



One Step Ahead ...

Placement Linked Programs

INFORMATION BROCHURE

Upgrade Yourself with Technologies

 www.w-tec.in

 info@w-tec.in



CERTIFICATE IN GRAPHIC DESIGNING

DURATION: 4 MONTHS

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

INDESIGN

- ❖ Explain interface with page
- ❖ Working on Tools and menus
- ❖ Setup documents and page size
- ❖ Header & Footer
- ❖ Working On Master Pages
- ❖ Creating table of contents
- ❖ Working on Text with its properties & Effects
- ❖ Import and Editing Text
- ❖ Working on Images
- ❖ Working on Frames
- ❖ Working on Table
- ❖ Transparency
- ❖ Vector Graphics practices
- ❖ Working on paragraph and characters
- ❖ Page & Print Setup
- ❖ Exporting

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 on Pen Tool
- ❖ Working with Mask
- ❖ Working on Paths
- ❖ Working on Tools & Text
- ❖ Import and Export

ASSIGNMENTS
PORTFOLIO SUBMISSION
PRESENTATION
FINAL EXAM

JOB OPPORTUNITIES

⇒	GRAPHIC DESIGNER
⇒	DTP OPERATOR
⇒	BOOK PUBLISHER

CERTIFICATE IN DATA ENTRY OPERATOR

DURATION: 4 MONTHS

COMPUTER FUNDAMENTALS
WINDOWS & OPERATING SYSTEM
TYPING SKILLS(40 WPM)
OUTLOOK EXPRESS

MS-WORD

- ❖ Introduction of Word with its Interface
- ❖ Explain Tabs Briefly
- ❖ Shortcuts
- ❖ Mail merge
- ❖ 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

MS- ACCESS

- ❖ Introduction of Access
- ❖ Explain Interface
- ❖ Explain Tabs



- ❖ Table(Design & Datasheet)
- ❖ Applying Data types on fields
- ❖ Constraints
- ❖ Wild Cards
- ❖ Form
- ❖ Queries
- ❖ Reports
- ❖ Applying wild cards on Queries
- ❖ Applying Relationship on table
- ❖ Macro

**UNDERTAKE DATA ENTRY SERVICES
ROLE OF DATA ENTRY OPERATOR
MANAGE WORK**

**INTERVIEW TECHNIQUES
ASSIGNMENTS & PRESENTATION
EXAM & TYPING TEST (40 WPM)**

JOB OPPORTUNITIES

⇒ **COMPUTER OPERATOR**

⇒ **DATA ENTRY OPERATOR**

**CERTIFICATE IN ADV. DATA ENTRY
OPERATOR**

DURATION: 5 MONTHS

**COMPUTER FUNDAMENTALS
WINDOWS & OPERATING SYSTEM
TYPING SKILLS (40 WPM)
OUTLOOK EXPRESS**

MS-WORD

- ❖ Introduction of Word with its Interface
- ❖ Explain Tabs Briefly
- ❖ Shortcuts
- ❖ Mail merge
- ❖ Page Setups(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 Power point
- ❖ Explain Interface
- ❖ Shortcuts
- ❖ Explain Tabs
- ❖ Quiz Making

- ❖ Designing & Formatting
- ❖ Transitions
- ❖ Album creation
- ❖ Animations
- ❖ Slide Master

MS- ACCESS

- ❖ Introduction of Access
- ❖ Explain Interface
- ❖ Explain Tabs
- ❖ Table(Design & Datasheet)
- ❖ Applying Data types on fields
- ❖ Constraints
- ❖ Wild Cards
- ❖ Forms & Reports
- ❖ Applying wild cards on Queries
- ❖ Applying Relationship on table
- ❖ Queries & Macro

**UNDERTAKE DATA ENTRY SERVICES
ROLE OF DATA ENTRY OPERATOR
MANAGE WORK**

ADVANCED EXCEL

- ❖ Advanced Shortcuts
- ❖ Advanced Conditional Formatting
- ❖ Advanced Functions
- ❖ Lookup & Reference Functions(vlookup, hlookup, index, match, double vlookup, vlookup with match, hlookup with match, index with match & xlookup)
- ❖ Depreciations & Garbage Cleaning
- ❖ Errors
- ❖ Reports (Pivot Table, Charts with slicer & time line)
- ❖ Working with Templates
- ❖ Sorting and Filtering Data
- ❖ Restrictions
- ❖ What If Analysis
- ❖ Array Calculation
- ❖ Database Function
- ❖ Macro for automation
- ❖ Advanced Protections & Printing Techniques

