Diploma in PDCAP

Duration - 18 Months

PDCAP stands for **Professional Diploma in Computer Application & Programming** and is a skill-oriented computer program that offers studies about computers and their applications. You will learn to use various types of computer applications such as Computer Operating systems, Internet Browsing, Email, MS Office, Photo Editing, Graphic Designing, Software, O.S., Frontend & Backend Technologies with Database and so on. In this computer course, you will learn about programming and know how to make computer software with the help of various programming languages.

1. Microsoft Office

Microsoft Word

- Paragraph Formatting, Decorative
- Formatting, Border and Shading
- Style and Editing Feature, Table and Macro
- Header and Footer, symbol and text Formatting and Tabs Setting
- illustration and Links, editing (find and replace, Go To)
- Page Setup and Page Background
- Table Of Contents, End notes and Footnotes-
- Comment, Track Change, Protection
- View Letter Mailing, envelop making

Microsoft Excel

- Introduction, Alignment, Number
- Formatting Cell Reference, Paste Special
- Transpose, Mixed Cell Reference
- Naming Cell Range, Conditional Formatting
- Goal Seek, Scenario, Solver, Subtotal
- Consolidate, View, Header and Footer
- Printing Setting, Save Workspace, Macro
- Group and Outline, Custom List text function
- MIS with Pivot Table Math Functions
- Lookup and Reference Functions
- Financial Function, Loan Amortization
- Sheet

Microsoft PowerPoint

- Introduction, Slide Design, Animation
- Sound and videos Add in slide show
- Slide rehearse timings
- Add Narration during slide show
- Broadcasting slide show
- Control slide with the help of Action function

2. DESKTOP PUBLISHING

ADOBE PHOTOSHOP

- introduction to PHOTOSHOP
- lasso tool
- magic wand
- transforming selection
- shapes
- modifying shapes
- using layers imagine adjustment
- color balance hue and saturation
- curves image retouching, filters
- blending slicing exporting

COREL DRAW

- introduction to coral draw,
- interface: working with menus
- toolbar,
- dockers document slip drawing and coloring, text,
- extruding text skewing and rotating
- object using blending,
- contorting envelopes, lenses,
- power clip, fill
- special effects,
- print &publishing

3. FRONTEND TECHNOLOGIES

HTML – 5

- Introduction of HTML
- Structure of Webpages (HTML Tages & Elements)
- Semantic HTML (Header, Footer, Article, Section)
- Forms & Tables
- Media Elements (audio, video, image)
- HTML Best Practices

CSS

- Introduction of CSS
- CSS Selectors & Specificity
- Box Model, Display, Position
- Flexbox
- Responsive Design (Media Queries)
- Units (px, rem, em, vh, vw)
- CSS Transitions & Animations

JAVA SCRIPT

- Variables, Data types
- Functions, Arrow Functions
- Arrays & Objects (map, filter, reduce)
- Loops, Conditionals
- Dom Manipulation
- Events (click, input, etc.)
- Promises, Async / Await
- Error Handling

BOOT STRAP

- Introduction of Bootstrap
- Advantage of Bootstrap
- Grid System
- Utility Classes
- Navbar, Cards, Forms
- Modals, Buttons, Alerts
- Responsive Design

4. BACKEND TECHNOLOGIES

PHP

- Basic Syntax
- Variable & Functions
- Form Handling
- Sessions & Cookies
- CRUD with MySQL
- PHP Security Basics
- Error Handling

Laravel

- Introduction of Laravel
- Routing
- Controllers
- Blade Templates
- Authentication
- Validation
- File Upload

5. DATABASE & ADDITIONAL SKILLS

MYSQL

- Introduction of MySQL
- MYSQL Installation (XAMPP)
- Joins & Functions
- Indexes & Constraints
- Subqueries

GIT & GITHUB

- Introduction to Git and GitHub
- Git and GitHub Basics
- Commands
- Subqueries

WEB HOSTING

- Introduction of Web Hosting
- About of Domain Name
- Backend Hosting
- Create Database
- File Upload Hosting
- Common Errors

6. OPERATING-SYSTEM (O.S)

- What is O.S. & Software Execution
- O.S. Structures & Process Management
- IO Management & Disk Management
- File System Management
- Windows & Linux Installation & Upgradation
- Software Installations & Uninstallation
- Windows Drivers Installation
- Control Panel Management