

VANDANA COMPUTER EDUCATION

REG. OFF. ADD.: - 09/A, STREET NO.08, SECTOR-01, BHILAI, DIST-DURG, C.G. 490001

Registered Under Ministry of Micro, Small & Medium Enterprises Govt. of India
UDYAM REG NO. UDYAM-CG-05-0051765

COURSE NAME	POST GRADUATE DIPLOMA IN COMPUTER APPLICATION
COURSE DURATION	01 YEAR
COURSE QUALIFICATION	MINIMUM - ANY GRADUATION

COURSE CONTENTS

1. Fundamental of Computer - Theory

1. What is a Computer
2. Parts of Computer & Full Form Computer
3. History of Computer
4. Generation of Computer
5. Types of Computer
6. Input & Output Device
7. Hardware & Software

2. Paint

1. Photo Resize
2. Document Resize
3. Convert Web Image into PNG/JPEG
4. Simple Logo Making
5. Add Name In Photograph

3. Wordpad

1. Letter Writing
2. Paragraph Writing

4. MS Word

1. Front Page
2. Index, Invoice, Cash Bill
3. Resume, Pamphlet
4. Reference – Table of Content

5. Mailings - Mail Merge & ID Card's
6. Review Tab - New Comment & Track Change
7. Question Paper

5. MS Excel

Basic –

1. Arithmetic Operation
2. Random Number - Rand & RandBetween
3. Case - Change Case, Addition of Words, Separation of Words

Date & Time –

1. Weekday & Text
2. Age Calculation
3. Due Date Calculator

Logical Function –

1. Sumif & Sumifs, Averageif & Averageifs, Countif & Countifs
2. Attendance Report

IF Function –

1. Basic IF, IF And & IF OR
2. Nested If

Lookup Function –

1. Index , Match , Time Table (Project)
2. Type of Lookup – Vlookup, Hlookup, Lookup
3. Project – Salary Slip, School Result

EMI Loan -

1. PV & PMT Function
2. Automatic EMI Calculation
3. Emi loan with Goal Seek

6. MS Powerpoint

1. Simple PPT
2. Course Overview PPT
3. Fundamental Of Computer PPT
4. Animation PPT
5. Car Accident PPT

6. Inforgraphics
7. Timeline Project
8. Master Slide MCQ Paper

7. English Typing

7-1. Basic Knowledge Of Keyboard

1. Page Setup
2. Page Formatting
3. Finger Position
4. Keyboard Layout
5. Word Drills
6. Alphabet Practice

7-2. Keys Words Practice

1. Home Row Practice
2. Bottom Row Practice
3. Upper Row Practice
4. Home & Top Row Practice
5. Home & Bottom Row Practice
6. All Mix Row Practice
7. Short Sentence Practice
8. With Shift & Without Shift Practice

7-3. Paragraph Practice

1. Short Paragraph Practice
2. Long Paragraph Practice
3. Speed Practice

7-4. Application/Letter Typing

1. Simple Letter Writting
2. Speed Letter Writting

8. Hindi Typing

8.1. Basic Knowledge Of Keyboard

1. Page Setup
2. Page Formatting

3. Finger Position
4. Keyboard Layout
5. Word Drills
6. Alphabet Practice

8.2. Keys Words Practice

1. Home Row Practice
2. Bottom Row Practice
3. Upper Row Practice
4. Home & Top Row Practice
5. Home & Bottom Row Practice
6. All Mix Row Practice
7. Shortcut Key Practice
8. Short Sentence Practice
9. With Shift & Without Shift Practice

8.3. Paragraph Practice

1. Short Paragraph Practice
2. Long Paragraph Practice
3. Speed Practice

8.4. Application/Letter Typing

1. Simple Letter Writing
2. Speed Letter Writing

9. Desktop Publising

9.1. Fundamental of Desktop Publishing

1. What is a Computer
2. Input & Output Device
3. Hardware & Software

9.2. MS Paint

1. Photo Resize
2. Document Resize
3. Convert Web Image into PNG/JPEG
4. Simple Logo Making
5. Add Name In Photograph

9.3. Adobe Photoshop CS3

1. Introduction
2. Tabs & Menus
3. Simple Visiting Cards
4. Duplex Visiting Card
5. Poster Designs
6. Festival Post Design
7. Business Social Media Post Designs
8. Simple Flex Designs
9. Pamplate Design - All Size
10. Stickers Design & Printing
11. Logo Designing
12. Poster Designs
13. Letter Head Designs
14. Invitation Card Designs
15. ID Card Designs & Printing
16. Passport Photo Designs
17. Collaz Designing & Printing
18. Photo Color Creating & Editing

