



One Step Ahead ...

Placement Linked Programs

INFORMATION BROCHURE

Upgrade Yourself with Technologies

1576, First Floor
Naveen Shahdara, Delhi-32
Phone : 011-41814405
Website : www.w-tec.in
E-mail : info@w-tec.in

www.w-tec.in
info@w-tec.in



PROF. DIPLOMA IN COMPUTER APPLICATION

DURATION: 12 MONTHS

MODULE 1: 3 MONTHS

**COMPUTER FUNDAMENTALS
WINDOWS & OPERATING SYSTEM
OUTLOOK EXPRESS**

MS-WORD

- ❖ Introduction of Word with its Interface
- ❖ Explain Tabs Briefly
- ❖ Shortcuts
- ❖ Mailmerge
- ❖ Page Setups (Page visualization & printing)
- ❖ Protections & Macros

MS-EXCEL

- ❖ Introduction of Excel
- ❖ Explain Interface
- ❖ Shortcuts
- ❖ Diff b/w Functions & Formulas
- ❖ Cell references
- ❖ Operators
- ❖ Basic Calculations
- ❖ Text Function
- ❖ Date & Time Function
- ❖ Mathematic Function
- ❖ Logical Function
- ❖ Conditional formatting
- ❖ Charts
- ❖ Reports using Pivot Table
- ❖ Protections

MS- POWERPOINT

- ❖ Introduction of PowerPoint
- ❖ Explain Interface
- ❖ Shortcuts
- ❖ Explain Tabs
- ❖ Quiz Making
- ❖ Designing & Formatting
- ❖ Transitions
- ❖ Album creation
- ❖ Animations
- ❖ Slide Master

**FUNCTIONAL COMMUNICATION
ASSIGNMENTS & PRESENTATION
EXAM OF MODULE 1**

MODULE 2:

**DESKTOP PUBLISHING
CORELDRAW**

- ❖ CorelDRAW Basics And Interface
- ❖ Working on Layer
- ❖ Working on objects with its properties
- ❖ Working on Drawing tools
- ❖ Working on Tools with its Shortcut
- ❖ Transforming Objects
- ❖ Outlining & Filling Objects
- ❖ Tracing & some other Effects
- ❖ Blending Objects
- ❖ Applying Distortions
- ❖ Applying Mesh Fills
- ❖ Working with Text
- ❖ Layer Setup & printing
- ❖ Import and Export

PHOTOSHOP

- ❖ Explain interface with Layers
- ❖ Making Selections with its inverse
- ❖ Working with Mask
- ❖ Working on Paths
- ❖ Create & Modify path
- ❖ Remove and change the background
- ❖ Working on Tools
- ❖ Special Effects
- ❖ Layer Setup & printing
- ❖ Import and Export

ILLUSTRATOR

- ❖ Illustrator Basics with its interface
- ❖ Selections
- ❖ Working on Layers
- ❖ Working on Rulers and Guide
- ❖ Working on Stroke & color Filling
- ❖ Special Effects
- ❖ Working on Drawing Tools
- ❖ Working with Mask
- ❖ Working on Paths

- ❖ Working on Tools
- ❖ Working with Text
- ❖ Import and Export

**FUNCTIONAL GRAMMAR
PORTFOLIO SUBMISSION
ASSIGNMENTS & PRESENTATION
EXAM OF MODULE 2**

MODULE 3:

3 MONTHS

WEB DESIGNING

HTML

- ❖ Introduction of HTML
- ❖ Basic Structure of HTML
- ❖ Tags & its implementation
- ❖ Attributes & Elements
- ❖ Formatting
- ❖ Lists & Tables
- ❖ Form Design & validation
- ❖ Calculator

CSS

- ❖ Introduction of CSS
- ❖ How to use CSS
- ❖ CSS Types
- ❖ CSS Selectors
- ❖ Margins & Padding in CSS
- ❖ Animation using CSS
- ❖ 2D & 3D CSS
- ❖ Navigation & Drop-down
- ❖ Progress Bar
- ❖ SlideShow
- ❖ CSS Effects
- ❖ CSS Layout
- ❖ Pseudo classes & element
- ❖ Web Layout Design

DREAMWEAVER

- ❖ Defining a local site
- ❖ Creating a page in Layout view
- ❖ Inserting an image and a rollover image
- ❖ Working with tables in Standard view
- ❖ Creating a link to another document
- ❖ Inserting assets from the Assets panel
- ❖ Inserting Flash Text and Flash Button objects
- ❖ Creating and applying a template
- ❖ Running a site report
- ❖ Adding a Design Note

WORDPRESS

- ❖ Introduction to build dynamic website and blogs
- ❖ Installation of Word press on web server
- ❖ Download and Install Add-ins Tools
- ❖ Working on Tools
- ❖ Working on Themes
- ❖ Create, Update and Manage website
- ❖ Edit, Publish, and Modify the content of the website

**WORK READINESS SOFT SKILLS
ASSIGNMENTS
PROJECT WITH PRESENTATION
EXAM OF MODULE 3**

MODULE 4:
WEB DEVELOPMENT

3 MONTHS

JAVASCRIPT

- ❖ Basic Programming
- ❖ Working on logical part of programming
- ❖ Variables & Constants
- ❖ Data types & Operators
- ❖ Control Statement
- ❖ Looping
- ❖ Switch case
- ❖ Functions
- ❖ JavaScript Implementation with HTML
- ❖ Events Handling

