

UGC - DEB Programs

(University Grant Commission - Distance Education Bureau)



यूजीसी, नई दिल्ली
द्वारा मान्यता प्राप्त
भारत सरकार

DISTANCE EDUCATION (UGC - DEB Approved)

The Distance Education Council (DEC) was established in 1991 under Section 16(7) read with Section 5(2) of the IGNOU Act, 1985. As per clause (2) (a) of the statute 28, the DEC was responsible for the promotion and coordination of the Open and Distance Learning system in the Country. In May, 2007 a Joint Committee was formed by signing a MoU between UGC, AICTE and DEC for the period of three years till May, 2010. The Joint Committee developed guidelines in the form of 'Recognition of Open and Distance Learning (ODL) Institutions' Handbook 2009. Thereafter, in pursuance of the directions issued by the Ministry of Education, the Department of Higher Education, Government of India issued order dated 29.12.2012, thereby the regulatory functions with regard to Distance Education programmes (excluding technical education) in higher education were vested with the University Grants Commission and for technical education, the AICTE act as a regulator through ODL mode. The Distance Education Council, which was the erstwhile regulator of Distance Education programmes, was dissolved and all regulatory functions were undertaken by the UGC under DEB (Distance Education Bureau) with effect from 2013. The Ministry of Education vide its order dated 25th February, 2014, has directed UGC to act as a regulator for higher education system in ODL mode, including for technical education in universities/affiliated colleges.

- ❖ **BA & MA** : Hindi, English, Sociology, Political Science, History, Economics, Math & JMC.
- ❖ **B Com & M Com**
- ❖ **BLIS & MLIS**
- ❖ **MBA** (with Dual Specialization) : HR, Marketing, IT, Financial Management and Production & Operation Management.



Courses Offered (from UGC Approved University)

Mgt. Programs

MBA | BBA

MBA with Dual Specialization

HR | IT | Marketing | Finance | Production & Operation Management

MBA with Single Specialization

Hotel & Tourism | Hospital | Pharmaceutical | Telecom | Fashion Mgt.

IT / CS Programs

MCA | PGDCA | BCA | DCA | ADCA

Commerce / Science / Arts Programs

M Com | B Com | M Sc | B Sc | MA | BA

Library Science Programs

M Lib | B Lib

BA with Hindi, English, Math, Economics, Sociology, Political Science, History.

MA with Hindi, English, Economics, Sociology, Political Science, History, Education.

B Sc with PCM (Physics, Chemistry, Math) & ZBC (Zoology, Botany, Chemistry) .

M Sc with CA (Computer Application) & Dietetics and Food.

MSW Master of Social Work.

Achievements & Others



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CAREER COURSES

AHCCA (Advanced Honors Certificate in Computer Application)

Duration : 6 Months

Syllabus :

Fundaments: Introduction & Characteristics of a Computer, History of Computers, Generations of Computer, Classification of Computers, Applications of Computer, Basic Components of PC, Computer Architecture, Computer Memory & units, H/w & S/w Descriptions, I/P & O/P Devices, System & Application Software, Number System, System operating from root level, Manage User A/c & their files, Notepad, MS Paint, DOS etc.

MS Office: MS Word, MS Excel, MS PowerPoint, MS Access, Web page using HTML, CSS, Java Script, WordPress Introduction, Domain, Hosting, SSL, MS Publisher, MS Outlook & MS InfoPath.

Networking & Internet: An Introduction to Networking, Transmission Basics and Networking Media, Introduction to OSI & TCP/IP Models, IP Address, Network hardware, Offline – Online Remote Desktop Connection, Wireless Networking, Network Management & Troubleshooting Network Problems etc.

Graphics & AI: Graphics Design & Editing through Canva Tools, Chat GPT & other AI Tools.

AHDC (Advanced Honors Diploma in Computer Application)

Duration : 12 Months

Syllabus :

Sem I – All the Contents of AHCCA.

Sem II –

C Programming: Introduction to Programming, C Prog. Fundamentals, Operators and Expressions, Variables, Constants & Literals, Data types, Input-Output Library Functions, Control statements, Function, Storage class, Pointer, Pointer and Function, Array, Pointer and array, Array and function, Dynamic Memory Allocation, String, String and function, Recursion, Command line Arguments, Preprocessor, Structure, Union, File Handling, Graphics, Data Structure etc.

