

#### **DINABANDHU ANDREWS COLLEGE**

NAAC Accredited (Government Sponsored) Estd. 1956

Ref. No	Date

# NAME OF THE COLLEGE / INSTITUTION- INFOTECH LAB

DATE OF MOU- 08/05/2019

#### PURPOSE OF MOU-

To improving Advancement of Learning and Need- based Education desirous to provide carrier-oriented Certificate Course, Computer Fundamental, Advance Excel, Web designing, Digital marketing, Basic Accounting, GST and TDS Training Programme etc.

**ACTIVITIES- Certificate Course** 



#### **30 Hour Certificate Course on Advance Excel**



Offered by

# DINABANDHU ANDREWS COLLEGE GARIA, KOLKATA

#### Title:

#### **Certificate Course on Advance Excel**

Course Overview: This certificate course is designed for the intermediate Excel users who desires to learn more Advance skills. Learn the Most Advance Formula, Functions, Chart and type of Financial analysis to be and Excel power User.

Course Duration: 30 hours (6 hrs per week x 5weeks)

One Class (Theory): 1 Hour

Lab: 2 Hours

Final Assessment on the Last day

**Course Fee: Free of Cost** 

**Pedagogy:** Lecture on theory and Practical **Course Designer:** INFOTECH LAB

#### SYLLABUS STRUCTURE OF THE ADD-ON COURSE

Module	UNIT TITLE	HOURS
Module -1	Excel Introduction	3
Module -2	Formatting and Proofing	9
Module -3	Text Functions	6
Module -4	Pivot Tables	9
Module -5	Sorting and Filtering	3
	Total	30

#### **Module 1: Excel Introduction**

- An overview of the screen, navigation and basic spreadsheet concepts
- Various selection techniques
- Shortcut Keys

#### **Module 2: Formatting and Proofing**

- Currency Format
- Format Painter
- Formatting Dates
- Custom and Special Formats
- Formatting Cells with Number formats, Font formats, Alignment, Borders, etc.
- Basic conditional formatting

#### **Module 3: Text Functions**

- Upper, Lower, Proper
- Left, Mid, Right
- Trim, Len, Exact
- Concatenate
- Find, Substitute

#### **Module 4: Pivot Tables**

- Creating Simple Pivot Tables
- Basic and Advanced Value Field Setting
- Classic Pivot table
- Choosing Field
- Filtering PivotTables
- Modifying PivotTable Data
- Grouping based on numbers and Dates
- Calculated Field & Calculated Items
- Arrays Functions

- Use of the Array Formulas
- Basic Examples of Arrays (Using ctrl+shift+enter)
- Advanced Use of formulas with Array.

#### **Module 5: Sorting and Filtering**

- Filtering on Text, Numbers & Colors
- Sorting Options
- Advanced Filters on 15-20 different criteria(s)

#### **Course Outcome:**

- 1. Ability to create complex data analysis and reporting models using pivot tables, charts, and dashboards.
- 2. Understanding of advanced data manipulation techniques, including data cleaning, transformation, and consolidation.
- 3. Improved problem-solving skills through real-world Excel projects and case studies.
- 4. Understanding of advanced data manipulation techniques, including data cleaning, transformation, and consolidation.

#### LEARNING RESOURCES

SL. NO.	TITLE OF THE BOOK	AUTHOR(S)	PUBLISHER
1	Advance Excel	Ritu arora	BPB Publication
2	Advanced Excel Essentials	Jordan Goldmeier	Apress publication
3	Advanced Excel Formulas	Alan Murray	Apress publication
4	Advanced Excel 2016	Dr Ritesh Kumar	Gyan Vandana Publication

#### **EVALUATION POLICY FOR THE ADD-ON COURSE**

The basic philosophy behind the Evaluation policy for this 30 Hours Add-on course is to objectively judge the participants (students) whether the concepts were understandable to them or not and whether they could apply these concepts to solve numerical and conceptual problems. The Evaluation would be done through 2 components –

- i) C1 Course-end Assessments (Written Test) [Total Marks: 30]
- ii) C2 Practical /LAB [Total Marks: 20]