PHP

- ❖ PHP Introduction and Basics
- ❖ PHP Variables and Data Types
- ❖ PHP Operators
- ❖ Decision Making Statements
- ❖ PHP Loops
- ❖ Arrays and its functions
- ❖ String and its functions
- ❖ PHP Date time variables and functions
- ❖ PHP Functions
- ❖ Including files
- ❖ Establishing Connection and Error Handling
- ❖ Cookies and Session

MYSQL

- ❖ SQL Introduction
- ❖ SQL DML Commands
- ❖ SQL DDL Commands
- ❖ SQL Clauses
- ❖ SQL Logical Operations
- ❖ SQL Aggregate Functions
- ❖ SQL Wildcards
- ❖ SQL Aliases
- ❖ SQL Joins
- ❖ SQL Case
- ❖ SQL Stored procedures
- ❖ SQL Comments

ASSIGNMENTS

INTERVIEW TECHNIQUES

PROJECT WITH PRESENTATION

FINAL EXAM

JOB OPPORTUNITIES

- | | |
|---|--------------------------|
| ⇒ | COMPUTER OPERATOR |
| ➡ | GRAPHIC DESIGNER |
| ➡ | WEB DESIGNER |
| ➡ | WEB DEVELOPER |





23 Years of Experience Upgrade Yourself with Technologies

Tel. No.: 011-41814405

Name : _____

Date : _____

Training Program : _____ Student Coordinator : _____

PROGRAMS CATALOGUE (2022-2023)

DIPLOMA PROGRAMS

S.No	Course	Months	Adm.Fee	CourseFee	ExamFee / M
1	Prof. Diploma In Digital Marketing	6	600	45000	400
2	Prof. Diploma In Management Information System	7	600	45000	400
3	Prof. Diploma In Computerized Accounting	8	600	18000	400
4	Prof. Diploma In Pre & Post Accounting	8	600	20000	400
5	Prof. Diploma In Documentation & Graphic Designing	8	600	18000	400
6	Prof. Diploma In Computer Application	12	600	40000	350
7	Prof. Diploma In Comp. Accounting & E-Taxtation	12	600	40000	350
8	Prof. Diploma In Software Development	12	600	45000	350
9	Prof. Diploma In Adv. Information Technology	18	600	50000	350

CERTIFICATE COURSES

1	Certificate In Graphic Designing (CorelDraw, Photoshop, InDesign, Illustrator)	4	500	15000	400
2	Certificate In Data Entry Operator	4	500	8000	400
3	Certificate In Adv. Data Entry Operator	5	500	10000	400
4	Certificate In Computerized Accounting	6	500	15000	400
5	Certificate In Web Designing	6	500	20000	400

SHORT TERM COURSES

1	Certificate in Computer Operations (MS-OFFICE)	3	300	5000	350
2	Certificate in Advanced Excel	1.5	300	5000	350
3	Certificate in Tally	2	300	6500	350
4	Certificate in Busy	1	300	4000	350
5	Certificate in Advanced Excel & Tally	3	300	10000	350
6	Certificate in Tally & Busy	3	300	10000	350
7	Certificate in E-Taxtation (E-TDS, E-ITR, E-GST, ROC)	4	300	15000	350
8	Certificate in Core JAVA	3	300	12000	350
9	Certificate in Advanced JAVA	2	300	15000	350
10	Certificate in Python (CORE)	3	300	12000	350
11	Certificate in Adv. Python (WITH SQL,POWER BI, TKINTER)	3	300	25000	350
12	Certificate in Photoshop	1	300	6000	350
13	Certificate in CorelDraw	1	300	6000	350
14	Certificate in InDesign	1	300	4500	350
15	Certificate in Illustrator	1	300	4500	350
16	Certificate in C/C++	2	300	5000	350
17	Certificate in C & C++	3.5	300	10000	350
18	Certificate in PHP & MYSQL	3	300	12000	350

ENGLISH COURSES

1	Intensive Spoken English Course	6	300	12000	400
2	Certificate in Functional English	4	300	7000	400
3	Certificate in Advanced English	3	300	7000	400

Diploma in:

- Software Development
- Web Development
- Web Designing
- Financial / E-Accounting
- Digital Marketing

Diploma in MIS

- 🔗 Advanced Excel
- 🔗 VBA
- 🔗 SQL
- 🔗 Dashboard Designing

PYTHON (XI, XII) DATA SCIENCE

SPOKEN ENGLISH

Short Courses

- ★ MS-OFFICE
- ★ CCC (Govt. Cert.)
- ★ ADVANCED EXCEL
- ★ TALLY PRIME
- ★ BUSY
- ★ GRAPHIC DESIGNING
- ★ C & C ++
- ★ CORE JAVA
- ★ ADVANCED JAVA
- ★ PHP & MYSQL

FEATURES

- E-BOOKS
- ASSIGNMENT
- LIVE PROJECTS
- INTERNSHIP
- MOCK INTERVIEW SESSIONS
- FUNCTIONAL COMMUNICATION CLASSES

ACCREDITATION



PLACEMENT | COMPANIES