Python Programming : Python Introduction and Setting up the Environment – Introduction to Programming, Choosing Python, Setting up Python environment, Python IDEs, Python Basic Syntax and Data Types – Input/output, Comments, Variables, Data types, Typecasting, Operators in Python – Arithmetic, Assignment, Comparison, Logical, Identity, Membership, Bitwise operators, Strings in Python – Creating, Formatting, Indexing, Slicing, String methods, Conditional Statements, Loops, Sequence Data Types, Lists in Python – Creating, Properties, Indexing, Slicing, Methods, Modifying lists, Tuples in Python – Syntax, Properties, Indexing, Slicing, Methods, Sets & Dictionaries, Functions, Modules, Date & Time, Scope & Modules, Files Handling in Python etc.

Visual Basic : Introduction to Visual Basic, Introduction Graphical User Interface (GUI), Programming Language (Procedural, Object Oriented, Event Driven), The Visual Basic Environment, use VB compiler to compile / debug and run the programs, Introduction to VB Controls, Textboxes, Frames, Checkboxes, Option Buttons, Images, Setting a Border & Styles, The Shape Control, The line Control, Working with multiple controls and their properties, Designing the User Interface, Keyboard access, tab controls, Default & Cancel property, Variables, Constants & Calculations, Decision & Conditions, Menu bar, Toolbar and Status bar creation, Multiple Forms & MDI Interface, Loops, Accessing Database File & Operations.

Project Report.

DCA Plus (Diploma in Computer Application - Plus)

Duration : 12 Months

Syllabus :

Sem I – All the Contents of AHCCA.

Sem II –

Accounting with Tally : BASIC OF ACCOUNTING – Introduction, Types of Accounts, Accounting Principles or concepts, Mode of Accounting, Rules of Accounting, Double-entry system of bookkeeping.

Company Info Menu – Select Company, Shut company, Create company, Alter company, Security control, Change tally vault, Backup & Restore, Tally audit feature. **Accounting Information** – Accounting Configuration & Features, Group Creation, Multiple Group Creation, Ledger Creation, Multiple Ledger Creation, New Voucher Creation, Advance Ledger Creation, **Inventory Information** – Inventory configuration & features, Inventory info. Menu, Stock groups, Stock categories, Stock item, Unit of measurement, Bills of materials, Locations / Godowns, Batches & Expiry, Inventory voucher types. **Voucher Entry** – Accounting voucher, Inventory voucher, optional & non-accounting voucher, Order processing, Advanced voucher entry, Purchase Order Processing, Multiple price level, Advance Features & Configurations.

Taxation – VAT, CST, TDS & TDS Report & Return, TCS, Service Tax, Excise Tax, FBT Tax, GST – Activating GST For Company, Setting Up GST Rates, Updating Stock Items and Stock Groups for GST Compliance, Creating GST Ledgers, Creating Income and Expense Ledgers, Recording Sales and Printing Invoices, Recording Purchases, Recording a Tax Payment. **Reports** – Display financial statements (Display balance – sheet, configuring the balance sheet, Integrate accounts with

inventory, setting closing- stock manually in the balance sheet with different stock valuation methods), Display profit & loss A/c (configuring profit & loss A/c, income/expense statement instead of P&L), Display trial balance (configuring in trial balance), Display registers & ledgers (display sales register, purchase register, cash book, bank book, journal register, day book, statement of accounts).

Payroll Management – Employee Creation, Salary Define, Employee Attendance Register, Pay Heads Creation, Set formulas, Generate Salary for month or specified session, Salary Report & export in different formats.

Data management & Administration – Backup & Restore, Split a company, export & Import of data, E-Capabilities (E-mail a report from tally), Uploading the reports generated from tally.

Visual Basic : Introduction to Visual Basic, Introduction Graphical User Interface (GUI), Programming Language (Procedural, Object Oriented, Event Driven), The Visual Basic Environment, use VB compiler to compile / debug and run the programs, Introduction to VB Controls, Text boxes, Frames, Check Boxes, Option Buttons, Images, Setting a Border & Styles, The Shape Control, The line Control, Working with multiple controls and their properties, Designing the User Interface, Keyboard access, tab controls, Default & Cancel property, Variables, Constants & Calculations, Decision & Conditions, Menu bar, Toolbar and Status bar creation, Multiple Forms & MDI Interface, Loops, Accessing Database File & Operations.

Project Report.

SHORT TERM COURSES

Course Name

Duration

CCO (Certificate Course in Office Automation)

2 Months

Fundaments: Introduction & Characteristics of a Computer, History of Computers, Generations of Computer, Classification of Computers, Applications of Computer, Basic Components of PC, Computer Architecture, Computer Memory & units, H/w & S/w Descriptions, I/P & O/P Devices, System & Application Software, Number System, System operating from root level, Manage User A/c & their files, Notepad, MS Paint, DOS etc.

MS Office: MS Word, MS Excel, MS PowerPoint.