**INTERVIEW TECHNIQUES
ASSIGNMENTS
PROJECT WITH PRESENTATION
EXAM & TYPING TEST (40 WPM)**

JOB OPPORTUNITIES

⇒ **COMPUTER OPERATOR**

⇒ **DATA ENTRY OPERATOR**

⇒ **BACK-END EXECUTIVE**

CERTIFICATE IN WEB DESIGNING

DURATION: 6 MONTHS

MODULE 1:

3 MONTHS

HTML

- ❖ Introduction & 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 & Selectors
- ❖ Margins & Padding in CSS
- ❖ Animation using CSS
- ❖ 2D & 3D CSS
- ❖ Navigation & Drop-down
- ❖ Progress Bar
- ❖ Slideshow
- ❖ CSS Effects & Layout
- ❖ Pseudo classes & element
- ❖ Web Layout Design

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

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

FUNCTIONAL COMMUNICATION

ASSIGNMENTS PRESENTATION EXAM OF MODULE 1

MODULE 2:

3 MONTHS

JAVASCRIPT

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

JQUERY

- ❖ JQuery Basic

- ❖ Elements with JQuery
- ❖ Effects & Events

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

BOOTSTRAP

- ❖ Bootstrap Introduction
- ❖ Bootstrap Templates
- ❖ Working with HTML, CSS & JS with Bootstrap

ASSIGNMENTS

INTERVIEW TECHNIQUES

PROJECT WITH PRESENTATION

FINAL EXAM

JOB OPPORTUNITIES

⇒ WEB DESIGNER

CERTIFICATE IN COMPUTERIZED ACCOUNTING

DURATION: 6 MONTHS

MODULE 1:

3 MONTHS

COMPUTER FUNDAMENTALS WINDOWS & OPERATING SYSTEM OUTLOOK EXPRESS

MS-WORD

- ❖ Introduction of Word with its Interface
- ❖ Explain Tabs Briefly
- ❖ Shortcuts
- ❖ Mail merge
- ❖ Page Setups
- ❖ 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 & Animations
- ❖ Album creation
- ❖ Animations
- ❖ Slide Master

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

**MODULE 2:
PRE ACCOUNTING**

3 MONTHS

ADVANCED EXCEL

- ❖ Advanced Shortcuts
- ❖ Advanced Conditional Formatting
- ❖ Advanced Functions
- ❖ Lookup & Reference Functions(vlookup, hlookup, index, match, double vlookup, vlookup with match, hlookup with match, index with match & xlookup)
- ❖ Depreciations & Garbage Cleaning
- ❖ Errors
- ❖ Reports(Pivot Table & Pivot Charts with slicer&timeline)
- ❖ Working with Templates
- ❖ Sorting and Filtering Data
- ❖ Restrictions
- ❖ What If Analysis
- ❖ Array Calculation
- ❖ Database Function
- ❖ Macro for automation
- ❖ Advanced Protections & Print Technique

TALLY PRIME

- ❖ Basic Accounting Practice
- ❖ Tally & Versions
- ❖ Computerized Accounting
- ❖ Charts of Accounts
- ❖ Accounting Management
- ❖ Inventory Management
- ❖ Order Processing & Vouchers
- ❖ Payroll
- ❖ Banking Features
- ❖ Budget
- ❖ Back-up & Restore Data
- ❖ Job Costing & Advanced Features
- ❖ Taxes : TDS , TCS
- ❖ GST

**ASSIGNMENTS
INTERVIEW TECHNIQUES
PROJECT WITH PRESENTATION
EXAM OF MODULE 2**

JOB OPPORTUNITIES

- ⇒ **COMPUTER OPERATOR**
- ⇒ **DATA ENTRY OPERATOR**
- ⇒ **ACCOUNTANT**
- ⇒ **GST EXECUTIVE**
- ⇒ **TALLY OPERATOR**

DIPLOMA IN DIGITAL MARKETING

DURATION: 6 MONTHS

MODULE 1

3 MONTHS

DIGITAL MARKETING PRO

- ❖ Introduction to Digital Marketing
- ❖ Understanding Digital Marketing.
- ❖ Digital Marketing Components.
- ❖ Content Basics
- ❖ Logo
- ❖ Website Banners
- ❖ Social Media Post
- ❖ Image, Carousel and Graphic Designing (Canva)
- ❖ Video Content
- ❖ Render Forest
- ❖ Article Writing and Blogging
- ❖ Types of articles
- ❖ Type of blogging
- ❖ Social Media Marketing Basics and Paid Ads and
- ❖ Content Strategy
- ❖ Platforms of SMM
- ❖ Website Designing with Zero Programming
- ❖ Types of website , domains & Hosting
- ❖ SEM-Google Ads
- ❖ Analytics and Conversion Tracking
- ❖ Types of data in google analytics
- ❖ How to get clients & prepare quotations

