Programs offered under Swift

If you register for... Program.	whose duration is...	And whose contents are....	Program Eligibility	Mode of Training	You will get ...
Accounting with Tally.ERP.9 (AWT9)	36 hrs	- Understand and apply basic principles of accounting - Understand double-entry system of accounts - Identify various financial statements - Classify business organizations, based on their business activities and transactions - Understand the concepts and challenges associated with accounting on computers - Understand the basic features associated with Tally - Identify the key components of Tally - Understand the process of creating a company - Create ledger books	Candidate should have: - Basic IT awareness (Windows OS and PC Essentials) - Be able to understand and converse in English - Preferably should have commerce in Class XI and XII.	ILT	- Graded Certificate for CWAP>=50% - Participation Certificate for CWAP<50%

		• Understand and apply accounting processes in service organizations • Record transactions of service organizations • Understand and apply accounting processes in trading organizations • Record transactions of trading organizations			
Swift C++ Programming and Computer Science Fundamentals (SCCF)	60 hrs	• Identify features of Object-Oriented programming • Understand C++ as an Object-Oriented Language • Accept and display data • Access data using pointers • Create classes and objects • Store and retrieve file data • Implement late binding • Work with linked list, stacks, and queues • Understand the concepts of Boolean algebra • Understand relational data	Candidate should have: • Basic knowledge of computers • Be able to understand and converse in English	ILT	• Graded Certificate for CWAP>=50% • Participation Certificate for CWAP<50%

		structure • Work with SQL • Identify network concepts • Develop games			
Swift-Building Social Media Skills (BSS)	8 hrs	• Identify the basic terms used with the Internet. • Use e-mail for communication. • Use chat for communication. • Use social networking sites. • Use a blog. • Share photographs and files on the Internet. • Use the search engine. • Search for recipes, news / entertainment, and astrology on the Internet. • Store information in the Favorites folder. • Perform online transactions. • Identify the security concern on the Internet.	• Have basic knowledge of working in the Windows environment. • Must know how to create, open, and close files.	ILT	• Participation Certificate
Swift - Maximizing Productivity with Office 2010 (MPO10)	12 hrs	After completing the course, students will be able to: • Express their ideas and create visual impacts • Enhance productivity with the easy-to-use tools • Bring new insights to information and make better decisions • Communicate across locations • Get information anywhere anytime	• Should have basic knowledge of working in the Windows environment • Should have working knowledge of MS Office (any prior version).	ILT	• Participation Certificate

Swift Smart Project using C++ (SSPC+)	60 Hrs	At the end of this program, the students will be able to: • Create a C++ project • Plan for a presentation • Create a presentation • Deliver a presentation	• Working knowledge of any Windows operating system • Knowledge of programming using C++ through Swift C++ Programming and Computer Science Fundamentals (SCCF) program • Knowledge of the English language	ILT	• Graded Certificate for CWAP>=50% • Participation Certificate for CWAP<50%
Working with Tally.ERP 9 – Level 1 (AWT91)	108 Hrs	Module 1: **Business Process Fundamentals** • Identify functions and processes within a business organization • Identify the role of Information Systems in business processes • Understand Enterprise Resource Planning • Identify the processes involved and role of Information Systems in Sales and Marketing • Identify the processes involved and role of Information Systems in Production • Identify the processes involved and role of Information Systems in Logistics Planning • Identify the processes involved and role of Information Systems in Human Resource • Identify the processes	• Commerce graduate with ability to interact in English in a classroom environment • Comfortable working on the Windows environment	ILT	• Graded Certificate for CWAP>=50% • Participation Certificate for CWAP<50%

| | | involved and role of Information Systems in Financial Accounting
• Identify the processes involved and role of Information Systems in Supply Chain Management

Module 2 : **Accounting on Computers with Tally.ERP 9 - Volume 1 : Basic Accounting and Inventory**
• Describe the main features and components of Tally.ERP 9
• Create and maintain features and components of Tally.ERP 9
• Create and maintain the company information required by Tally.ERP 9
• Use the basic features of the Tally Accounting System to
   ○ Create and maintain the chart of accounts
   ○ Enter voucher details
• Use the basic features of the Tally.ERP 9 Inventory System to
   ○ Create and maintain the inventory masters
   ○ Enter voucher details

Module 3: **Accounting on Computers with** | | | |

		Tally.ERP 9 - Volume 2 : Advanced Accounting, Inventory and VAT • Describe the advanced features and components of Tally.ERP 9. • Maintain bill and invoice details and track receivables and payables. • Create and maintain cost-centres • Create and maintain multiple currencies • Create and maintain multiple stock godowns and stock points • Create and Maintain Budgets and scenarios • Perform interest calculations			
Working with Tally.ERP 9 – Level 2 (AWT92)	66 Hrs	Module 1 : **Accounting on Computers Using Tally.ERP 9 – Volume 3** • Record Service Tax transactions and generate Service Tax reports and challans • Record TDS/TCS transactions and generate TDS reports and challans • Describe various terms related with excise • Record excise transactions for dealers • Generate excise invoice and related statutory reports • Record excise purchase and sales for manufacturers Module 2 : **Accounting on Computers Using Tally.ERP 9 – Volume 4** • Use payroll	• Completed working with Tally.ERP 9 – Level 1 program or should be proficient in Contents of Working with Tally ERP 9 – Level 1. • A commerce graduate with ability to interact in English in a classroom environment • Comfortable working on the Windows environment	ILT	• Graded Certificate for CWAP>=50% • Participation Certificate for CWAP<50%

