

Reg. No. 487/JPR/2010-2011

UDYAM-RJ-17-0093551

ITGK CODE : 61290065



**MSME**  
MICRO, SMALL & MEDIUM ENTERPRISES  
एकता, विश्व, विश्व के लिए एकता  
OUR STRENGTH - YOUR GROWTH

Ministry of MSME, Govt. of India



# Royal

## COMPUTER & EDUCATION CENTRE

(A Venture of Royal Education Sansthan, Regd. Under Society Act.)

### ROYAL INSTITUTE OF INFORMATION TECHNOLOGY

### A move towards success...

#### Course Offered :-

- ▶ RSCIT ▶ ADVANCE OFFICE FOUNDATION ▶ CCFA
- ▶ TALLY ERP 9, TALLY PRIME WITH GST
- ▶ GRAPHIC DESIGNING
- ▶ WEBSITE DESIGNING & DEVELOPMENT
- ▶ PROGRAMMING LANGUAGE
- ▶ DCA/PGDCA
- ▶ CCC, O/A LEVEL
- ▶ SPOKEN ENGLISH
- ▶ DIGITAL MARKETING COURSE
- ▶ ANDROID COURSE
- ▶ ETHICAL HACKING
- ▶ COACHING CLASSES
- ▶ UNIVERSITY COURSES



682, Froniter Colony, Near Baraf Khana, Adarsh Nagar, Raja Park, Jaipur-302004

## About us :

This Center is working in the field of computer and Education and Job Oriented Specific courses since year 2004. Till Now Thousand of students, computer professionals include the Accounts Professionals and web designers have been benefitted by us. Special Features include the Training to housewives and little children, as we believe in "SAAKSHARTA" of Computer Education. **Royal Education Sansthan** is Registered in society Act. Vide **Reg. No. 487/JPR/2010-11**. We are also have Authorization of **RS-CIT Course** (Conducted by RKCL) through VMOU, Kota Vide **ITGK Code No. 61290065**. We also deal on Govt. projects & University courses.

## DETAILS OF COURSES :

### RSCIT

- Introduction to Computers
- Computer System
- Exploring your computer
- Introduction to Internet
- Digital Payments and Platforms
- Internet Applications
- Digital Services for Citizens of Rajasthan
- Working with Mobile Devices/Smartphones
- MS-Word, MS-Excel, MS Powerpoint
- Cyber Security and Awareness
- Managing your computer
- Getting more form your computer

Duration : 3 Months

### Advance Office Foundation (AOF)

- Computer Concepts / Fundamentals
- Windows : Win 7 / Win 10
- MS Office 2010/2016 :
  - + MS-Word + MS-Excel + MS-Power Point + MS-Access
  - + MS-Publisher + MS-Outlook Express
- Internet (Browsing, E-mail, Chat, Search, Download, Upload, E-Ticketing, E-Banking, Social Networking)
- Google forms & sheets



Duration : 3 Months

### Tally ERP 9, Prime with GST

#### Computerized Accounting

- Company Creation, Groups, Legers, Voucher Entry
- Display Reports and Printing (Trial Balance, P&L, Balance sheet)
- Bank Reconciliation
- Inventory Management (Godowns, Batchwise, Sales & Purchase order, Dr./Cr. Note, Price List)
- Payroll and Investment, Pay Slip
- Allowances, Gratuity & PF.
- Taxation and Duty (GST-CGST, SGST, IGST) & TDS.
- Bills of Material, Manufacturing etc.

Duration : 3 Months

### Web Designing (WD)

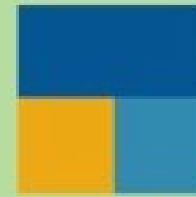
- Internet (Browsing, E-mail, Chat, Search, Download, Upload, E-Ticketing, E-Banking, Social Networking)
- Languages HTML 5
- CSS, Java Scripting
- Web-Page Design in Word Press
- Image Processing in Adobe Photoshop

Duration : 4 Months

## Certificate Course in Financial Accounting (CCFA)

### Semester-I

- Computer Concepts / Fundamentals
- Window : Win 7 / Win 10
- MS Office 2010/2016 :
  - + MS-Word + MS-Excel + MS-Power Point + MS-Access
  - + MS-Publisher + MS-Outlook Express
- Internet (Browsing, E-mail, Chat, Search, Download, Upload, E-Ticketing, E-Banking, Social Networking)
- Google forms and Google sheets



TallyPrime

### Semester-II

- Basic Accounting Practice
  - + Book Keeping + Single Entry and double Entry System.
- Ledger System & Trail Balance.
- Profit & Loss Account and Balance Sheet.
- Company Creation, Groups, Legers, Voucher Entry
- Display Reports and Printing (Trial Balance, P&L, Balance sheet)
- Bank Reconciliation
- Inventory Management (Godowns, Batchwise, Sales & Purchase order, Dr./Cr. Note, Price List)
- Payroll and Investment, Pay Slip
- Allowances, Gratuity & PF.
- Taxation and Duty (GST-CGST, SGST, IGST) & TDS.
- Bills of Material, Manufacturing etc.