Total Marks of the Evaluation process would be – 50 Marks

#### TABLE FOR QUALIFICATION

TOTAL SCORE (OUT OF 50)	GRADE
45 – 50	O – OUTSTANDING
40 – 44	E – EXCELLENT
35 – 39	A – VERY GOOD
30 – 34	B – GOOD
25 -29	C – FAIR
BELOW 25	F – FAILED

#### GENERAL RULES AND REGULATIONS

- 1. Students must attend and appear for all the Module-End Assessments. If any student fails to submit any of the Module-End Assignments or fails to attend any of the Module End Assessment examinations, the particular Student would NOT BE ELIGIBLE FOR CERTIFICATE.
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- 6. There will be NO PROVISION for Backlog Clearance.
- 7. General Rules and Regulations of the College must be followed without any exception.
- 8. Minimum 75% attendance is required to receive the certificate of the course.



30 Hour Certificate Course on Basic Accounting



Offered by the Department of Commerce:

# DINABANDHU ANDREWS COLLEGE GARIA, KOLKATA

#### Title:

#### **Certificate Course on Basic Accounting**

Course Overview: This certificate course is an integral part of today's business environment accounting practices in different kind of business activities are being computerized to ensure efficiency. Computerization has created now opportunities to those who become skilled in computerization accounting but objective of the course goes beyond the skill addition and focus on competency development of a person in relation to financial decision making. It includes capital budgeting, portfolio, operation, and investment planning and other related area.

Course Duration: 30 hours (6 hrs per week x 5weeks)

One Class (Theory): 1 Hour

Lab: 2 Hours

**Final Assessment on the Last day** 

**Course Fee: Free of Cost** 

**Pedagogy:** Lecture on theory and Practical **Course Designer:** INFOTECH LAB

#### SYLLABUS STRUCTURE OF THE ADD-ON COURSE

Module	UNIT TITLE	HOURS
Module -1	Accounting Fundamentals	3
Module -2	Inventory control	9
Module -3	Financial Management	6
Module -4	The Technology Advantage of Tally	9
Module -5	Statutory Return	3
	Total	30

#### **Module 1: Accounting Fundamentals**

Introduction to accounting, classification of accounts, complete bookkeeping, Book

Register and statement of account, basic accounting terminologies, trading account,

Profit & loss, trial balance.

#### **Module 2: Inventory Control**

Inventory control, objectives of inventory control, inventory reports, inventory control techniques, ABC plan, Order cycling system, stock valuation methods, FIFO, LIFO, AVCO Periodic inventory. Flexible invoicing, Purchase invoice, Voucher class with Pre defined rules and information.

#### **Module 3: Financial Management**

Memo voucher, Post dated vouchers, User defined voucher type, Interest calculation, Daily balances & transaction values.

#### Module 4: The Technology Advantage of Tally

Data Security, Tally Audit, User defined Security levels, Simple and rapid Installation, Internal backup / Restore, Removal of data into separate company, Import/Export Data, Direct Internet Access, Print Preview, Server/Client Modules.

#### **Module 5: Statutory Return**

Design to Simplify VATS, Service Tax and TDS, VAT enable with state specific Statutory Return, Service Tax enabled with generates Returned/Challans, TDS Enabled with E-TDS capability, Printing of Certificates/Challans.

#### **Course Outcome:**

- 1. Learn to prepare and interpret basic financial statements.
- 2. Develop basic skills to analyze financial statements.
- 3. Gain skills in recording business transactions accurately.

#### **LEARNING RESOURCES**

SL. NO.	TITLE OF THE BOOK	AUTHOR(S)	PUBLISHER
1	Basic Accounting	Dr. Amit Gupta, Dr. Gaurav Agrawal, Dr. Shweta Mishra	Thakur Publication
2	Book Keeping and Basic Accounting	Dr. S.M. Shukla	Sahitya Bhawan Publications
3	Financial Accounting	CA (Dr.) P C TULSIAN , CA BHARAT TULSIAN	S. CHAND Publication
4	Management Accounting	Dr. K.L. Gupta	Sahitya Bhawan Publications
5	Accountancy	B.K. Banerjee	PHI Publication

#### **EVALUATION POLICY FOR THE ADD-ON COURSE**

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- 7. General Rules and Regulations of the College must be followed without any exception.
- 8. Minimum 75% attendance is required to receive the certificate of the course.