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

MODULE 2:

3 MONTHS

DIGITAL MARKETING EXECUTIVE

- ❖ Affiliate Marketing
- ❖ Search Engine Optimization & Marketing
- ❖ SOCIAL MEDIA MARKETING
- ❖ Face book, Twitter, LinkedIn & Instagram Marketing
- ❖ Video Marketing
- ❖ Pinterest Marketing
- ❖ Google ad words
- ❖ Mobile Marketing Learning
- ❖ Content Marketing
- ❖ Email Marketing
- ❖ LSI (latent semantic Indexing)
- ❖ Google analytics
- ❖ Remarketing audience
- ❖ Online marketing strategy
- ❖ Live Project

**INTERVIEW TECHNIQUES
FINAL PROJECT & ASSIGNMENT FINAL EXAM**

JOB OPPORTUNITIES

- ⇒ **ONLINE ENTREPRENEUR**
- ⇒ **ONLINE LEAD MANAGER**
- ⇒ **CONTENT MARKETER**
- ⇒ **SOCIAL MEDIA EXPERT**
- ⇒ **EMAIL MARKETING**
- ⇒ **DIGITAL MARKETING MANAGER**



PROF. DIPLOMA IN MANAGEMENT INFORMATION SYSTEM

DURATION: 7 MONTHS

MODULE 1:

3 MONTHS

MS-EXCEL

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

ADVANCED EXCEL

- ❖ Advanced Shortcuts
- ❖ Advanced Conditional Formatting
- ❖ Advanced Functions
- ❖ Lookup & Reference Functions(vlookup, hlookup, index, match, doublevlookup, vlookup with match, hlookup with match, index with match & xlookup)
- ❖ Depreciation
- ❖ Garbage Cleaning
- ❖ Reports Using Pivot Table & Charts with slicer and timeline
- ❖ Working with Templates
- ❖ Sorting and Filtering Data
- ❖ Restrictions & Errors
- ❖ What If Analysis & Array Calculation
- ❖ Database Function
- ❖ Macro for automation
- ❖ Advanced Protections & Print Technique

MS- ACCESS

- ❖ Introduction of Access
- ❖ Explain Interface
- ❖ Explain Tabs
- ❖ Table(Design & Datasheet)
- ❖ Applying Data types on fields
- ❖ Constraints
- ❖ Wild Cards
- ❖ Forms & Reports
- ❖ Queries
- ❖ Applying wild cards on Queries
- ❖ Applying Relationship on table
- ❖ Macro

ASSIGNMENTS
FUNCTIONAL COMMUNICATION
EXAM OF MODULE 1

MODULE 2:

3 MONTHS

VBA

- ❖ Introduction of VBA
- ❖ Introduction to Developer tab
- ❖ Introduction to Macro Recordings
- ❖ Working In the Visual Basic Editor
- ❖ Introducing the Excel Object Model

- ❖ VBA Excel Macros Programming
- ❖ Variable, Const, Operators & Data types
- ❖ Input Output Operations
- ❖ Control Statement
- ❖ Loops & Select Case
- ❖ Arrays
- ❖ Functions and Sub Procedure
- ❖ Errors & its handling
- ❖ User Forms Events(GUI)
- ❖ Charts & Dashboards With VBA Macors

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
- ❖ SQL Triggers
- ❖ SQL

ASSIGNMENTS
PROJECT WITH PRESENTATION
EXAM OF MODULE 2

MODULE 3:

1 MONTH

POWER BI

- ❖ Introduction of Power BI
- ❖ Interface of Power BI
- ❖ Power BI Mobile Apps
- ❖ Power BI Services
- ❖ Export data in Power BI
- ❖ Shaping and Combining Data
- ❖ Modeling Data
- ❖ Analyzing Data
- ❖ Visualizing Data
- ❖ Interactive Data Visualization
- ❖ Power BI Dta Sources
- ❖ Relationships
- ❖ Calculations
- ❖ Working on Tools
- ❖ Creating Power BI Reports

ASSIGNMENTS
INTERVIEW TECHNIQUES
PROJECT WITH PRESENTATION
FINAL EXAM

JOB OPPORTUNITIES

⇒	DATA ENTRY OPERATOR
⇒	MIS EXECUTIVE
⇒	BACK-END EXECUTIVE
⇒	DATA ANALYST

PROF. DIP. IN COMPUTERIZED ACCOUNTING

DURATION: 8 MONTHS

MODULE :1

4 MONTHS

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

MS-WORD

- ❖ Introduction of Word with its Interface
- ❖ Explain Tabs Briefly
- ❖ Shortcuts
- ❖ Mail merge
- ❖ 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
- ❖ Functions
- ❖ Conditional formatting
- ❖ Charts & Reports using Pivot Table
- ❖ Protections

