

Diploma in Information Technology (DIT)

1. Duration – 1 Year
2. Online Test- 6
3. Semester Exam – 2
4. Certificate with Mark sheet
5. Branch – Dankaur, G.B. Nagar

Registration Document

- ✓ Mark sheet – 10th/12th/Graduation/other
- ✓ Aadhar Card Photo Copy
- ✓ 2- Photo Passport size

Semester – I (Basic & Designing)

Computer Basic Syllabus

1. Introduction to Computers

- What is a Computer
- History of Computers
- Types of Computers (Desktop, Laptop, Tablet, Smartphone)
- Characteristics & Limitations of a Computer
- Input / Output / Processing / Storage

2. Computer Hardware

- CPU (ALU + CU)
- Memory (RAM, ROM)
- Storage Devices (HDD, SSD, Pen Drive, CD/DVD)
- Motherboard, Ports & Cables
- Power Supply, SMPS
- Keyboard, Mouse, Scanner, Printer, Webcam, Speaker

3. Computer Software

- System Software (Windows, Linux)
- Application Software (MS Office, Browser, Media Player)
- Utility Software (Antivirus, Compression)

4. Operating System (Windows)

- Desktop & Taskbar
- File & Folder Management
- Control Panel / Settings
- Copy, Paste, Rename, Delete
- Creating Shortcuts

- User Accounts & Passwords

5. MS Word

- Creating, Saving, Opening Documents
- Formatting (Bold, Italic, Underline, Font, Size, Alignments)
- Page Setup, Header & Footer, Page Number
- Insert Table, Picture, Shapes, Hyperlink etc
- Find & Replace, Spell Check
- All Tab in MS word
- Printing
- Mail merge Document, Assignment File, OMR Sheet, Application & Exam Form
- Letter Pad, A4 Size Template Design, PDF,

6. MS Excel

- Workbook / Worksheet
- Basic Formulas (+, -, /, *)
- Formatting Cells
- AutoSum, AutoFill
- Charts (Bar, Pie, Line)
- Sorting / Filtering
- 50+ Formula
- 15+ Spreadsheet Format

7. MS PowerPoint

- Create & Design Slides
- Themes & Layouts
- Insert Image, Chart, Video
- Slide Animation & Transition
- Presentation Tips

8. Internet & Email

- What is Internet, WWW, Browser
- URL, Website, Hyperlink
- Search Engine (Google)
- Downloading & Uploading
- Creating & Using Email
- Attachments, CC, BCC

- Online Safety & Cyber Security

9. Cyber Security

- Strong Passwords
- Virus, Malware, Phishing
- Safe Browsing Rules
- Backup & Data Protection

10. Typing Skills (Basic)

- Home Row Keys
- Typing Software Practice
- Speed & Accuracy

★ Practical Skills Included

- Pen Drive Format / Copy Data
- Print & Scan Documents
- Install Software
- Internet Surfing
- Email with Attachments
- Online Forms Filling

1. Introduction to DTP

- What is DTP
- Printing & Publishing Basics
- Page Size, Resolution, DPI, CMYK/RGB

2. CorelDRAW

- Interface Introduction
- Shapes, Color Fill & Outline
- Text Formatting & Artistic Text
- Logo Design Basics
- Business Card, Letterhead Design
- Brochure & Flyer Layout
- Smart Tools, PowerClip, Arrange Menu

3. Photoshop

- Workspace & Tools Introduction
- Crop, Resize, Layers
- Text & Font Effects
- Background Removal
- Retouching & Color Correction
- Banner, Poster & Advertisement Design

4. PageMaker / InDesign

- Page Setup & Margins
- Master Page, Templates
- Newspaper Layout
- Magazine & Book Page Design
- Columns, Paragraph Formatting
- Print Setup & Export to PDF

5. Printing & Export

- Print Setting, Bleed, Cutting Marks
- CMYK Printing Process
- Export Formats (PDF, PNG, JPG)

Semester – II (Tally & Lanugage)

📖 Tally Syllabus (Basic to Advance)

✦ 1. Introduction

- Tally क्या है?
 - Tally Prime और ERP9 में अंतर
 - Company Creation / Alter / Delete
 - Tally Gateway, Menu समझना
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🏠 2. Accounting Fundamentals

- Accounting Concepts (Debit-Credit Rules)
 - Voucher Types (Contra, Payment, Receipt, Journal, Sales, Purchase etc.)
 - Ledger Creation (Assets, Liability, Income, Expense)
 - Group Creation
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📦 3. Inventory Management

- Stock Group, Stock Category
 - Unit of Measure, Godown, Batch
 - Stock Item Creation
 - Stock Valuation Method (FIFO, LIFO, Avg. Cost)
 - Reorder Level
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💰 4. GST in Tally

- GST Concept
- GST Registration Types
- HSN / SAC Code सेट करना
- GST Ledger Creation (CGST, SGST, IGST)
- GST Voucher Entry (Sales/Purchase)
- GST Return (GSTR-1, 3B)

- GST Invoice,
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☐ 5. Bank Features

- Bank Reconciliation
 - Cheque Printing Setup
 - Bank Import & Auto Reconcile
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☐ 6. Bills & Outstanding Management

- Bills Wise Entry
 - Credit Note / Debit Note
 - Interest Calculation
 - Bill Settlement
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8. Payroll & Salary

- Payroll Masters
 - Employee Creation
 - Salary Structure
 - PF / ESI Calculation
 - Payslip Printing
 - Attendance Sheet
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☐ 9. Cost Center & Cost Category

- Project-wise accounting
 - Department-wise profit analysis
 - Cost report
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☐ 10. MIS Reports

- Day Book, Ledger, Trial Balance

- Profit & Loss, Balance Sheet
 - Cash Flow, Fund Flow
 - Inventory Reports
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11. Security & Backup

- Data Backup / Restore
 - Import & Export Data
 - User Security Control
 - Password Protection
 - Tally Audit
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12. Advance Features

- Tally Prime Shortcut Keys
 - Multiple Currency
 - Multi Location Inventory
 - Budgets & Control
 - Export/Import Excel Data
 - Printing Format Setup (Invoice, Ledger, Reports)
 - Email, Invoice PDF,
 - Logo Setting
 - Voucher Customize/ Group Customize
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Programming Language C, C++, HTML, DHM