

Course Code	: D003	Registration Fee	: ₹ 200
Course Name	: Diploma in Web Development	Exam Fee	: ₹ 400
Duration	: 6 Months	Fee	: ₹ 6000
Number of Exam	: 2	Total	: ₹ 6600
EMI	: 1 ST : ₹3299+ ₹600 2 ND : ₹3299		

SNO	Topic	Content	Duration
1	MS Paint	The Tools- Selection tool, Eraser, Pencil, Fill, Magnifying, Rectangle, Circle, Line, Paint Brush, Text, Curve, Polygon, Rounded Rectangle. The Color Palette. Activity- Drawing with MS-Paint	3 Days
2	Notepad	Create File, Edit File, Save File. How to cut, copy, paste text. Format text. Find and Replace Text	2 Days
3.	MS Word	Create a new document, Open, save and print a document, Edit and format text, Change the page layout, background and borders, Insert headers and footers, Insert and edit tables, Shapes, Proofing, Protection. Insert clip art and pictures to documents, Perform a mail merge.	15 Days
4.	MS Excel (Basic)	Navigating with the Mouse and Keyboard, Entering Text and Numbers, Entering Dates, Editing Text Dates and Numbers, Editing within a Cell: Copying, Moving, Pasting and Inserting Cells. Deleting and Clearing Cells: Deleting and & Inserting Rows, Deleting and Inserting Columns, Finding and Replacing Text as well as Numbers; Selecting, Inserting, Deleting, Renaming, Moving and Copying Worksheets.	21 Days
5.	Advance MS Excel(Level 1)	Advance Excel with Formulas, Excel Application Setting, Paste with Calculation Advance Custom Formatting, Use Formulas in Conditional Formatting, Excel Protection System, Data Filling with Flash Fill, Data Sorting , Filter and Selection Concept, Data Analyzing with Pivot, Recognized Pivot Table, Relational Pivot, Reporting with Chart, Insert Other Application in Excel Sheet Concept of Formulas Inserting, Logical Formulas Use, Working with Text Formulas, Working With Date & Time Formulas, Data Lookup with VLookup, HLookup, Match, Index, using Array, Mathematics Calculation, Database Formulas, Informational Formulas, Financial Formulas, Array formulas, Formulas Nesting, Formulas Tricks, Data Import Other Database, Data Import Access Database, Data Connection with SQL Server, Data Import from Webs, Data Clean and Advance Filter, Validation and What-if-Analysis, SubTotal	60 Days
6.	Advance MS Excel (Level 2)	Advance Conditional Formating, Array Formulas, Formulas Nesting, Miscellaneous Formula Techniques, Performing With Array Formulas, Report Automation Sample, Understanding the Series Formulas, Creating Links to Cells For Title,Axis,Labels and Text, Charting Progress Toward a Goal, Creating a Gauge Chart, Displaying the Conditional	30 Days

		Colors, Creating Comparative Histogram, Creating a Grant Chart, Creating a Box Plot, Handling Missing Data Chart with Access and SQL, Chart with Form Control Buttons, Interactive Dashboards using PowerPoint and Excel Introduction to Dashboards Dashboard Background, Dashboard Elements, Interactive Dashboards, Type of Reporting in India, Reporting Analyst, Indian print media reporting, audit report, Accounting MIS Reports, HR Mis Reports, MIS Report Preparation Supplier, Exporter, Data analysis, Costing Budgeting Mis Reporting, MIS Report for Manufacturing Company, MIS Reporting For Store and Billing, Product Performance Report, Member Performance Report, Customer-wise Sales Report, Collections Report, Channel Stock Report, Prospect Analysis Report Calling Reports, Expenses Report, Stock controller MIS reporting	
7.	MS Power Point	Create a new presentation, Modify presentation themes, Add and edit text to slides, Add new slides to a presentation, Insert clipart images and shapes to slides, Insert and modify tables and charts, Add sound and video to a slide presentation, Insert and edit animations and slide transitions, Display a speaker-lead and self-running presentation.	5 Days
8.	MS Access	Understand the Access Program Screen, Add, Edit and Delete Records in Table View, Add, Edit and Delete records in Forms Open and run a query, Open and run a report, Understand Primary Keys, Understand data types, Create a database, Create a table Create a query, Create a form, Use the form wizard, Sort records Filter records, Understand table relationships, Create relationships between tables	5 Days
9.	Internet	Introduction, How to open Web Page, URL, Searching, Downloading, Email Sending & Receiving, Maps, Online Payment, Form Filling.	5 Days
10.	Computer Fundamental	IPO, Operating System- Create file, Folders, Add Remove Program, Add/ Delete User, Memory Units, Machine Language, Assembly Language and High Level Language, Windows 7 Operating System	5 Days
11.	HTML	Introduction, Understanding & using HTML, headings, Paragraphs, Font & font style, Hyperlink, The Image Tag and the Src Attribute, Marquee, List, Table, Form.	7 Days
12.	DHTML	Form Action, Event Listener	1 Day
13.	CSS	Writing CSS code, Creating style sheets, Configuring Fonts, Configuring Text, Background, CSS Box Model, CSS Border, Positioning, Display & Visibility.	5 Days
14.	JavaScript	Introducing Programming, How to Add JavaScript to a Page, Writing Text on a Web Page, Attaching an External JavaScript File, Conditional Statement, Data Type, Variable, Loop, Array, Function, String, Event, Form Basic.	28 Days
15.	Wordpress	Set up a domain and hosting account, Set up a MySQL database on their server, Install WordPress on the MySQL database, Search for themes in WordPress, Select, install, and activate a theme, Add posts to their website, Create website pages, Add images, photo galleries, Use WordPress as a content management system (CMS), Use widgets and plugins, Integrate WordPress with social media	21 Days