

## DIIT- BASIC

(DURATION : 3 MONTH)

- |                        |                            |
|------------------------|----------------------------|
| Computer Fundamentals  | MS-Paint                   |
| Operating System       | MS-Word                    |
| Typing (English/Hindi) | MS-Excel                   |
| White Board Animation  | Power Point                |
| Notepad                | Microsoft Outlook / Access |
| Wordpad                | Internet & E-Mail          |

## PDOAP - PROFESSIONAL DIPLOMA IN OFFICE AUTOMATION & PUBLISHING

(DURATION : 12 MONTH)

### Semester-I

- Computer Fundamental
- Notepad
- MS Word
- MS Excel
- MS PowerPoint
- Internet & Email
- Easy Sketch Pro
- Accounting Basic
- Tally Prime
- GST Returns / Tax Return
- Payroll & Bank Reconcile
- TDS

### Semester-II

- Corel Draw
- Photoshop
- Adobe Illustrator
- Adobe PageMaker
- Adobe InDesign
- HTML/Java Script
- Networking for Office
- Printer Assistance
- Troubleshooting
- Software/Windows Installations
- Anti Virus/Virus Removal



### Short Term Courses

- |                 |          |
|-----------------|----------|
| ▶ Advance Excel | ▶ C      |
| ▶ Tally         | ▶ C++    |
| ▶ Busy          | ▶ Java   |
| ▶ DTP           | ▶ Python |
| ▶ Power BI      | ▶ My SQL |



# Delhi Institute of Information Technology

An ISO 9001 : 2008 Certified  
(Registered under Section 8 of Companies Act, Govt. of India)

Date .....

Student Name .....

Course .....Duration.....

Fee .....

Auth. Sign.

### HEAD OFFICE

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4.5 Pusta, Delhi  
CONTACT : 9953546911

### CORPORATE OFFICE

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Main Dadri Road, Bhangel , Noida-201304  
CONTACT : 9711007390  
E-MAIL : enquiry@diiteducation.com  
Web : www.diiteducation.com

## INFORMATION BROCHURE



## About Us

Delhi Institute of Information Technology (DIIT) is a leading training center for global IT industry requirements. The organization which was set up in 2015, to help the nascent IT industry overcome its human resource challenges, has today grown to be amongst world's leading talent development institutes offering learning solutions to Individuals, Enterprises and Institutions across the zone. To impart high-quality, Career-oriented and examination-oriented education to students using the latest technology for optimization of teaching resources and saving the valuable time of the students.

## Why Join Us:

- ▶ Govt. Recognized Certificate After Course Completion
- ▶ An ISO 9001:2015 Organization
- ▶ Well Equipped Infrastructure
- ▶ Experienced and Friendly Trainers
- ▶ State Of The Art Course Material
- ▶ Affordable Fee
- ▶ Online Registration
- ▶ Online Student Verification
- ▶ Online Mark sheet & Certificate Verification
- ▶ ID-Card For All Students
- ▶ E- Books For Students In Student Login
- ▶ Course Videos For Students In Student Login
- ▶ Periodic Project Assignments
- ▶ Placement Support

**100%  
JOB  
ORIENTED**



## ADCA - ADVANCE DIPLOMA IN COMPUTER APPLICATION

(DURATION : 12 MONTH)

### Semester-I

Computer Fundamentals  
Operating System  
Typing ( English/Hindi )  
Notepad  
Wordpad  
MS-Paint  
MS-Word  
MS-Excel  
Power Point  
Microsoft Publisher  
Google Sheets  
HTML  
Internet & E-Mail

### Semester-II

Basic Accounting  
Tally Prime  
Photoshop  
Coral Draw  
Video Editing

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## ADCP - ADVANCE DIPLOMA IN COMPUTER PROGRAMMING

(DURATION : 12 MONTH)

### Semester-I

Computer Fundamentals  
Operating System  
Typing ( English/Hindi )  
Notepad  
Wordpad  
MS-Word  
MS-Paint  
MS-Excel  
Power Point  
Microsoft Publisher  
HTML, CSS, Java Script

### Semester-II

C Language  
C++  
JAVA  
Python  
Internet & E-Mail

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## ADWDD - ADVANCE DIPLOMA IN WEB DESIGNING & DEVELOPMENT

(DURATION : 12 MONTH)

### Semester-I

MS. Word  
MS Excel  
MS PowerPoint  
MS Access  
Typing ( English/Hindi )  
Internet & Email  
Easy Sketch Pro  
HTML  
JAVA Script/CSS  
PHP  
ASP.NET

### Semester-II

Flash  
Dreamweaver  
Word Press  
Digital Marketing  
Web Domain & Hosting  
Word Press Project (Paid)  
E-Commerce Web Platform-Working  
Internship Program  
Lab Project 1

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## DFA - DIPLOMA IN FINANCIAL ACCOUNTING

(DURATION : 6 MONTH)

Computer Fundamentals  
Operating System  
Typing ( English/Hindi )  
Notepad  
Wordpad  
MS-Word  
MS-Excel

Power Point  
Microsoft Outlook  
Basic Accounting  
Tally Prime  
GST Return / Tax Return  
Payroll & Bank Reconcile  
TDS

## DCA - DIPLOMA IN COMPUTER APPLICATION

(DURATION : 6 MONTH)

Computer Fundamentals  
Operating System  
Typing ( English/Hindi )  
Notepad  
Wordpad  
MS-Word

MS-Excel  
Power Point  
Microsoft Outlook  
Microsoft Publisher  
HTML, CSS, Java Script  
Internet & E-Mail

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