

# Vanita Vishram Institute of Computer Science

(A Unit of Vanita Vishram Institute for Empowerment of Women)

Prospectus & Information Brochure of Professional Job  
Oriented Computer Courses



Estd : 1907





# Vanita Vishram : Empowering Women Since 1907



**Smt. Bajigauri D. Munshi**  
**Visionary Founder**



**Smt. Shivgauri K. Gajjar**  
**Visionary Founder**

With the efforts of above two social workers Smt. Bajigauri D. Munshi and Smt. Shivgauri K. Gajjar, an ashram was established on 15th March, 1907 for the welfare of helpless widows and divorcees, etc. Today, it is recognized as Vanita Vishram Institution which is the largest educational institution that caters to the needs of a girl child from pre-school to college education in just one campus. It is spread over 27 acres of land in the heart of the city.

Starting as an humble organization with the motto of "Empowerment of Women through Education", Vanita Vishram has today become a large respected organization committed to the advancement of women of all ages by providing them opportunities for personal development, empowerment and rejuvenation in a conducive environment. It offers the best facilities for education, vocational training, sports and self-employment to more than 13,000 girl students every year. The organization has rendered unparalleled service to society by empowering thousands of women during its existence. Thus, it is certainly a role model in the area of empowerment and education of women. Today it occupies an eminent position as an institution working for the welfare of women and will continue to strive to meet the aspirations of women in the years to come.

## Vision

**“Empowerment of women not by reform but by service”**

## Mission

- To serve the society by providing centre of learning for cultural development and career education.
- To provide a platform to all women for their all-round development and upliftment.
- To develop a sense of individual, social responsibility based upon global understanding.





# ◀◀◀ About Vanita Vishram Institute of Computer Science

Keeping the vision and mission of this century old institution at the focus, the visionary management of Vanita Vishram has endeavored to setup Vanita Vishram Institute of Computer Science on 20<sup>th</sup> August, 2018 with the objective of providing diverse job opportunities and to inculcate entrepreneurship in today's young and dynamic women in the ever growing field of Computer Science by offering latest courses on the cutting edge technologies backed by state-of-the-art IT infrastructure.



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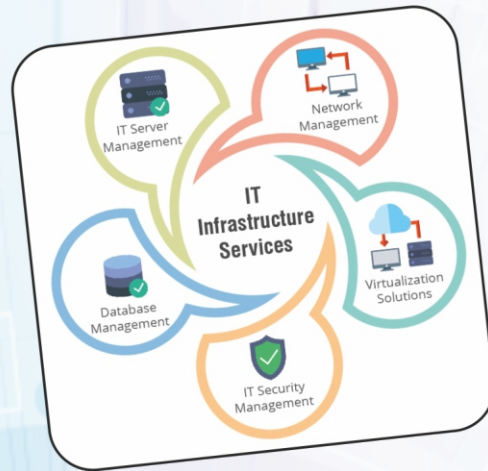
🌐 [www.vanitavishramsurat.com](http://www.vanitavishramsurat.com)

📍 Ground floor, Vanita Vishram Women's College of Commerce, Vanita Vishram,  
Athwagate, Surat - 395001



# IT Infrastructure

- Total computers installed: 64
- Make: Lenovo 510s
- Processor: Intel i7 7th Generation 7700 MHz
- RAM: 4 GB DDR4
- HDD: 1 TB
- Monitor: 21.5" LED
- DVD R/W
- 1 GB LAN Card
- Licensed Windows 10 Home Edition
- Licensed MS Office 2016
- Antivirus secured
- Internet connected



## Professional Computer Courses

Keeping the demand of IT industry in mind, following courses have been launched by VVICS. The syllabus of these courses have been designed after due consultation with the professionals of the industry.

1. Web Design and Development
2. Graphic Designing
3. Data Entry Operator
4. Tally Accounting with GST
5. Course on Computer Concepts (CCC)
6. Digital Marketing
7. Cyber Security Fundamentals

## Teaching Pedagogy

- Theory
- Lab Exercise & Hands-on Training
- Guest lecture by the subject expert
- Project Work
- Examination
- Certification

## Placement Assistance

The institute offers proactive placement assistance on successful completion of courses to the students.





