rs. 3,000/- (First Inst.) - Rs. 2,000/- (Second Inst.) - Rs. 500 x 10/- =5000/- (For 10 months)

Syllabus-ADMM

Modules-I : Concept of Drawing & Cartooning, Color Management, Animation Rules & Tricks Story Boarding, Lay outing, Modeling, Walk-through, Camera & Light Adjustment, Rigging, Special Effects.



Details Syllabus Of RCPP Modules- Year -2008-2009

Software used : Photoshop, Illustrator, PageMaker, Quark express, CorelDraw Flash with action script
3D max Studio

Modules-II :: Graphics-Color understanding, Drawing Cartoons & anatomy, lay outing, desktop design, concept of advertising.

Digital video editing, Video Composting and special Effects, Audio Composting, Shooting scene and film making, story-boarding, Animating effects

Software used : Photoshop, Illustrator, PageMaker, Quark express, CorelDraw, Premier-Pro, After-effect, sound Forge

Projects - Ad, Poster & Brochures design, Video-Ad Films & documentary development with giving special effects magic, Mp3 cd Development

CERTIFICATE IN ADVANCE FINANCIAL ACCOUNTING (CAFA)

PLACEMENT SCOPE :- Accountant ,Accounts Manager, Senior Manager(Accounts) ,

CLASSES:- SINGLE USE SINGLE SYSTEM & Daily 2-Hrs .Classes

Module 1 (1st MONTH)

1. Meaning & objective of Accounting
2. Theory Base of Accounting
3. Accounting Equation
4. Basic Accounting procedures journal & ledger
5. Practical System of Accounting
6. Special Purpose Subsidiary Books
7. Bank Reconciliation Statements (BRS)
8. Trail Balance
9. Financial Statements –Trading Account , Profit & Loss Accounts &Balance Sheet
10. Financial statements With Adjustments
11. Methods of Presenting Final Accounts
12. Depreciation Bills of Reserves , Provisions Bills of Exchange .

Assignments & Exercises

MODULE 2 (2ND MONTH)

1. Computer Awareness & Fundamentals.
2. Hardware & Software Concept
3. Operating System Windows 98/Me/xp
4. Computerized Accounting (Uses Application &n Features.)
5. Tally installation
6. Tally 5.4 & 6.3
7. Tally 7.2(license Version)
8. Reports printing etc.

Assignments & Exercises

MODULE 3 (3RD MONTH)

0. Tally 8.1 (Introduction)
 1. Vat (Value Added Tax)
 2. Sales Tax
 3. Service Tax
 4. TDS
 5. Other Tax & Duties Settlements
- Income Tax Assessments &Returns

MODULE 4(4TH MONTH)

1. Revision (Practice in Real Company Data)
2. Project
3. Examination & Certification

<p>Fee:- Rs 1800 Duration 4 Month Reg. & Certificate Rs 200 (Extra)</p>



Details Syllabus Of RCPP Modules- Year -2008-2009

CCTTC (Certificate in Computer Teachers Training Course)

Eligibility: Intermediate above in any stream & Basic knowledge of Computer

Duration: Six Month or 150 Hours

Syllabus:-

Modules-One (50 Hours) Duration—2 Months Marks -100

Computer Fundamental, MS-Office, Internet & E-mail, Multimedia,

Modules-Two (50 Hours) Duration—2 Months Marks -100

Logo, Basic, HTML, C & C++,

Modules-Three (50 Hours) Duration—2 Months Marks -100

Teaching Mythology, Teaching Skill, Educational Psychology (Intro),

Live Teaching Project (LTP) -2 Months Per day 2 Hours

Project Report/ITR

Classes:- Daily 1.3 H

Admission form and prospectus - Rs. 100/-

Online Registration fee:-150/-

Admission Fee:-499/-

Course Fee:- 2599/-+ Online Examination @ 150 Per Modules

No of Modules:-- 3

Full Marks :- 400 (Theory-300 , Project Report/ITR =50, LTP=50)

DCTTC (Diploma in Computer Teachers Training Course)

Eligibility: Intermediate above in any stream & Basic knowledge of Computer

Duration: Nine Month or 200 Hours

Syllabus:-

Modules-One Duration—3 Months Marks -100

Computer Fundamental, MS-Office, Accounting, DTP,

Modules-Two Duration—3 Months Marks -100

Logo, Basic, HTML, C & C++, Internet & E-mail, Multimedia,

Modules-Three Duration—3 Months Marks -100

Teaching Mythology, Communication Technology, Teaching Skill, Educational Psychology,