#### **30 Hour Certificate Course on Digital Marketing**



Offered by

#### **DINABANDHU ANDREWS COLLEGE**

GARIA, KOLKATA

#### Title:

#### **Certificate Course on Digital Marketing**

Course Overview: This certificate course is designed for help to get in-depth Practical Knowledge on SEO, PPC, Internet Marketing with Live Projects. Our Digital Marketing Course Content is designed by SEO Experts to Boost your career.

Course Duration: 30 hours (6 hrs per week x 5weeks)

One Class (Theory): 1 Hour

**Lab: 2 Hours** 

Final Assessment on the Last day

**Course Fee: Free of Cost** 

**Pedagogy:** Lecture on theory and Practical **Course Designer:** INFOTECH LAB

#### SYLLABUS STRUCTURE OF THE ADD-ON COURSE

Module	UNIT TITLE	HOURS
Module -1	Basics of Digital Marketing	3
Module -2	Analysis and Keyword Research	9
Module -3	Search Engine Optimization (SEO)	6
Module -4	Social Media Marketing (SMM)	9
Module -5	Local Business and Google Mapping	3
	Total	30

#### **Module 1: Basics of Digital Marketing**

- Introduction To Online Digital Marketing
- Importance Of Digital Marketing
- Internet Marketing working Mechanism
- Traditional Vs. Digital Marketing

• Types of Digital Marketing

#### Module 2: Analysis and Keyword Research

- Market Research
- Keyword Research And Analysis
- Types Of Keywords
- Tools Used For Keyword Research
- Localized Keyword Research
- Competitor Website Keyword Analysis
- Choosing Right Keywords to the Project

#### **Module 3: Search Engine Optimization (SEO)**

- Introduction To Search Engine
- Optimization
- Search Engine working Process
- SEO Fundamentals & Concepts
- Understanding the SERP
- Google Processing

#### Module 4: Social Media Marketing (SMM)

- Structure of Post
- Post Template Creation
- Content Creation On Social Media Post
- Right Hashtag for your Post
- Analysis of Likes, Share, Comment, Followers, and Retweet

Increase Brand Awareness

#### Module 5: Local Business and Google Mapping

- Creating Local Listing In Search Engine
- Google Places Setup (Including Images, Videos, Map Etc)
- Search Engine Visibility Reports
- Verification Of Listing

#### **Course Outcome:**

- 1. Ability to create and implement digital marketing campaigns tailored to specific business objectives and target audiences.
- 2. Knowledge of analytics tools and techniques to measure and analyze the performance of digital marketing campaigns.
- 3. Understanding of ethical and legal considerations in digital marketing, including data privacy, consumer protection, and advertising regulations.

#### **LEARNING RESOURCES**

SL. NO.	TITLE OF THE BOOK	AUTHOR(S)	PUBLISHER
1	Fundamentals of Marketing and Digital Marketing	Dr. Amit Kumar	Sahitya Bhawan Publications
2	Digital Marketing	Dr. Shikha Mittal, Dr. Neha Sharma	Thakur Publications Pvt. Ltd.
3	Digital Marketing Strategy	Simon Kingsnorth	Kogan Page
4	The Art of Digital Marketing	IAN DODSON	Wiley Publication

#### **EVALUATION POLICY FOR THE ADD-ON COURSE**

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- 8. Minimum 75% attendance is required to receive the certificate of the course.



30 Hour Certificate Course on GST and TDS



Offered by the Department of Commerce:

# DINABANDHU ANDREWS COLLEGE GARIA, KOLKATA

# Title: Certificate Course on GST and TDS

**Course Overview:** This certificate course is designed for accounting professionals, tax practitioners, business owners, finance managers, or anyone seeking to enhance their knowledge and skills in GST and TDS compliance.

Course Duration: 30 hours (6 hrs per week x 5weeks)

One Class (Theory): 1 Hour

Lab: 2 Hours

**Final Assessment on the Last day** 

**Course Fee: Free of Cost** 

**Pedagogy:** Lecture on theory and Practical **Course Designer:** INFOTECH LAB

#### SYLLABUS STRUCTURE OF THE ADD-ON COURSE

Module	UNIT TITLE	HOURS
Module -1	Introduction to Accounting	3
Module -2	Income Tax E-Filing	9
Module -3	Goods & Services Tax (GST)	6
Module -4	Tax Deducted at Source (TDS) / Tax Collected at Source (TCS)	9
Module -5	Professional Tax	3
	Total	30