MS- POWERPOINT

- ❖ Introduction of Power point
- ❖ Explain Interface
- ❖ Shortcuts
- ❖ Explain Tabs
- ❖ Quiz Making
- ❖ Designing & Formatting
- ❖ Transitions & Animations
- ❖ Album creation
- ❖ Animations
- ❖ slide master

MS- ACCESS

- ❖ Introduction of Access
- ❖ Explain Interface
- ❖ Explain Tabs
- ❖ Table(Design & Datasheet)
- ❖ Applying Data types on fields
- ❖ Constraints
- ❖ Wild Cards
- ❖ Form, QueriesReports
- ❖ Applying wild cards on Queries
- ❖ Applying Relationship on table
- ❖ Macro

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

MODULE 2:

4 MONTHS

PRE ACCOUNTING

ADVANCED EXCEL

- ❖ Advanced Shortcuts

- ❖ Advanced Conditional Formatting
- ❖ Advanced Functions
- ❖ Lookup & Reference Functions(vlookup, hlookup,index,match,double vlookup, vlookup with match,hlookup with match, index with match & xlookup)
- ❖ Depreciation
- ❖ Garbage Cleaning
- ❖ Errors
- ❖ Reports(Pivot Table & Charts with slicer & timeline)
- ❖ Working with Templates
- ❖ Sorting and Filtering Data
- ❖ Restrictions
- ❖ What If Analysis
- ❖ Array Calculation
- ❖ Database Function
- ❖ Macro for automation
- ❖ Advanced Protections & Print Technique

TALLY PRIME

- ❖ Basic Accounting Practice
- ❖ Tally & Versions
- ❖ Computerized Accounting
- ❖ Charts of Accounts
- ❖ Accounting Management
- ❖ Inventory Management
- ❖ Order Processing & Vouchers
- ❖ Payroll
- ❖ Banking Features
- ❖ Back-up & Restore Data
- ❖ Job Costing
- ❖ Advanced Features
- ❖ Taxes : TDS , TCS
- ❖ GST

BUSY

- ❖ Basic Accounting Practice
- ❖ Computerized Accounting
- ❖ Charts of Accounts
- ❖ Accounting Management
- ❖ Inventory Management
- ❖ Order Processing
- ❖ Vouchers
- ❖ Payroll
- ❖ Banking Features
- ❖ Advanced Features
- ❖ TDS & GST

**ASSIGNMENTS
INTERVIEW TECHNIQUES
PROJECT & PRESENTATION
FINAL EXAM**

JOB OPPORTUNITIES

⇒	COMPUTER OPERATOR
⇒	DATA ENTRY OPERATOR
⇒	ACCOUNTANT
⇒	GST EXECUTIVE
⇒	TALLY OPERATOR



PROF. DIPLOMA IN PRE & POST ACCOUNTING

DURATION: 8 MONTHS

MODULE 1: PRE -ACCOUNTING

4 MONTHS

ADVANCED EXCEL

- ❖ Advanced Shortcuts
- ❖ Advanced Conditional Formatting
- ❖ Advanced Functions
- ❖ Lookup & Reference Functions(vlookup, hlookup,index,match,double vlookup, vlookup with match,hlookup with match, index with match & xlookup)
- ❖ Depreciation
- ❖ Garbage Cleaning
- ❖ Errors
- ❖ Reports(Pivot Table & Pivot Chart with slicer & timeline)
- ❖ Working with Templates
- ❖ Sorting and Filtering Data
- ❖ Restrictions
- ❖ What If Analysis
- ❖ Array Calculation
- ❖ Database Function
- ❖ Macro for automation
- ❖ Advanced Protections & Print Technique

TALLY PRIME

- ❖ Basic Accounting Practice
- ❖ Tally & Versions
- ❖ Computerized Accounting
- ❖ Charts of Accounts
- ❖ Accounting Management
- ❖ Inventory Management
- ❖ Order Processing
- ❖ Vouchers
- ❖ Payroll
- ❖ Banking Features
- ❖ Budget
- ❖ Back-up & Restore Data
- ❖ Job Costing
- ❖ Advanced Features
- ❖ Taxes : TDS , TCS & GST

BUSY

- ❖ Basic Accounting Practice
- ❖ Computerized Accounting
- ❖ Charts of Accounts
- ❖ Accounting Management
- ❖ Inventory Management
- ❖ Order Processing & Vouchers
- ❖ Payroll
- ❖ Banking Features
- ❖ Advanced Features
- ❖ TDS & GST