Live Teaching Project (LTP) -3 Months Per day 3 Hours

Project Report/ITR

Classes:- Daily 1.3 H

Admission form and prospectus - Rs. 100/-

Registration fee:-150/-

Admission Fee:-499/-

Course Fee:- 3999/-+ Online Examination @ 150 Per Modules

No of Modules:-- 3

Full Marks :- 400 (Theory-300 , Project Report/ITR =50, LTP=50)



Details Syllabus Of RCPP Modules- Year -2008-2009

ADCTTC (Advance Diploma in Computer Teachers Training Course)

Eligibility: Intermediate or above in any stream & Basic knowledge of Computer

Duration: 15th Months or 350 Hours

Syllabus:-

Modules-One Duration—3 Months Marks -100

Computer Fundamental, MS-Office, Accounting, ,

Modules-Two Duration—3 Months Marks -100

HTML, Internet & E-mail, Logo, Basic, C, C++,

Modules-Three Duration—3 Months Marks -100

Visual Basic, Oracle, Multimedia, DTP

Modules-Four Duration—3 Months Marks -100

Teaching Mythology, Communication Technology, Teaching Skill,

Modules-Five Duration—3 Months Marks -100

Educational Psychology, Practical teaching Method, and Micro Teaching.

Live Teaching Project(LTP) -4 Months Per day 3 Hours

Project Report/ITR

Classes:- Daily 1.3 H

Admission form and prospectus - Rs. 100/-

Registration fee:-Rs.250/-

Admission Fee:-Rs.499/-

Course Fee:- Rs. 5999/+ Online Examination @ 150 Per Modules

No of Modules:- 5

Full Marks :- 700 (Theory-500 , Project Report/ITR =100, LTP=100)

ADOA (Advance Diploma In Office Administration)

Eligibility: Intermediate in any stream except Fine Arts

Duration: One Year or 300 Hours.

Modules-One Duration—3 Months Marks -200

Computer Fundamental & MS-Office Internet, E-mail, Multimedia and Front Page Financial Accounting,

Modules-Two Duration—1 Months Marks -200

Business Organization:-

Meaning, Functions and Importance of:

(a) Financial Institutions of India (Stock exchange, Banking & Insurance Sectors)

(b) Retail, wholesale and Multiplex.

Modules-Three Duration—1 Months Marks -200

Office Management:

Meaning and Function of Office Management, Function of Office Manager

Office Lay-Out (Planning of Office Space and lay-out for Large and Small Office)

Modules-Four Duration—2 Months Marks -200

Office Operation:

Handling Mail (Recording, Sorting, Opening, Printing, Recording and Dispatching)

Filing and Indexing, Usage of Office Machines,

Office work- planning and simplification, Office Manuals and reports

Welfare of Employees, Essentials for the Modern Office

Meaning and Importance of Quality Control (Indian and International System)

Modules-Five Duration—2 Months Marks -200

Communication Techniques:

Introduction, Objective, Media, Types Principles. Lay-Out of letters and letter regarding

Enquiries and replies, Order and their Execution,

Credit and Status enquiries, Complaint Letters, Circular Letters, Roles, Bank Correspondence. And different types of business and official correspondence.

Office Notes: Report, Agenda & Minutes Advertisement and Press Releases.

Modules-Six Duration—2 Months Marks -200

Modern Information Technology based communication.

Project Report/ITR

Live Industrial Training (LIT)-----100-150 Hours



Details Syllabus Of RCPP Modules- Year -2008-2009

Classes:- Daily 1.3 H

Admission form and prospectus - Rs. 100/-

Registration fee:-Rs. 250/-

Admission Fee:-Rs. 499/-

Course Fee:- Rs. 6999/-+ Online Examination @ 150 Per Modules

No of Modules:- 6

Full Marks :- 1400 (Theory-1200 , Project Report/ITR =100, LIT=100)

INSTRUCTIONS:

1. During the course proper assignment and project (if applicable) work should be given to the trainees.
2. During the course Industrial Training 100-150 hrs. Should be given to the trainees. The instructor should watch their classes and put proper grading to them.
3. All modules have carried 200 marks. Full marks will be 1400.

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