DIT (Diploma in Information Technology)

Course Duration: 15 Months

Qualification: open to all individuals interested in learning DIT (Diploma in Information Technology).

Eligibility:

No prior requirement. open to all individuals interested in learning DIT (Diploma in Information Technology).

Medium of Instruction:

English

Duration:

Minimum 1 Year

Program Details:

The program has been divided into 6 modules Consequently, there will be examinations at every end of module. For beginners it is first important to build command over programming concepts. in this course our goal is to help you to be confident with the coding fundamentals.

Curriculum: View Specialization: -

Module 1: Computer Fundamentals

- Introduction to Computer
- Basics, History, and Generations of Computers
- Types, Characteristics, and Applications of Computers
- Creating Folders and Managing Directories
- DOS (Disk Operating System)
- Introduction to DOS
- Basic DOS Commands
- Windows
- MS Paint, Notepad, WordPad

Module 2: Microsoft Word 2016/2019

- Creating, Editing, Saving, and Printing Documents
- Page Setup and Layout
- Font and Paragraph Formatting
- Character Formatting
- Inserting Tables and SmartArt
- Page Breaks, Lists, and Styles
- Working with Images
- Spell Check and Grammar Tools
- Document Properties
- Using Macros
- Mail Merge

Module 3: Microsoft Excel 2016/2019

- Spreadsheet Basics, Creating, Editing, Saving, and Page Settings
- Working with Functions and Formulas Basic, Lookup, Logical (IF), Financial, Statistical, Math & Trig, Text Functions
- Modifying Worksheets with Color and Auto Formats
- Charts and Graphs
- Pivot tables and Pivo Charts
- Data Forms and Data Alysis
- Subtotal, Sorting Filtering
- Renting and Conditional, Creating Appeal

Module 4: Microsoft PowerPoint (2016/2019)

- Opening, Viewing, Creating, and Printing Slides
- Bookmarking, Layouts and Custom Animations
- Proofing and Printing

Module 5: Internet & Email

- What is Internet

- Types of Networks

- Bookmarking & Navigating Websites

- Understanding the Internet and its Uses

- Best Practices for Safe Browsing

- Email Basics (Sending, Receiving, Attaching Files)

Module 6: Programming Languages

1. C / C++

2. Python (Basics to Beginner)

3. HTML