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

MODULE 2:

4 MONTHS

POST ACCOUNTING

INCOME TAX

- ❖ Introduction of income tax
- ❖ Manual tax calculation,prepaid tax and interest
- ❖ Comp. & E--filling of ITR-01-theory & practical
- ❖ Comp. & E--filling of ITR-02 (HP & 01)-theory & practical
- ❖ Comp. & E--filling of ITR-02 (CG and agriculture)
- ❖ Comp. of PGBP
- ❖ (proprietor)and E-Filling of ITR-03 Computation of presumptive income & E-Filling ITR-04
- ❖ Computation of partnerships firm and E-filling of ITR-05
- ❖ Companies return with ITR-06
- ❖ Online -PAN filling & E-filling Reg.

GST

- ❖ Introduction -goods & service(GST)
- ❖ Types of GST and tax payer
- ❖ Scope of supply,place and time of supply and invoice
- ❖ Input tax credit(ITC)
- ❖ Payment in GST & Registration migration(new user)
- ❖ Composition scheme and GST
- ❖ RCM-Reverse charge mechanism
- ❖ E-way bill and GST computation and practical assignment

TDS

- ❖ Introduction & Process Payment other salary-26Q
- ❖ TDS return -26Q & 24Q
- ❖ Salary component with payroll
- ❖ Tax Collection at source (TCS)
- ❖ Payment to non-resident-27Q
- ❖ About traces website
- ❖ Interest and penalty
- ❖ TDS on rent of property
- ❖ TAN (tax deduction and collection account number)

ROC(REG. OF COMPANY)

- ❖ Introduction of MCA
- ❖ Types Of Company
- ❖ How to register new company online
- ❖ How to apply DIN
- ❖ Incorporation & E-filling of company
- ❖ payment in ROC fees
- ❖ Issue Certificates of incorporation

**ASSIGNMENTS
INTERVIEW TECHNIQUES
PROJECT & PRESENTATION
FINAL EXAM**

JOB OPPORTUNITIES

⇒ DATA ENTRY OPERATOR
⇒ ACCOUNTANT
⇒ GST EXECUTIVE
⇒ TALLY OPERATOR
⇒ SENIOR ACCOUNTANT

PROF. DIPLOMA IN DOCUMENTATION & GRAPHIC DESIGNING

DURATION: 8 MONTHS

MODULE :1

4 MONTHS

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

MS-WORD

- ❖ Introduction of Word with its Interface
- ❖ Explain Tabs Briefly
- ❖ Shortcuts
- ❖ Mail merge
- ❖ 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
- ❖ Functions
- ❖ Conditional formatting
- ❖ Charts & Reports using Pivot Table
- ❖ Protections

MS- POWERPOINT

- ❖ Introduction of Power point
- ❖ Explain Interface
- ❖ Shortcuts
- ❖ Explain Tabs
- ❖ Quiz Making
- ❖ Designing & Formatting
- ❖ Transitions & Animations
- ❖ Album creation
- ❖ Animations
- ❖ slide master

MS- ACCESS

- ❖ Introduction of Access
- ❖ Explain Interface
- ❖ Explain Tabs
- ❖ Table(Design & Datasheet)
- ❖ Applying Data types on fields
- ❖ Constraints& Wild Cards
- ❖ Form, Queries & Reports
- ❖ Applying wild cards on Queries
- ❖ Applying Relationship on table
- ❖ Macro

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

MODULE :1

4 MONTHS

GRAPHIC DESIGNING

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

INDESIGN

- ❖ Explain interface with page
- ❖ Working on Tools and menus
- ❖ Setup documents and page size
- ❖ Header & Footer
- ❖ Working On Master Pages
- ❖ Creating table of contents
- ❖ Working on Text with its properties & Effects
- ❖ Import and Editing Text
- ❖ Working on Images
- ❖ Working on Frames & Table
- ❖ Transparency
- ❖ Vector Graphics practices
- ❖ Working on paragraph and characters
- ❖ Page & Print Setup
- ❖ Exporting

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 on Pen Tool
- ❖ Working with Mask
- ❖ Working on Paths
- ❖ Working on Tools & Text
- ❖ Import and Export

**ASSIGNMENTS
PORTFOLIO SUBMISSION
PRESENTATION
FINAL EXAM**

JOB OPPORTUNITIES

- ⇒ **DATA ENTRY OPERATOR**
- ⇒ **GRAPHIC DESIGNER**



E-DIPLOMA IN COMPUTERIZED ACCOUNTING & E-TAXATION

DURATION: 12 MONTHS

MODULE 1:

