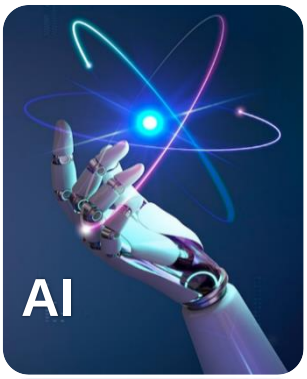
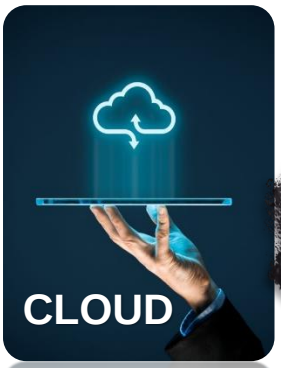
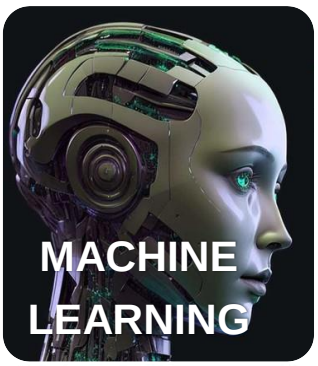
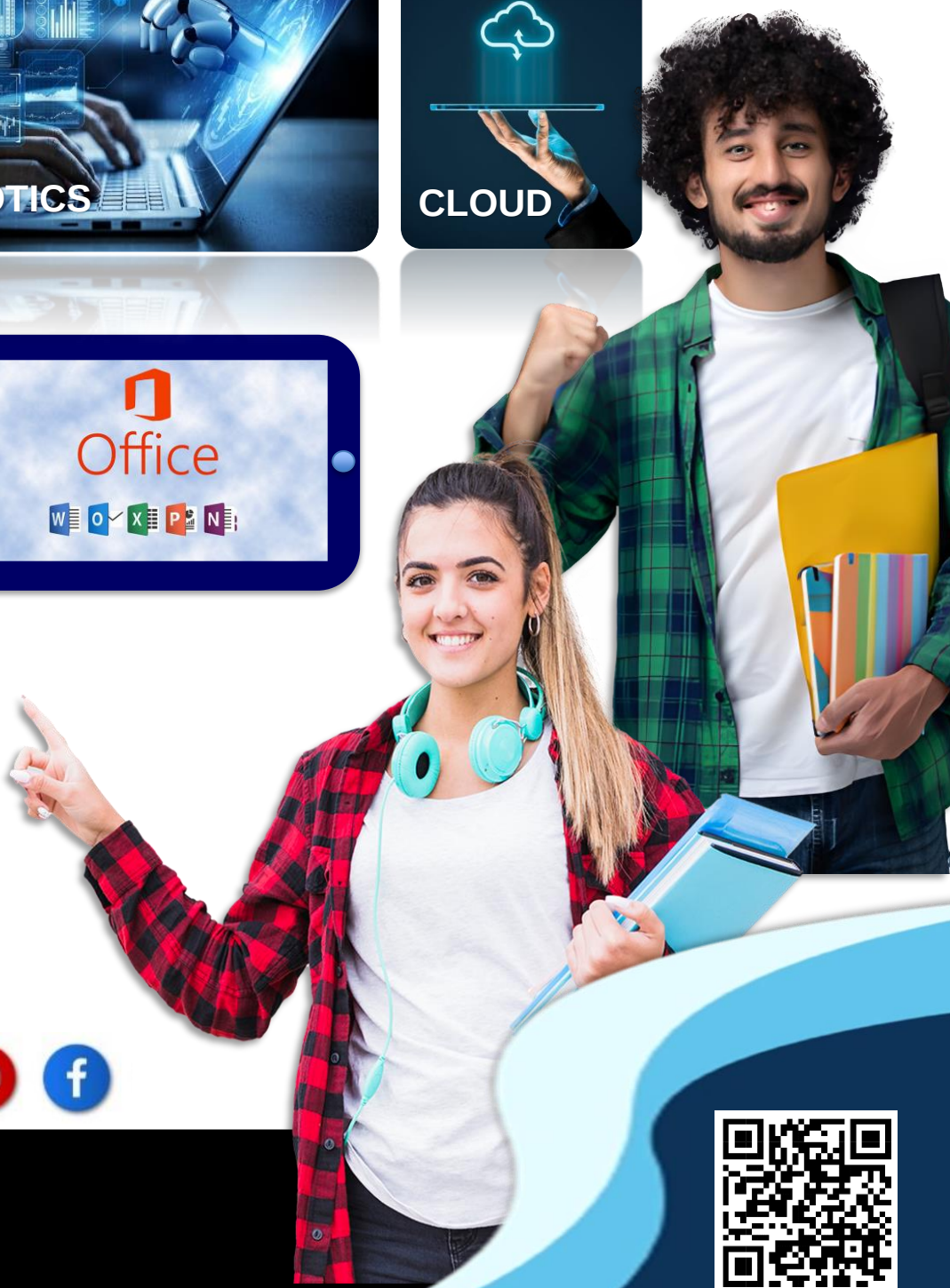
ACC-IT