#### **Module 1: Introduction to Accounting**

- Concept of Business & Profession Type of Business, Golden Rule of Accounts
- Transaction convert into Journal with the help of Golden Rule
- Concept of Ledger, Trial Balance and Final Accounts
- Overview all the above matters

#### **Module 2: Income Tax E-Filing**

- Introduction of Income Tax
- Computation and Filing of ITR-01
- Computation and E Filing of ITR-02 (Income from House & Property)
- Computation and E Filing of ITR-02 (Income from Capital Gain & Agriculture)
- Computation & E Filing of ITR-03
- Computation of Presumptive
- Income & E Filing of ITR-04
- E Filing of Partnership Firm : ITR-05
- E Filing of Companies Return : ITR-06

#### Module 3: Goods & Services Tax (GST)

- Introduction of Goods & Services Tax (GST)
- Structure of GST
- Invoicing in GST
- Input Tax Credit & Payment in GST
- GST Return Filing
- Composition Scheme Under GST
- Reverse Charge Mechanism (RCM)
- E-Way Bill under GST

#### Module 4: Tax Deducted at Source (TDS) / Tax Collected at Source (TCS)

- Introduction of Taxation in India
- Payment to other than Salary Return 26Q
- TDS Return Form 26Q
- Salary Components with Payroll
- TDS Return Form 24Q

- Tax Collection at Sources
- Payment to Non-Resident 27Q
- About Traces Website
- Interest & Penalty
- TDS on Property & Rent
- TAN (Tax deduction & collection)

#### **Module 5: Professional Tax**

- Professional Tax, ESI & PF
- Tax Form Download, Fill up & Upload

#### **Course Outcome:**

The course Outcome is to equip participants with the knowledge, skills, and confidence to navigate the complexities of GST and TDS regulations effectively, enhance their professional capabilities, and contribute to better tax compliance practices within organizations.

#### LEARNING RESOURCES

SL. NO.	TITLE OF THE BOOK	AUTHOR(S)	PUBLISHER
1	GOODS AND SERVICES TAX (G.S.T.)	Dr. H.C. Mehrotra, Prof. V. P. Agarwal	Sahitya Bhawan Publications
2	TDS & TCS	CA Mohit Gupta	Sumedha Publishing House
3	GST	V.K. Sareen, Ajay Sharma	Kalyani Publication
4	Practical Guide on TDS and TCS	G. Sekar	Commercial Law Publishers (India) Pvt. Ltd.

#### **EVALUATION POLICY FOR THE ADD-ON COURSE**

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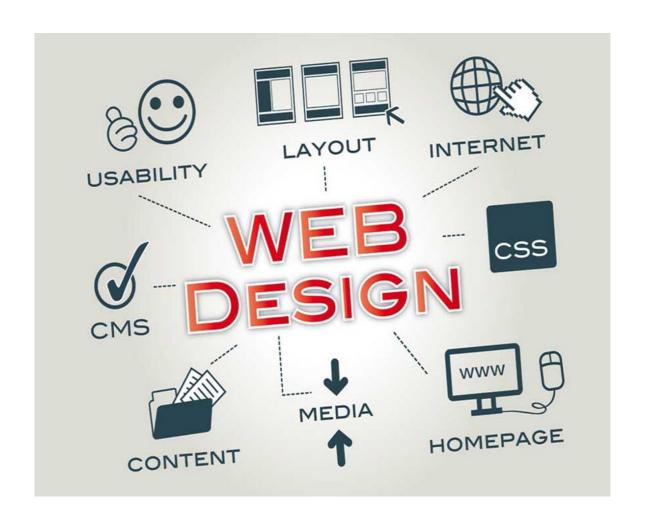
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#### **30 Hour Certificate Course on Web Designing**



Offered by

# DINABANDHU ANDREWS COLLEGE GARIA, KOLKATA

#### Title:

#### **Certificate Course on Web Designing**

**Course Overview:** This certificate course is designed for provide the basic knowledge for design of the web page/site. Web Development Diploma or Certificate courses subjects or Topics can vary widely in scope and depth, catering to different skill levels and areas of focus within web design.

