

# **Professional Diploma in Information Technology (PDIT)**

## **Module 1: Fundamentals of computer**

- ✓ Fundamentals of computer
- ✓ Operating systems and its various types
- ✓ Computer Protection Using Antivirus Software
- ✓ Growing Typing Skills – Typing Master | Typeshala

## **Module 2: MS Office**

- ✓ Word Processing (MS Word)
- ✓ Spreadsheet (MS Excel)
- ✓ Presentation (MS Power Point)
- ✓ Database (MS Access)

## **Module 3: E-mail & Internet**

- ✓ Fundamentals of E-mail & Internet
- ✓ E-mail (Create, Send & Receive)
- ✓ Online form
- ✓ E-Shopping
- ✓ Downloads
- ✓ Goggle tools

## **Module 4: Hardware Maintenance & Troubleshooting**

- ✓ Introduction of Hardware
- ✓ Basic Electronics (Analog & Digital)
- ✓ Hardware Parts & Devices
- ✓ Installation of OS
- ✓ PC Assembling and Drivers
- ✓ Printing and Scanning
- ✓ Installation of required software

## **Module 5: HTML**

- ✓ Tags, Attributes, font
- ✓ Hyperlink
- ✓ Inserting media
- ✓ Form
- ✓ Project

## **Module 6: Graphic Designing**

- ✓ Concept of Color Combination
- ✓ Adobe Photoshop
- ✓ Illustrator or CorelDraw
- ✓ PageMaker or Indesign

## **Module 7: Digital Services**

- ✓ Mobile Banking
- ✓ E-wallets
- ✓ Fraud Emails
- ✓ Spam
- ✓ Trojan / Virus
- ✓ E- Commerce / Governance / Learning

## **Module 8: Digital marketing**

- ✓ Introduction
- ✓ Facebook Advertising
- ✓ YouTube Channel Management
- ✓ Google My Business
- ✓ Graphic Designing with CANVA
- ✓ Concept of Online Earning
- ✓ Website Planning & Creation (Word press)

## **Module 9: Accounting package (Tally/Busy)**

- ✓ Company features
- ✓ Configuration
- ✓ Getting Functions with Tally / Busy
- ✓ Creation / Setting up of Company in Tally / Busy

## **Module 10: Project Work**

- ✓ Typing
- ✓ Design
- ✓ Flyers
- ✓ Print
- ✓ Labels
- ✓ Booklet
- ✓ Envelop
- ✓ Business/ID/Invitation card
- ✓ Online form

## **Module 11: On the Job Training**