# Course 1 : Web Design & Development

The world is getting engulfed with web day by day. Any entity whether living or non-living requires his presence on the Internet through website. A decent, dynamic and updated website is the need of hour. This course aims to provide a sound knowledge of website development with latest technologies prevalent in the market. After completing this course students will be employable as well as they may go for start-ups and become entrepreneur.

## Learning Outcomes

- Develop & manage website through the application of design theories and principles
- Apply typographic skills and knowledge to create effective visual communications.
- Apply a variety of technologies to create, capture and manipulate design elements.
- Communicate effectively, credibly and accurately with clients, supervisors, coworkers and target audiences.
- Apply effective business practices and project management skills appropriate in the web designing field.
- Develop personal and professional strategies and plans to improve job performance and professional relationships with clients, coworkers and supervisors.



## Eligibility

12<sup>th</sup> Pass

## Prerequisite

Students should have basic knowledge of computer and logical aptitude and flair of creativity.

## Duration

3 Months

## Course Content

- Web Basics
- Photoshop
- Dreamweaver
- HTML5
- CSS3
- Java Script
- Framework
- Bootstrap
- PHP
- Project Work





# Course 2 : Graphic Designing

The Graphic Designing course deals with the art and training of planning and projecting designs and experiences with visual and textual content. Graphic Design is a creative and organized plan to show your visual expressions, ideas, concepts and can enhance the experiences. Graphic Designers are native to create visual concepts that inspire, enlighten and transform. The World of graphic arts is opened for enhancing your creativity and sharpening imagination skill. Day by day people like visual print instead of simple message. You can explore your mind; expose your ideas and facts in graphics through design.

**Graphic  
Design**

## Learning Outcomes

- Analyze, synthesize and utilize design processes and strategy from concept to delivery for creatively solving communication problems.
- Create communication solutions that address audiences and contexts by recognizing the human factors that determine design decisions.
- Utilize relevant applications of tools and technology in the creation, reproduction and distribution of visual messages.
- Apply graphic designing principles in the development and production of visual messages.
- Participate in professional design practice within a collaborative work environment.
- Employ best practices and management in any designing profession.

## Eligibility

12<sup>th</sup> Pass

## Prerequisite

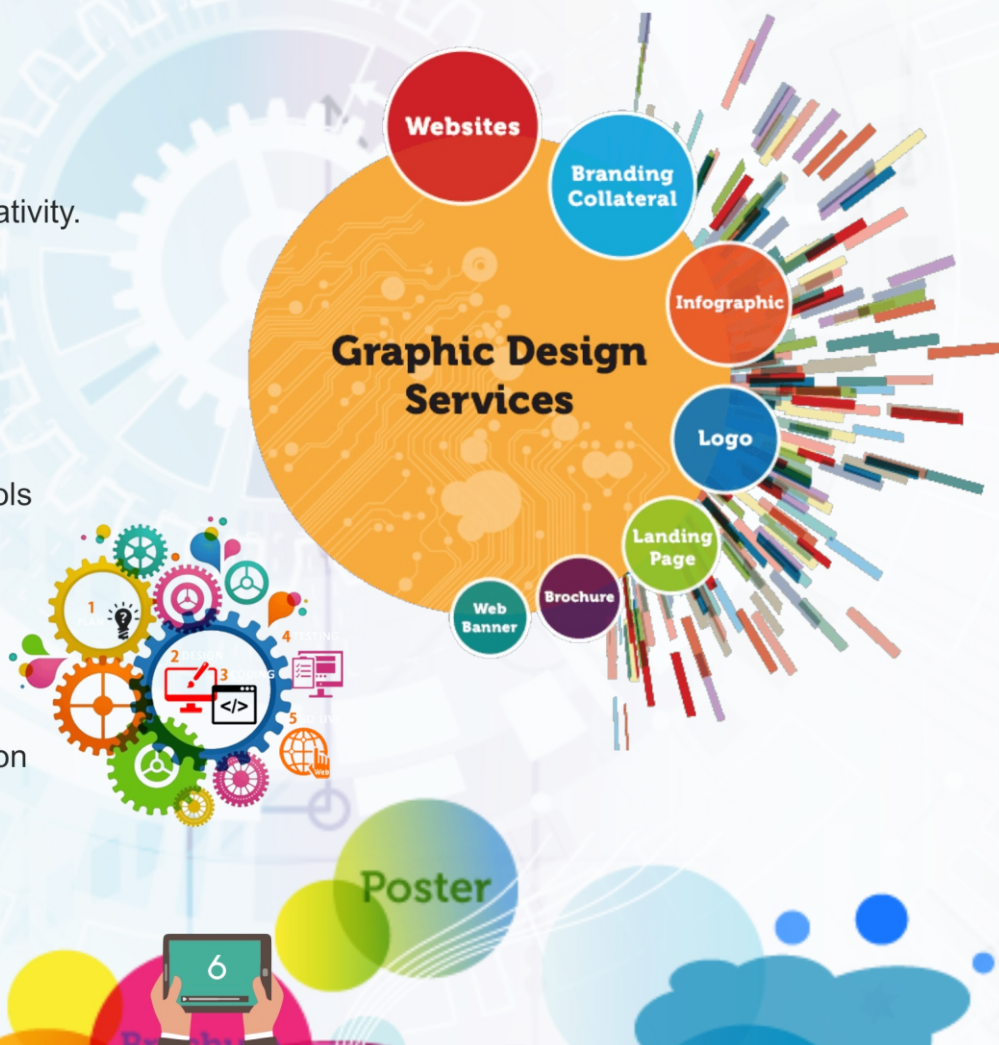
Student should possess flair for creativity.