Course Duration: 30 hours (6 hrs per week x 5weeks)

One Class (Theory): 1 Hour

**Lab: 2 Hours** 

Final Assessment on the Last day

**Course Fee: Free of Cost** 

**Pedagogy:** Lecture on theory and Practical **Course Designer:** INFOTECH LAB

#### SYLLABUS STRUCTURE OF THE ADD-ON COURSE

Module	UNIT TITLE	HOURS
Module -1	Introduction to Web design	3
Module -2	Javascript Programming	9
Module -3	HTML & DHTML	6
Module -4	Server-side Programming	9
Module -5	Web Application Security	3
	Total	30

#### **Module 1: Introduction to Web design**

- Internet and World Wide Web
- History and evolution
- Key concepts and terminology

#### **Module 2: JavaScript Programming**

Basics of programming

- JavaScript variables, data types, and operators
- Control structures (if statements, loops)

#### Module 3: HTML & DHTML

- Structure of HTML documents
- HTML, DHTML elements and tags
- HTML forms

#### **Module 4: Server-side Programming**

- Basics of server-side scripting (e.g., Node.js, Python, PHP)
- Handling requests and responses
- Server-side databases (e.g., MongoDB, MySQL)

#### **Module 5: Web Application Security**

- Common security vulnerabilities
- Best practices for secure coding

#### Course Outcome:

- A website is Published using application Server i.e. Tomcat/IIS
- Apply Java script Code to sites.
- Develop Motion Graphic with Flash.
- Apply proper layout and interactive website design.

#### LEARNING RESOURCES

SL. NO.	TITLE OF THE BOOK	AUTHOR(S)	PUBLISHER
1	Learning Web Designing	Ramesh Bangia	Khana Book publication
2	Web Designing and Publishing	Prof. SANTISH JAIN, M. GEETHA IYER	BPB PUBLICATION
3	Web Designing and Development	Prof. Satish Jain, Ambrish K. Rai, M. Geetha	BPB PUBLICATION
4	Web Development	ANDY VICKLER	Ladoo Publishing LLC

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Certificate No: DAC/INL/ADE/20-0001

PROUDLY PRESENTED TO

### **ADITI MONDAL**

a regular student of Dinabandhu Andrews College having University Registration Number **052-1211-0001-19** has successfully participated in add-on course on

"Advance Excel"

organized by the Infotech Laboratory, Dinabandhu Andrews College (Garia)

Infotech Lab

MR. SIDDHARTHA DUTTA
COURSE COORDINATOR,
INFOTECH LAB

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Certificate No: DAC/INL/ADE/20-0001

PROUDLY PRESENTED TO

### PRASANTA DAS

a regular student of Dinabandhu Andrews College having University Registration Number **052-1112-1333-20** has successfully participated in add-on course on

organized by the Infotech Laboratory, Dinabandhu Andrews College (Garia)

"Advance Excel"

Infotech Lab

MR. SIDDHARTHA DUTTA
COURSE COORDINATOR,
INFOTECH LAB

foodlas for July



Certificate No: DAC/INL/ADE/21-0001

PROUDLY PRESENTED TO

### SATHI NASKAR

a regular student of Dinabandhu Andrews College having University Registration Number **052-1212-0001-21** has successfully participated in add-on course on

"Advance Excel"

organized by the Infotech Laboratory, Dinabandhu Andrews College (Garia)

Infotech Lab

MR. SIDDHARTHA DUTTA
COURSE COORDINATOR,
INFOTECH LAB

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Certificate No: DAC/INL/ADE/22-0001

PROUDLY PRESENTED TO

### MUSAMMAD RAFIYA KHATOON

a regular student of Dinabandhu Andrews College having University Registration Number **052-1215-0223-22** has successfully participated in add-on course on

"Advance Excel"

organized by the Infotech Laboratory, Dinabandhu Andrews College (Garia)

Infotech Lab

MR. SIDDHARTHA DUTTA
COURSE COORDINATOR,
INFOTECH LAB

foodlar pa Sura







OF COMPLETION

Certificate No: DAC/INL/BA/20-0001

this certificate is proudly presented to:

### SANDIP DEBNATH

a regular student of Dinabandhu Andrews College having University Registration Number **052-1111-0549-19** has successfully participated in add-on course on

"Basic Accounting"

organized by the Infotech Lab in collaboration with Dinabandhu Andrews College (Garia)