Duration : 6 Months

## Advance Diploma in Computer Application

### Semester-I

- Windows Basics Win 7,10
- MS-Office 2010-2016 :
  - + MS Word + MS Excel + MS Power Point + MS-Access
  - + MS-Publisher + MS-Outlook Express
- Internet (Browsing, E-mail, Chat, Searching, E-Ticket, E-Banking, E-Commerce, Social Networking).
- Google forms and Google sheets

HTML



### Semester-II

- GRAPHIC & WEB-DESIGNING
  - + Corel Draw + Photoshop CS3 + Adobe Illustrator CS3
- PROGRAMMING LANGUAGE
  - C, C++, ASP.net
- HTML-5, CSS, Java Script
- Web Page Design in Word Press
- My SQL, PHP
- Testing, Hosting Project



Duration : 1 Year



## JOB ORIENTED COURSES

### Graphic Designing

- ★ Quark Xpress ★ Corel Draw X3/X5
- ★ Adobe Photoshop CS3

Duration : 3 Months

### Accounting Packages

- ★ Tally ver ERP 9.0, Tally Prime with GST ★ Internet & Advance MS-Excel
- (Note : Additional 15 Days for Non-Commerce Students)

Duration : 3 Months

### Internet Course

- ★ Browsing ★ E-mailing ★ Chatting ★ Searching ★ E-Ticketing ★ E-Banking
- ★ Facebook, Twitter ★ Downloading ★ Uploading Form Filling-SSOID

Duration : 2 Week

## Programming Language

- ★ Programming in C, C++

Duration : 2 Months

- ★ PHP Programming

Duration : 2 Months

### Programming in Net Technology

- ★ C# ★ ASP DotNet Technology

Duration : 3 Months

- ★ Programming in VB DotNet

Duration : 2 Months

- ★ Python Language

Duration : 2 Months

- ★ Programming in Java Core (J2SE)

Duration : 2 Months

- ★ Programming in Java Advance

Duration : 3 Months

## Architecture Designing

- ★ AutoCAD 2D/3D (Civil)

Duration : 45 Days

## Spoken English Course

- Basics of Communication :  
Introduction to communication. Building Powerful Vocabulary. Learning sentence construction
- English Grammar in use :  
Noun, pronoun, Adjective, Verb, Tenses, Preposition, Articles, Conjunction, Punctuation.
- Speaking English for the real world :  
Everyday communication, Telephonic communication, At the office, Meeting relatives etc
- Public Speaking Skills :  
Extempore and Group discussion. Email drafting, Business Correspondence. Letter writing practice.
- Personality Development :  
Manners & Etiquettes. Building confidence and developing presentation skills. Dress code.
- Job Interview Skills :  
Resume Writing. Job Interview question and answers. Mock sessions.

Duration : 3 Months

## Advance Excel Syllabus

- Basics of Excel
- Custom and Conditional Formats
- Data Validation
- Working with Range Names
- Using Formulas and Functions
- Absolute and Relative cell reference
- Excel Auditing Tool
- V-Lookup, H-Lookup Mis Reports with V-Lookup
- Mis Reports
- Working with Charts
- Working with Pivot Tables
- Worksheet Protection
- Multiple workbooks
- What-IF Analysis
- Working with Macros
- Advance V Lookup Formulas



Duration :  
2 Months

## University & Govt. Courses

### PGDCA COURSE

- PGDCA/MCA - 101 Fundamentals Computer
- PGDCA/MCA - 102 PC Software
- PGDCA/MCA - 103 Data Base Management System
- PGDCA/MCA - 104 Programming in 'C' and Data Structure
- PGDCA/MCA - 105 Operating System Principles
- PGDCA/MCA - 106 Computer Networks & Internet Concepts
- PGDCA/MCA - 107 System Analysis & Design
- PGDCA/MCA - 108 Object Oriented Programming Using 'C++'
- PGDCA/MCA - 109 Practical Based on : PC Software Lab
- PGDCA/MCA - 110 Practical Based on II : 'C' Programming Lab
- QMT Basic Mathematics

Duration : 1 Year

### NIELIT

National Institute of Electronics and Information Technology  
Ministry of Electronics and Information Technology, Government of India

A useful Short term course for office employees, housewives & children covers all the general aspect of PC operations. Certificate is provided by Govt. of India after passing an examination held by NIELIT.