.

Advanced Career Course in Information Technology

Career Job School College Competetion Knowledge ACC-IT

Serial	Topics	Options	Outcome
1	Introduction to Computer	Generations, Utility and Features	Understanding the Fundamentals
2	Computer Operating System	Windows, Ubuntu, Mac-OS, Android	Distinguish between the uses
3	Create, Edit and Format documents using Word / libre office	Open, close, edit, format and do various Text related applications	Standard text documents for daily uses
4	Introduction to Internet and finding information on Internet	Searching, Browsing, and learning keyword searches	Student will learn to understand browser-based applications
5	Working with e-mail	Creating Email, Inbox, Outbox, Folders and contact updating with cc, bcc and composing	Students will practically create emails for communicating and education
6	Understanding Financial Literacy and e-Governance Services	Govt of India's initiatives on various Digital Literacy and eGovernance schemes	Students can take benefit of many useful PM Yojana and eHospitals. Schemes for students and their family
7	Advanced Word	File, Home, Insert, Layout, mailing and review tab	Students will be skilled in preparing biodata, greeting cards, Pamphlets, reports and School/college/office work.
8	Excel Worksheet	Basic Excel tabs	Students can work on excel for preparing mark lists, formulas and office work
9	PowerPoint	Along with tabs inserting audio video and animation effects	Student will be able to prepare small advertisement on computer and mobile
10	Access & Outlook	Basic application	Student will be able to understand basics of database management skills and also creating and scheduling events and appointments
11	Internet Web application & eCommerce	History, definitions and uses of internet,	Student will be able to apply online

		web-based applications ecommerce	digital services of Govt and private portals. Passport and Aadhar card, PAN card updates etc.
12	Hardware & Networking	Basics of all hardware components of Microcomputer, assembly and features of processors and memory	Student can easily attach input and output devices and do home trouble shooting of his own computer.
13	Scratch Programming	Theory of programming and 2 programs will ne taught	Student will be able to understand programming concept along with coding
14	Python Basics	Overview of Python along with 2 programs writing	Student will be able to clear her/his concepts of programming and understand the output from the computer
15	Cyber Security & EH	Theory and ethics of cyber world	Student will be able to know the cybersecurity concept and hacking terminology
16	Machine Learning & Robotics	Theory and its applications	Student will understand the concepts of ML, Robotics and its history
17	Artificial Intelligence	Theory and its applications	Student will understand the concepts of AI, its history & application
18	IOT	Theory and its applications	Student will understand the concepts of IOT, its history & application
19	ChatGPT-OpenAI	Theory and its applications	Student will understand the concepts of Open-AI, its history & application
20	Field Visit	Actual visit to site of a company	Student can understand the corporate culture of IT Company
Total	100 Hrs.	Theory 40 Hrs	Practical 60 Hrs.

☑Exam: Online ☑MCQ: 50 ☑ Assignment :50 ☑ Total:100

☑Location: At Same centre☑ Exam Duration: Level– I 60 Minutes at Govt. Nominated center. Level- II 60 minutes at same Learning center.

☑ Result: Level -I as per Govt Rules. Level – II Instant ☑Certificate Mode: Physical + Digital

Fees One-Time	Two instalments	Three instalments	Govt..Exam Fees
Rs.10500 Only	Rs.5500 x 2 Rs.11000 Only	Rs.4000 x 3 Rs.12000 Only	Rs.750 Before Exam

Visit: accit.in

Certificate of Field Visit

This is to certify that

Mr / Miss _____

Participated in the field visit on date: dd/mm/yyyy organised by _____

Visited Company Name. _____

Location _____

Visit supervised by authorised person Mr/ Miss _____

Signature of Authorised person

Seal / Stamp of Company

Sample Certificate