## Duration

3 Months

## Course Content

- Graphic Basics
- Graphic Design Software and Tools
- Adobe Photoshop
- CorelDRAW
- Adobe Illustrator
- GIF Animation
- Portfolio Creation and Optimization
- Image Layout and Effects
- Project Work





# Course 3 : Data Entry Operator

In each and every field we require correct information. Data Entry Operator's job includes daily responsibilities like organizing files, collecting and entering data, updating records, removing unnecessary data from the computer. As a data entry operator, it is important to perform the responsibility of data entry work with accuracy. With the use of appropriate software, entering, updating, researching, verifying and retrieving data can be done accurately.

Data Entry operators are in demand because everywhere there is requirement of correct information. It's very important that the data which we got are true and updated. Day by day updating the records is mandatory.

## Learning Outcomes

- Transcribe, enter & verify data from variety of sources.
- Assist the customer by providing right information to be entered.
- Record & perform service request accurately as per organizational processes & policies.
- Maintain files of source documents or other information relative to the data entered.
- Perform various back-up or relief clerical duties as needed.

## Eligibility

10<sup>th</sup> or 12<sup>th</sup> Pass

## Prerequisite

Students should have basic knowledge of computer

## Duration

3 Months

## Course Content

- Computer Basics and Fundamentals
- Typing Test
- MS Office
  - MS Word
  - MS Excel
  - MS PowerPoint
  - MS Access
- Windows - 10
- Internet
- Project Work





# Course 4 : Tally ERP 9 with GST

This course is taught by the Tally Academy trained faculty. This course is designed to take your career in the field of accounting to the next level. It intends to enhance the employability of Tally learners by giving them a professional edge with verifiable digital certificate preferred by industries.

## Learning Outcomes

- Prepare Company Ledger, Voucher & Journal.
- Prepare Financial Statements like P&L & Balance Sheet.
- Generate Financial Reports for MIS.
- Understand GST and other tax related calculations.
- Maintain accounts by Data Entry for different types of transactions.

## Eligibility

12<sup>th</sup> Commerce

## Duration

3 Months

**Certification :** Tally Academy, Bengaluru.

## Course Content

- Gain Practical Knowledge About Fundamentals of Accounting
- Maintaining charts of Accounts in Tally ERP.9
- Maintaining Stock keeping Units (SKU)
- Recording day to day transactions in Tally ERP.9
- Accounts Receivable & Payable Management
- MIS Reports
- Good & Service Tax (GST)
- Recording Vouchers with Tax Deducted at Source (TDS)



Tally.ERP9



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# Tally

POWER OF SIMPLICITY

## Tally.ERP 9





# Course 5 : Course on Computer Concepts (CCC)

This course is designed to aim at imparting a basic level IT Literacy programme for the common man. This programme has essentially been conceived with an idea of giving an opportunity to the common man to attain computer literacy thereby contributing to increased and speedy PC penetration in different walks of life.