9.4. Corel Draw Graphics Suite X7

1. Logo Designing
2. Gradient Designs
3. Cover Page Designs
4. Stamp Designs
5. Pamplate Designs
6. Invitation Card Designs
7. ID Card Designs
8. Broucher Designs
9. Tri-Fold Designs
10. Flex
11. Post Designs

12. Sticker Design
13. Wedding Card Design
14. Certificate Design
15. Letter Head
16. Calender
17. Card & Menu Card

9.5. Basics Of Printing Technology

1. CMYK Colour Combination
2. Types Of Printer
3. Types Of Printing
4. Basic Knowledge of Digital Printing
5. Basic Knowledge of Multicolour Printing
6. Basic Knowledge of Offset Printing
7. Basic Knowledge of Screen Printing

10. Web Page Design & Web Development

1. Intro to Web Development & Technology

1. Introduction to the Course
2. How Internet Works
3. What is Web Development
4. Fundamentals of Web Technology

2. HTML - Hyper Text Markup Language

1. Fundamentals of Web Applications
2. Intro to HTML
3. Head Tag in HTML
4. Text Formatters
5. Images in HTML
6. Lists in HTML
7. Tables in HTML
8. Web Resume
9. Links in HTML
10. Forms in HTML - 01

11. Forms 2.2
12. Semantic Tags in HTML
13. Hosting the Application

3. CSS - Cascading Style Sheet

1. Intro to CSS
2. CSS Selectors
3. Colors in CSS
4. Units in CSS
5. Box Model in CSS
6. Texts and Fonts in CSS
7. Display in CSS
8. Positions in CSS
9. Overflow, Float and Clear in CSS
10. FlexBox in CSS
11. Grid in CSS
12. Grid Portfolio in CSS
13. Media Queries in CSS
14. CSS Variables
15. Transform in CSS
16. Transition in CSS
17. Keyframe Animations

4. JS - Java Script

1. Basics of Java Script
2. Application of Java Script
3. Basics Programs of Java Script
4. IF-Else Condition in Java Script
5. Function in Java Script
6. Small Projects
7. Project - 1 & 2
8. Validation in Java Script

5. Bootstrap

1. Introduction to Bootstrap
2. What is Responsive Website

3. Why Use Bootstrap
4. Basic Bootstrap Pages
5. Bootstrap Grid System
6. Create First Web Pages With Bootstrap
7. Bootstrap Programs
8. Contextual Colors & Background Colors
9. Typography in Bootstrap
10. Table in Bootstrap
11. Create Table Gallery
12. Alerts in Bootstrap
13. Dropdown Menu
14. Glyphicons Examples
15. Pagination in Bootstrap
16. Breadcrumbs in Bootstrap
17. Simple Collapsible
18. Login Panel
19. Scroll Projects
20. Filterable Tables

6. PHP - Hyper Text Preprocessor

1. What is PHP
2. Why Use PHP
3. Basic Programs of PHP
4. Form Submission Process in PHP
5. Page Redirection
6. Create Very Small Project
7. What is Session Programs
8. Date & Time Function in PHP
9. File Handling in PHP
10. Downloading & Uploading
11. File Read & Write
12. Database Connectivity
13. SQL - DDL, DML, TCL

14. SQL Syntax
15. SQL Programs
16. Ajax - UI Programs
17. Website Module
18. Major Projects

11. C Programming

1. Introduction to Programming
2. Basics of C Language
3. Operators and Expressions
4. Control Structures
5. Functions
6. Arrays and Strings
7. Pointers (Introductory Level)
8. Structures (Optional for Basics)
9. Simple Programs & Practice

12. Working in Internet

1. **Internet Introduction** - What is Internet, History (ARPANET), Internet vs Intranet.
2. **Internet Requirements** - Computer + Modem + ISP, IP Address & Domain Name Browser (Chrome, Edge, Firefox), URL & Website.
3. **Internet Services (Basic)** - Email (ID Create, Send, Receive), WWW (Search Engines, Hyperlink), Chat & Messaging, File Download/ Upload .
4. **Internet Use in Office Work** - Online Form, Data Upload, Online Payment Basics.
5. **Cyber Safety Basic** - Strong Password, Virus / Malware, Safe Browsing.
6. **Practical Training** -
 - 6.1 - Email ID Create
 - 6.2 - Google Search Practice
 - 6.3 - Online Form Fill
 - 6.4 - File Download / Upload Practice.