4 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 Power point
- ❖ Explain Interface
- ❖ Shortcuts
- ❖ Explain Tabs
- ❖ Quiz Making
- ❖ Designing & Formatting
- ❖ Transitions & Animations
- ❖ Album creation
- ❖ Animations
- ❖ slide master

MS- ACCESS

- ❖ Introduction of Access
- ❖ Explain Interface
- ❖ Explain Tabs
- ❖ Table(Design & Datasheet)
- ❖ Applying Data types on fields
- ❖ Constraints
- ❖ Wild Cards
- ❖ Form
- ❖ Queries
- ❖ Reports
- ❖ Applying wild cards on Queries
- ❖ Applying Relationship on table
- ❖ Macro

FUNCTIONAL COMMUNICATION ASSIGNMENTS & PRESENTATION EXAM OF MODULE 1

MODULE 2:

4 MONTHS

PRE ACCOUNTING

ADVANCED EXCEL

- ❖ Advanced Shortcuts
- ❖ Advanced Conditional Formatting
- ❖ Advanced Functions
- ❖ Lookup & Reference Functions(vlookup, hlookup,index,match,double vlookup, vlookup with match,hlookup with match, index with match & xlookup)
- ❖ Depreciation & Garbage Cleaning
- ❖ Errors
- ❖ Reports(Pivot Table & Chart with slicer & timeline)
- ❖ Working with Templates
- ❖ Sorting and Filtering Data
- ❖ Restrictions
- ❖ What If Analysis
- ❖ Array Calculation
- ❖ Database Function
- ❖ Macro for automation
- ❖ Advanced Protections & Print Technique

TALLY PRIME

- ❖ Basic Accounting Practice
- ❖ Tally & Versions
- ❖ Computerized Accounting
- ❖ Charts of Accounts
- ❖ Accounting Management
- ❖ Inventory Management
- ❖ Order Processing
- ❖ Vouchers
- ❖ Payroll
- ❖ Banking Features
- ❖ Budget
- ❖ Back-up & Restore Data
- ❖ Job Costing
- ❖ Advanced Features
- ❖ Taxes : TDS , TCS GST

BUSY

- ❖ Basic Accounting Practice
- ❖ Computerized Accounting
- ❖ Charts of Accounts
- ❖ Accounting Management
- ❖ Inventory Management
- ❖ Order Processing
- ❖ Vouchers
- ❖ Payroll
- ❖ Banking Features
- ❖ Advanced Features
- ❖ TDS
- ❖ GST

ASSIGNMENTS WORK READINESS SOFTSKILLS PROJECT & PRESENTATION EXAM OF MODULE 2



MODULE :3
POST ACCOUNTING

4 MONTHS

INCOME TAX

- ❖ Introduction of income tax
- ❖ Manual tax calculation, prepaid tax and interest
- ❖ Comp. & E--filling of ITR-01-theory & practical
- ❖ Comp. & E--filling of ITR-02 (HP & 01)-theory & practical
- ❖ Comp. & E--filling of ITR-02 (CG and agriculture)
- ❖ Comp. of PGBP (proprietor)and E-
- ❖ Filling of ITR-03 Computation of presumptive income & E-Filling ITR-04
- ❖ Computation of partnerships firm and E-filling of ITR-05
- ❖ Companies return with ITR-06
- ❖ Online -PAN filling & E-filling Reg.

TDS

- ❖ Introduction & Process Payment other than salary-26Q
- ❖ TDS return -26Q
- ❖ Salary component with payroll
- ❖ TDS return -24Q
- ❖ Tax Collection at source (TCS)
- ❖ Payment to non-resident-27Q
- ❖ About traces website
- ❖ Interest and penalty
- ❖ TDS on rent of property
- ❖ TAN (tax deduction and collection account number)

GST

- ❖ Introduction -goods & service(GST)
- ❖ Types of GST and tax payer
- ❖ Scope of supply,place and time of supply and invoice Input tax credit(ITC)
- ❖ Payment in GST
- ❖ Registration migration and new user
- ❖ Composition scheme and GST
- ❖ RCM-Reverse charge mechanism
- ❖ E-way bill and GST computation and practical assignment

ROC(REG. OF COMPANY)

- ❖ Introduction of MCA
- ❖ Types Of Company
- ❖ How to register new company online
- ❖ How to apply DIN
- ❖ Incorporation & E-filling of company payment in ROC fees
- ❖ Issue Certificates of incorporation