## Learning Outcomes

- Understand the usage of computers and its essential components in business and society.
- Utilize the Internet Web resources and evaluate on-line e-business system.
- Solve common business problems using appropriate Information Technology applications and systems.
- Identify categories of programs, system software and applications.
- Create presentations & spreadsheets for data analysis.
- Organize and work with files and folders.

## Eligibility

10<sup>th</sup> Pass

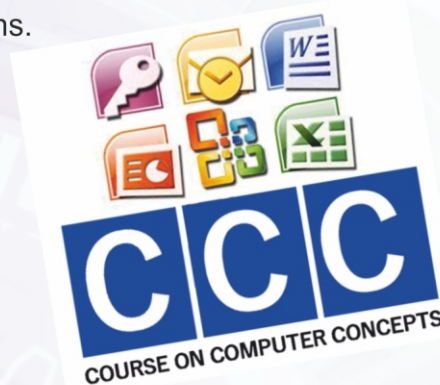
## Duration

3 Months

**Certification :** National Institute of Electronics & Information Technology (NIELIT),  
(An Autonomous Scientific Society under administrative control of Ministry of  
Electronics & Information Technology, Govt of India)

## Course Content

- Computer Fundamentals
- Hardware/Software
- MS Word
- MS Excel
- MS PowerPoint
- Email
- Internet
- Financial Basics





# Course 6 : Digital Marketing

This course aims to provide a holistic skill to meet the organization's strategic needs to enhance business interactions with the target audience in an increasingly dynamic and competitive online environment. This Program is structured to develop universal competencies that will enhance digital marketing skills, and at the same time, guide current and future digital marketers to leverage different online channels and techniques to build brand and generate revenue for the business.

## Learning Outcomes

- Connect the key areas of marketing to today's online channels.
- Understand the digital landscape & build a case to leverage online channels.
- Develop holistic approach for social media & mobile marketing.
- Create online brand building initiatives
- Review & prioritize the strategic option for boosting customer acquisition, conversion & retention
- Manage search engine optimization
- Understand Google Adwords & Analytics
- Deal effectively with online reputation management

## Eligibility

12<sup>th</sup> Pass

## Duration

3 months

## Course Content

- Digital Marketing Overview
- Website Planning & Creation
- Email Marketing
- Google Adwords
- Google Analytics
- Facebook Marketing
- LinkedIn Marketing
- Twitter Marketing
- Video Marketing
- Instagram Marketing
- Pinterest Marketing
- Search Engine Optimization (SEO)
- Ecommerce Marketing
- Mobile Web Marketing
- Content Marketing
- Online Reputation Management
- Affiliate Marketing Basics
- AdSense & Blogging





# Course 7 : Cybersecurity Fundamentals

The cybersecurity fundamentals course is geared towards creating an awareness about various threats towards user systems, user data and computer networks in cyberspace & counter measures to be taken to secure user systems, user data and computer networks.

## Learning Outcomes

- Evaluate the computer network and information security needs of an organization.
- Assess cybersecurity risk management policies in order to adequately protect an organization's critical information and assets.
- Measure the performance of security systems within an enterprise level information system.
- Troubleshoot, maintain and update an enterprise-level information security system.
- Implement continuous network monitoring and provide real-time security solutions.
- Formulate, update and communicate short and long-term organizational cybersecurity strategies and policies.

## Eligibility

12<sup>th</sup> Pass

## Prerequisite

Students should have basic understanding of networking and operating systems.

## Duration

3 months

**Certification : US Council, USA**

## Course Content

- Basics of Computing
- Basics of Networking
- Basics of Operating Systems
- Hacking
- Ethical Hacking
- Footprinting
- Scanning
- Exploits
- Password Hacking
- Sniffing
- Phishing
- Malware
- Hacking Mobiles and Wi-Fi
- Security Yourself
- Protecting Networks





# Computer Courses Offered by Vanita Vishram Institute of Computer Science