Networking & Internet: An Introduction to Networking, Transmission Basics and Networking Media, Introduction to OSI & TCP/IP Models, IP Address, Network hardware, Offline – Online Remote Desktop Connection, Wireless Networking, Domain & Hosting, SSL, Network Management & Troubleshooting Network Problems etc.

Graphics & AI: Graphics Design & Editing through Canva Tools, ChatGPT & other AI Tools.

Course Name

Duration

CFA Plus (Certificate in Financial Accounting – Plus)

2 Months

Accounting Plus (CCO + CFA Plus)

4 Months

C Programming

2 Months

C++ Programming

2 Months

Python Programming

2 Months

VB / VB.Net

2 Months

Programming Plus (any 3 from : C, Python, VB, C++ & Java)

5 Months

Java Programming (Core + Advance)

2 Months

ASP.Net

2 Months

C#

2 Months

VS.Net (VB.Net, ASP.Net & C#)

5 Months

Data Structure with C / C++

2 Months

CWD (Certificate in Website Design)

2 Months

Digital Marketing (Wordpress, Google, Facebook etc)

4 Months

WDW (Website Design with Wordpress)

2 Months

RDBMS (MS Access / My SQL / SQL Server)

2 Months

Photoshop

2 Months

Corel Draw

2 Months

DTP (Photoshop, Corel & others)

4 Months

CCIH (Certificate Course in Internet Handling)

1 Month

CCJA (Certificate Course in Junior Animator)

1 Month

Advance Excel

1 Month

Junior Basic

1 Month

Typing Pro.

1 Month

Digital Marketing

Duration : 4 Months

Syllabus :

Introduction to Marketing – Role of Marketing, Consumers and Consumption, Segmentation, Targeting and Positioning, Designing Products and Services, Pricing and Channels, Using Communication to Engage Customers.

Digital Marketing Perspective – Introduction to Digital Marketing Basics, Digital vs. Traditional Marketing, Why Care About Digital Marketing? Revisiting Marketing Mix: Digital, Perspective with Case Study, Opportunities in Digital Marketing in India.

Understanding the Digital Customer – Personas in Digital Marketing, Developing, Using and Refining Personas, The Personas and User Journeys, Consumer Journey Mapping Frameworks, Digital, Marketing Mix and Digital Models, Case-based Discussions.

Website Design – Domain, Hosting & SSL, Site Content and Design, Rules and Frameworks, Creating a Wordpress CMS & Canva based website, Usability Testing, Launch and Management, Responsive website etc.

Search Engine Marketing – SEO & Paid, Basics of SEO: On Page and Off Page, Methods and Best Practices for Traffic Building, Website Optimization, Use of Backlinks, Paid and Organic Search, Choosing the Right Keywords, Keyword Research Tools, Google Adwords, Set Up, Manage and Optimise a Google Ad Campaign, Google Analytics.

Social, Mobile and Influencer Marketing – Trends, Social Media Marketing as Content Marketing, Paid, Earned and Shared Media, Social Media Landscape and Platforms – An Overview, Social Media Strategy and Selecting the Right Channels, Publishing on Social Media, Interacting with Customers on Social Media, Facebook, Instagram and Snapchat Marketing, Twitter, LinkedIn and Youtube Marketing, Mobile Advertising, Influencer Marketing.

E-mail Marketing – Introduction to Advanced Email Marketing, Fundamentals of Email Marketing, Email Best Practices and Myths & Bulk Email concept.

CCC – Course on Computer Concepts

Duration : 2 Months

Syllabus Outline:

website – www.nielit.gov.in

Introduction to computer, Introduction to GUI Based Operating System, Elements of Word Processing, Spreadsheets, Making small presentations, Computer communication and Internet, WWW and web browsers, Communication and Collaboration etc.

O Level

Duration : 12 Months

Module Code	Module	Pass Percentage	Grade
M1 - R5	Information Technology Tools and Network Basics	Failed (<50)	F
M2 - R5	Web Designing & Publishing	>= 50% to < 55%	D
M3 - R5	Programming and Problem Solving through Python	>= 55% to < 65%	C
M4 - R5	Internet of Things (IOT) and its Applications	>= 65% to < 75%	B
PR1 - R5	Practical based on M1-R5, M2- R5, M3-R5 and M4-R5	>= 75% to < 85%	A
PJ1 - R5	Project	>= 85%	S

DATASOFT For **Engineers & Professionals**
(B.E. | B.Tech | MCA | BCA Students)
Learn : C, C++, Python, Java, Oracle, My SQL, VB, Graphics Design, Digital Marketing etc.

SPACE FOR DESCRIPTION