ASSIGNMENTS
FINAL PROJECT&PRESENTATION
FINAL EXAM

JOB OPPORTUNITIES

⇒ COMPUTER OPERATOR
⇒ DATA ENTRY OPERATOR
⇒ ACCOUNTANT
⇒ GST EXECUTIVE
⇒ TALLY OPERATOR
⇒ SENIOR ACCOUNTANT
⇒ TAX CONSULTANT

PROF. DIPLOMA IN SOFTWARE DEVELOPMENT

DURATION: 12 MONTHS

MODULE 1:

3 MONTHS

C LANGUAGE

- ❖ Introduction of C with its Syntax
- ❖ Variables, Data Types and Operators
- ❖ Input Output Operation
- ❖ Control Statements
- ❖ Loop
- ❖ Arrays
- ❖ Structure & Union
- ❖ Sorting Techniques
- ❖ Functions
- ❖ Recursion & Pointers
- ❖ File Handling

C++ LANGUAGE

- ❖ Introduction of C++ with its syntax
- ❖ Variables, Data Types and Operators
- ❖ Input Output Operation
- ❖ Control Statements
- ❖ Loop
- ❖ Structure & Union
- ❖ Function & Recursion
- ❖ Pointers
- ❖ Strings (Group of Characters)
- ❖ Object Oriented Programming Language
- ❖ Class & Object
- ❖ Inheritance
- ❖ Abstraction
- ❖ Polymorphism
- ❖ Encapsulation
- ❖ Interfaces
- ❖ Constructor and Destructor
- ❖ Multithreading
- ❖ File & Exception Handling

FUNCTIONAL COMMUNICATION
ASSIGNMENTS
PROJECT WITH PRESENTATION
EXAM OF MODULE 1

MODULE 2:

3 MONTHS

CORE JAVA

- ❖ Introduction to Java
- ❖ Variables & Data Types
- ❖ Operators & Expression
- ❖ Input Output Operations
- ❖ Control Statement
- ❖ Jump Statement
- ❖ Loop
- ❖ Functions
- ❖ OOPS Part
- ❖ String & Array
- ❖ Data Structure
- ❖ Packages
- ❖ File & Exception Handling
- ❖ AWT & Swing



**ASSIGNMENTS
PROJECT WITH PRESENTATION
EXAM OF MODULE 2**

MODULE 3:

3 MONTHS

PYTHON

- ❖ Introduction to Python
- ❖ Python Environment Setup and Essentials
- ❖ Variables & Data Types
- ❖ Operators & Expression
- ❖ Input Output Operations
- ❖ List & its implementations
- ❖ Tuple & its implementation
- ❖ Dictionary & its implementation
- ❖ Strings
- ❖ Control Statement
- ❖ Loops & Jump Statements
- ❖ Sorting Techniques
- ❖ Functions
- ❖ Recursion
- ❖ Lambda Function
- ❖ Libraries and Modules

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

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

MODULE 4:

3 MONTHS

DATA SCIENCE

- ❖ Object Oriented Programming
- ❖ Comprehension List
- ❖ Collections and Advanced Dictionary
- ❖ Set & its implementation
- ❖ Data Modeling
- ❖ Data Visualization using matplotlib
- ❖ User Defined Libraries and Modules
- ❖ Advanced Libraries & Modules
- ❖ Importing & Exporting Data in Python
- ❖ Exception Handling
- ❖ Data Analytics Overview
- ❖ SQL & Excel Connectivities
- ❖ Natural Processing with Scikit Learn
- ❖ Data Manipulation with Pandas

POWER BI

- ❖ Introduction of Power BI
- ❖ Interface of Power BI
- ❖ Power BI Mobile Apps

- ❖ Power BI Services
- ❖ Export data in Power BI
- ❖ Shaping and Combining Data
- ❖ Modeling Data
- ❖ Analyzing Data
- ❖ Visualizing Data
- ❖ Interactive Data Visualization
- ❖ Power BI Data Sources
- ❖ Relationships
- ❖ Calculations
- ❖ Working on Tools
- ❖ Creating Power BI Reports

**ASSIGNMENTS
GUI(TKINTER)**

- ❖ Import the Tkinter module.
- ❖ Create the GUI application main window.
- ❖ Add one or more of the above-mentioned widgets to the GUI application.
- ❖ Enter the main event loop to take action against each event triggered by the user.