### 'O' LEVEL

This is a job-oriented course for beginners, which covers various aspects of computer in details. After passing all modules you will get the NIELIT degree equivalent to Assistant Programmer. After successful completion of this course, the candidate may apply for 'A' level (equiv. to PGDCA).

#### SUBJECT CODE

- M1-R4
- M2-R4
- M3-R4
- M4-R4

#### SUBJECT

- IT Tools & Business Systems
- Internet and Web Design
- Programming & Problem Solving through 'C' Language
- (Elective) (A) Application of NET Technology  
(B) introduction of Multimedia (C) Introduction of ICT Resources

Minimum Qualification : 10 + 2 (With Registration)

Course Duration : 12 Months

### 'A' LEVEL

An Advance course for those students who wants to make career in programming & Software Development. This Postgraduate degree course provides a lucrative career options in India as well as abroad.

#### CODE

- A1 - IT Tools & Business Systems
- A2 - Internet Technology and Web Design
- A3 - Programming & Problem Solving through 'C' Language
- A4 - Computer System Architecture
- A5 - Structured System Analysis & Design

#### SUBJECT

#### CODE

- A6 - Data Structure through C++ Language
- A7 - Introduction to Data Base, Management Systems
- A8 - Basic of OS, UNIX & Shell Programming
- A9 - Data Communication and Networks
- A10 - Introduction to OOPS JAVA

#### SUBJECT

Project At 'A' Level there is one Project 100/- marks are assigned. The project has to be submitted along with a fee of Rs. 500/- and certificate is to accompany it. A viva-vace will be conducted by an expert nominated by the NIELIT as far as possible near the candidate's location.

Course Duration : 18 Months

## University Courses & Coaching Classes

- V to X Class (All Subjects) • XI, XII Commerce • CA, CS Foundation
- B.A., B.COM, BCA, BBA, B.SC, PGDCA, MA, M.COM, MBA, MCA

### Special Features

- Highly specialized Training at affordable cost. • 100% Job Oriented courses and well course Curriculums.
- A.C. Labs for Practical Section. • Qualified and experienced faculties. • Each student has separate computer.
- Special batches for servicemen & businessmen in the early morning and evening. • Time Adjustable courses for housewives and children. • English communication classes and Personality Development Seminars.
- Easy Installment Plan. • Library facility is also available. • Placement Assistance.

# Master in Digital Marketing Training Programme Course Content:

- Traditional Marketing
- Digital Marketing Overview
- Graphic Designing
- Video Creation
- Website Planning & Development
- SEO theory
- Content Writing
- SEO Practical
- Google Analytics SETUP
- Google Search Console SETUP
- Social Media Optimization theory
- Social Media Optimization
- Content Marketing
- Google Adwords (PPC)
- Remarketing
- Social Media Marketing
- Black Hat Techniques
- ORM-Online reputation management
- Lead generation for Business
- Start as freelancer
- Affiliate marketing
- Google Ad Sense
- Email Marketing
- Live Project Training
- Make Interviews

Course Duration : 5 Months

## New Technology Courses

### Android Course Details

- \* Introduction to Android
- \* Developing for Android
- \* Android Applications & Activities
- \* UI Design for Android
- \* Intents, Broadcast Receivers, Adapters & Internet
- \* Files, Saving States and Preferences
- \* Database and Content Tools
- \* Audio, Video, Using Camera
- \* Telephony and SMS
- \* Bluetooth, Network and Wi-Fi
- \* Sensors & Advanced Android Development
- \* Working on Live Major Projects



Course Duration : 2 Months

### Ethical Hacking Course

- OSI Model, TCP/IP Model, Networking Devices & Peer-Peer Networking.
- Introduction to Ethical Hacking & its Phases.
- IP Spoofing, MAC Spoofing, Anonymizer, TOR & Finding IP Address.
- Advanced Google Techniques & Google Dorks.
- Proxy Server & VPN.
- Scanning Networks, Ping Sweeps, OS Finger Printing & Banner Grabbin.
- System Security (Linux & Window System Security).
- E-Mail Ethical Hacking, Secure Email, Email Tracking & Email Bombing.
- Stopping Phishing attacks, Security of Facebook, Yahoo & Gmail Accounts.
- Steganography (Hiding Images, text & data).
- Cryptography & Keyloggers.
- Sniffers, Exe Binders & Crypters.
- Social Engineering.
- Wireless Security (WEP, WPA & WPA2), Brute Force, Attack & Its Prevention.
- Firewall & Honeypots.
- SQL Injection & Shell Uploading.
- XSS (Cross Site Scripting).
- Introduction to Bluetooth Security.

Course Duration : 2 Months

Note :

- Fee or Course Contents are changeable without notice.
- All dispute are subject to Jaipur Jurisdiction
- Fee will not be refund or transfer in any condition
- Late Fee are Applicable.
- Admission Right Reserved.