



An ISO 9001:2008 Certified Institute

GLOBAL INFOTECH

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Affiliated from NIELIT under Government of India

भारत सरकार द्वारा मान्यता प्राप्त कम्प्यूटर सेंटर

Duration:- 3 / 6 / 12 Months

DLP

Digital Literacy Program

Module-1

Computer Basics	
Computer Fundamentals	Introduction to Computer , Generations. I/O Devices , Storage Devices. Application / System software's. Role of operating System. Digital process of computer with Binary codes.
Operating Systems	Windows Professional . Introduction to Windows Operating System. An introduction to GUI Environment.
MS Office	
MS Word	Create Rich Text Documents , PDF files , Formatting Data
MS Excel	Create Workbook / Worksheets , Format Data , Set methods

Module-2

Internet Applications and Presentation	
MS Power Point	Create Presentation and slides , using PPT , PPS , Animation
MS Excel	Formulas , Function , Macros , Methods , Charts , Graphs
Internet	Web Surfing , E-mail , Search , Downloads , Uploads , Translation , Social Networking

Module-3

Web Designing	
HTML	Introduction , Create List,Set Background Color & Image , Image Handling,Tables,Marquee,Hyperlinks,Frames , Forms .
CSS	Introduction , Handling Images , ID , Class , Background Color & Image , Text Handling , Fonts & Styles , Lists .
PHP	Introduction , Variables , Loops , Conditions , Arrays , File Handling , Cookies & Sessions , Java Script , Filters , PHP Connection with Databases MySQL , ODBC .
Database	
MS Access	Tables , Forms , Reports , Pages , Import/Export Data , Tables Relationships
MySQL	Tables , SQL , Views , RDBMS , Import/Export Data

Terms & Conditions:-

1	Admission Fee Rs. 500/-
2	Fee would be paid in instalment: M-1: Rs. 700 * 3=2100/- , M-2: Rs. 800 * 3=2400/- , M-3: Rs. 1000 * 6 = 6000/- , Total :- 10500/-
3	Fees once paid would not be refundable , Eligibility :- only students of school and college can join this course.
4	Examination Fee would be Rs. 1000/-
5	To submit a passport size Photo and a copy of Aadhar Card is must at admission time.