**ASSIGNMENTS
INTERVIEW TECHNIQUES
PROJECT WITH PRESENTATION
FINAL EXAM**

JOB OPPORTUNITIES

⇒	SOFTWARE DEVELOPER
⇒	DATA ANALYTICS
⇒	GAMES DEVELOPER
⇒	DATA SCIENTIST

**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:

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

3 MONTHS

3 MONTHS



**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

**PROF. DIPLOMA IN ADV. INFORMATION
TECHNOLOGY**

DURATION: 18 MONTHS

MODULE 1:

3 MONTHS

**COMPUTER FUNDAMENTALS
WINDOWS & OPERATING SYSTEM**

OUTLOOK EXPRESS

MS-WORD

- ❖ Introduction of Word with its Interface
- ❖ Explain Tabs Briefly
- ❖ Shortcuts
- ❖ Mail merge
- ❖ 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:

3 MONTHS

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 ASSIGNMENTS & PRESENTATION PORTFOLIO SUBMISSION EXAM OF MODULE 2

MODULE 3: WEB DESIGNING

HTML

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

CSS

- ❖ Introduction of css
- ❖ CSS Types & Selectors
- ❖ Margins & Padding in CSS
- ❖ Animation using CSS
- ❖ Navigation, Drop-down & Progress Bar
- ❖ Slide show
- ❖ CSS Effects & Layout
- ❖ Pseudo classes & element

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 ,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(pre-defined and user defined)
- ❖ 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 & PRESENTATION EXAM OF MODULE 4

MODULE 5:

3 MONTHS

MULTIMEDIA



INDESIGN

- ❖ Modern Magazines Design
- ❖ Business Magazines
- ❖ Book Design, Bill Book
- ❖ Menu Cards
- ❖ Flyers

SOUNDFORGE

- ❖ To record ,edit , mix and restore audio
- ❖ Pasting data , cutting , deleting ,trimming
- ❖ mixing , floating and docking windows

ADOBE PREMIERE

- ❖ Effects
- ❖ Video titling & graphics
- ❖ Transitions
- ❖ Labels
- ❖ Libraries
- ❖ Direct publishing

ASSIGNMENTS & PRESENTATION EXAM OF MODULE 5

MODULE 6: PRE ACCOUNTING

TALLY PRIME

- ❖ Tally & Versions
- ❖ Computerized Accounting
- ❖ Charts of Accounts
- ❖ Accounting Management
- ❖ Inventory Management
- ❖ Order Processing
- ❖ Vouchers
- ❖ Payroll
- ❖ Banking Features
- ❖ Budget
- ❖ Back-up & Restore Data
- ❖ Job Costing
- ❖ Advanced Features
- ❖ Taxes : TDS , TCS
- ❖ GST

BUSY

- ❖ Basic Accounting Practice
- ❖ Computerized Accounting
- ❖ Charts of Accounts
- ❖ Accounting Management
- ❖ Inventory Management
- ❖ Order Processing
- ❖ Vouchers
- ❖ Payroll
- ❖ Banking Features
- ❖ Advanced Features
- ❖ TDS
- ❖ GST

OR

ADVANCED EXCEL

- ❖ Advanced Shortcuts
- ❖ Advanced Conditional Formatting

- ❖ Advanced Functions
- ❖ Lookup & Reference Functions(vlookup, hlookup,index,match,double vlookup, vlookup with match,hlookup with match, index with match & xlookup)
- ❖ Depreciation
- ❖ Garbage Cleaning
- ❖ Errors
- ❖ Report(Pivot Table & Charts with slicer and timeline)
- ❖ Working with Templates
- ❖ Sorting and Filtering Data
- ❖ Restrictions
- ❖ What If Analysis
- ❖ Array Calculation
- ❖ Database Function
- ❖ Macro for automation
- ❖ Advanced Protections & Print Technique

ASSIGNMENTS INTERVIEW TECHNIQUES FINAL PROJECT &PRESENTATION FINAL EXAM

3 MONTHS

JOB OPPORTUNITIES

⇒	COMPUTER OPERATOR
⇒	GRAPHIC DESIGNER
⇒	WEB DESIGNER
⇒	WEB DEVELOPER
⇒	ACCOUNTANT
⇒	GST EXECUTIVE
⇒	TALLY OPERATOR





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



23 Years of Experience Upgrade Yourself with Technologies

Tel. No.: 011-41814405

Name : _____

Date : _____

Training Program : _____

Student Coordinator : _____

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

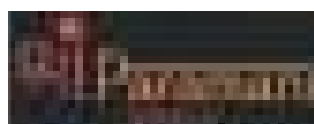
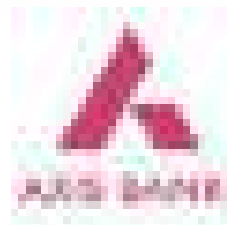
MOCK INTERVIEW SESSIONS

FUNCTIONAL COMMUNICATION CLASSES

ACCREDITATION



PLACEMENT | COMPANIES





23
YEARS OF
EXPERIENCE

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