MR. SIDDHARTHA DUTTA

fooder the July

COURSE COORDINATOR,
INFOTECH LAB

DR. SOMNATH MUKHOPADHYAY

PRINCIPAL,

DINABANDHU ANDREWS COLLEGE





**OF COMPLETION** 

Certificate No: DAC/INL/BA/22-0001

PROUDLY PRESENTED TO

### **BIDISHA ROY**

a regular student of Dinabandhu Andrews College having University Registration Number **052-1211-0657-22** has successfully participated in add-on course on

"Basic Accounting"

organized by the Infotech Laboratory, Dinabandhu Andrews College (Garia)

MR. SIDDHARTHA DUTTA

folder pa Sur

COURSE COORDINATOR,
INFOTECH LAB

DR. SOMNATH MUKHOPADHYAY

PRINCIPAL

**DINABANDHU ANDREWS COLLEGE** 







OF COMPLETION

Certificate No: DAC/INL/DM/21-0001

THIS IS PRESENTED TO

## **MOUMITA GHOSH**

a regular student of Dinabandhu Andrews College having

University Registration Number **052–1214–0441–18** has successfully participated in add-on course on

"Digital Marketing"

organized by the Infotech Laboratory in collaboration with Dinabandhu Andrews College (Garia)

**Mr. Siddhartha Dutta** 

foodlasta Sura

Course Coordinator, Infotech Lab **Dr. Somnath Mukhopadhyay** 

Principal
Dinabandhu Andrews College



#### OF COMPLETION

Certificate No: DAC/INL/DM/22-0001

THIS IS PRESENTED TO

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Date: 22/12/2021

**Mr. Siddhartha Dutta** 

foodlasta July

Course Coordinator, Infotech Lab Dr. Somnath Mukhopadhyay

Principal
Dinabandhu Andrews College



## CERTIFICATE OF COMPLETION



Certificate No: DAC/INL/GST/19-0001

THIS CERTIFICATE PRESENTED TO



## **ROHIT KUNDU**

a regular student of Dinabandhu Andrews College having
University Registration Number 052-1111-0304-18
has successfully participated in add-on course on
"GST & TDS Training Programme"
organized by the Infotech Laboratory, Dinabandhu Andrews College (Garia)

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Course Coordinator, Infotech Lab

DR. SOMNATH MUKHOPADHYAY
Principal,
Dinabandhu Andrews College

### CERTIFICATE OF COMPLETION



Certificate No: DAC/INL/GST/21-0001

THIS CERTIFICATE PRESENTED TO



# RAKTIMA CHATTERJEE

a regular student of Dinabandhu Andrews College having
University Registration Number 052-1211-0580-20
has successfully participated in add-on course on
"GST & TDS Training Programme"
organized by the Infotech Laboratory in collaboration with
Dinabandhu Andrews College (Garia)

MR. SIDDHARTHA DUTTA Course Coordinator, Infotech Lab DR. SOMNATH MUKHOPADHYAY
Principal,
Dinabandhu Andrews College

## CERTIFICATE OF COMPLETION



Certificate No: DAC/INL/GST/22-0001

THIS CERTIFICATE PRESENTED TO



### RIJU LASKAR

a regular student of Dinabandhu Andrews College having
University Registration Number 052-1115-0570-21
has successfully participated in add-on course on
"GST & TDS Training Programme"
organized by the Infotech Laboratory in collaboration with
Dinabandhu Andrews College (Garia)

MR. SIDDHARTHA DUTTA Course Coordinator, Infotech Lab

DR. SOMNATH MUKHOPADHYAY
Principal,
Dinabandhu Andrews College





Certificate No: DAC/INL/WEB/21-0001

This certificate is presented to



a regular student of Dinabandhu Andrews College having University Registration Number **052–1115–0641–19** has successfully participated in add-on course on "Web Designing"

organized by the Infotech Laboratory in collaboration with Dinabandhu Andrews College (Garia)

Dr. Somnath Mukhopadhyay

Principal,

Dinabandhu Andrews College

Mr. Siddhartha Dutta
Course Coordinator,

Infotech Lab





Certificate No: DAC/INL/WEB/22-0001

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Dr. Somnath Mukhopadhyay
Principal,

Dinabandhu Andrews College

Mr. Siddhartha Dutta Course Coordinator, Infotech Lab

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