		accounting features in Tally.ERP 9 • Understand and use payroll-related statutory features in Tally.ERP 9			
IT Summer Camp (ITSC)	68 Hrs	**Explore and Interact Using Computers** • Identify components of a PC system • Manipulate folders and files • Identify the components of the system unit • Identify the basic terms used with the Internet. • Use Internet for communication. • Exhibit and apply social media skills **Creating a Photo Album** • Enhance and enrich photographs • Recreate and remix audio • Create personal videos **Fun with Programming** • Draw images • Create image collages • Apply special effects to images • Create comics • Create animations • Create simple computer games **Introduction to Android: An Open Source Mobile Device Platform** • Appreciate the changing lifestyle • Identify the Smartphone & Mobile Device landscape • Appreciate the features of mobile devices • Identify and explain Android as an Open Source mobile platform • Customize features of Android devices	• Should be able to understand English. • Should have basic knowledge of working in the Windows environment	ILT	• Participation Certificate

		• Configure and Use the key features of Android devices **IT Seminar** • Understand and appreciate various IT domains/landscape • Identify and acknowledge various roles and career path			
Develop Your Own Mobile App (DMA)	26 hrs (2 credits)	• To understand the significance of mobile apps in the current scenario • To identify different types of mobile apps • To explore the GUI based interface for development of mobile apps • To develop Android based mobile apps with simple drag, drop and click • To understand different programming paradigms to get you started with the programming world	A student who registers for this course should be: • In the age group of 11 yrs – 15 yrs • Able to interact in English in a classroom environment. • Able to work in Windows Environment on the PC	ILT	Graded Certificate if Grade>=C in the course else Participation certificate
Personal Computing and Digital Lifestyle (WOW13)	64 hrs of ILT +15 hrs of Self Study (3 credits)	• Understanding IT Fundamentals and Computing • Creating and Managing Professional Documents Using Office Word 2013 • Presenting and Managing Data Effectively Using Excel 2013 • Creating and Managing Presentations Using Office PowerPoint 2013 • Communicate and Manage Tasks, Contacts and Appointments Using Office Outlook 2013	• Able to interact in English in a classroom environment	ILT	Graded Certificate if Grade>=C in the course else Participation certificate

		• Understanding Digital Lifestyle			
Working with MS Office 2013 (SPL13)	38 hrs ILT +9 hrs of Self Study (2 credits)	• Creating and Managing Professional Documents Using Word 2013 • Presenting and Managing Data Effectively Using Excel 2013 • Creating and Managing Presentations Using Office PowerPoint 2013 • Communicate and Manage Tasks, Contacts and Appointments Using Outlook 2013	• Able to interact in English in a classroom environment. • Possess knowledge of IT Fundamentals	ILT	Graded Certificate if Grade>=C in the course else Participation certificate
Working with Advanced Excel 2013 (AXL13)	24 Hours ILT + 12 Hrs of Self Study (2 credits)	• Calculating data with advanced formulas • Organizing Worksheet and Table data • Presenting Data using Charts • Analyzing Data using pivot tables and pivot charts • Inserting graphic Objects • Customizing and Enhancing workbooks and the Excel environment • Streamlining workflow • Collaborating with others • Auditing worksheets • Analyzing data • Working with multiple workbooks • Importing and Exporting data • Using Excel with the web • Structuring workbooks with XML • Automating business operations • Manipulating the	• Working knowledge of MS Excel Level 1 i.e. • Modifying a worksheet • Performing Calculations • Formatting a worksheet • Developing a workbook • Printing workbook contents • Presenting data using Charts	ILT	Graded Certificate if Grade>=C in the course else Participation certificate

		Excel environment			

Note: ILT is 'Instructor Led Training'

ALLIED SERVICES:

Service	Deliverable	Applicability	Time Norm
CERTIFICATION	CERTIFICATE (Record of completion of Program)	Any student who completes a program subject to Student Appraisal Obligations stated in Student Academic Policy	21 days from the last Appraisal Date (last session date of the Program for programs where exams have not been taken)

Note:
1. The details of the contents of these programs are as per the Course Objectives List, which is available in the Front Office for reference.
2. All students will be provided with personal copy of the study material during the program. Courseware Kits for each program will be given to the student on payment of CW component.
3. NIIT centre makes every effort to adhere to time norms specified but is not responsible for delays beyond its control.
4. Select courses/facilities are available at select locations / centres
5. Participation certificate is the 'Certificate of Completion'
6. Cloud Courseware will be provided in select centres for select programs instead of physical course material