

DIPLOMA IN DIGITAL MARKETING (DDM)

- Search Engine Optimization (SEO)** **Duration : 6 Months**
 - ❖ Introduction to SEO
 - ❖ Content Planning and Creation
 - ❖ Technical SEO
 - ❖ On-Page SEO & Off-Page SEO
 - ❖ Keyword Research Process
- Search Engine Marketing (SEM)**
 - ❖ Introduction to SEM
 - ❖ Keyword Targeting
 - ❖ PPC Advertising
 - ❖ Ad Formats
- Social Media Optimization (SMO)**
 - ❖ Facebook
 - ❖ Youtube
 - ❖ linkedin
 - ❖ Google Plus
 - ❖ Twitter
- Social Media Marketing (SMM)**
 - ❖ Youtube Marketing
 - ❖ Instagram Marketing
 - ❖ Facebook Marketing
 - ❖ Business & LinkedIn
 - ❖ Blogs & Twitter Content Marketing
- Affiliate Marketing**
 - ❖ Introduction
 - ❖ Best Practice For Advertisers
 - ❖ Affiliate Types
 - ❖ Affiliate Network
- Email Marketing**
 - ❖ Introduction
 - ❖ Elements of Marketing Email
 - ❖ Build your Email List
 - ❖ Measuring Email campaigns Success
- General Tools**

DIPLOMA IN ANIMATION & MULTIMEDIA (DAM)

- Soundbooth** **Duration : 6 Months**
 - ❖ Introduction to Voice & Clarity
 - ❖ Voice correction & Editing
- Premier**
 - ❖ Introduction to Video, Frames & Images
 - ❖ Video Editing
 - ❖ Picture Rectification
- Director**
 - ❖ Concept of Authoring
 - ❖ Stage Identification, Markers
 - ❖ Library & Behaviors
- Toon Boom**
 - ❖ Animation Basics
 - ❖ Squash & Stretch
 - ❖ Character Construction Sheet, Scene Planning
- After Effects**
 - ❖ Creating special effects & Animation
 - ❖ Drawing & Animating shapes, Animating Text
 - ❖ Working in 3D
- 3D Max**
 - ❖ Introduction of 3D images
 - ❖ Animation of images

CERTIFICATE IN PROGRAMMING LANGUAGES

- ❖ C & C++
- ❖ Java & Advance Java
- ❖ .net Technology (ASP.net, C#, ADO.net)
- ❖ Python
- ❖ Visual Basic
- ❖ SQL & MySQL

SHORT TERM COURSES

- ❖ Photoshop, Corel Draw, Pagemaker, Illustrator, Quark
- ❖ HTML, CSS, Dreamweaver, Java Script, Linux
- ❖ Tally, AutoCAD, 3D Max, Premier, Director, Sound Forge
- ❖ DS, Software Engg., Networking, DBMS, CO, SAD, Unix
- ❖ 11th & 12th Computer Science, IP & Multimedia
- ❖ Coaching for BCA, MCA, BSc (IT), MSc (IT), B-Tech.

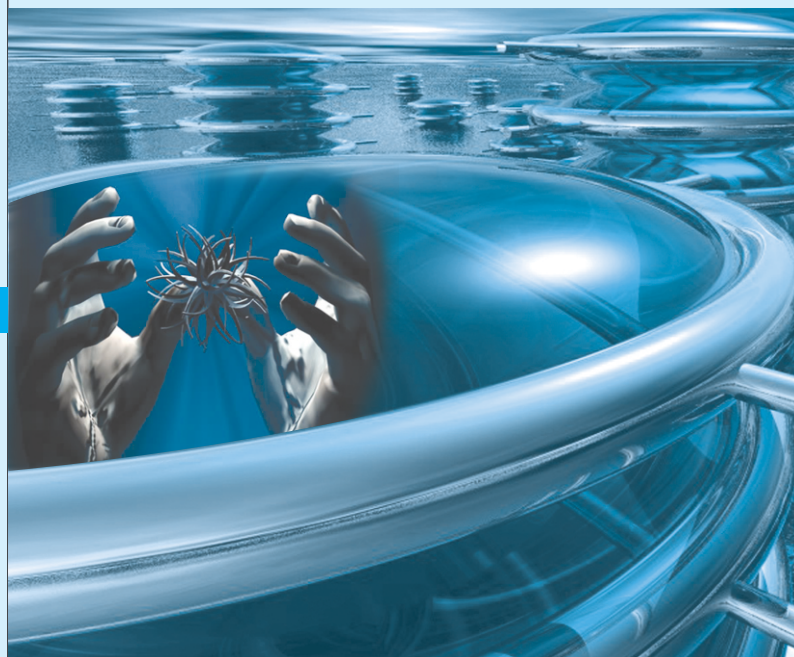
★ Free for SC Candidates

DICT

ACADEMY OF COMPUTER EDUCATION

THE DELHI INSTITUTE OF COMPUTER TECHNOLOGY

ISO 9001 : 2008 Certified



NIELIT

(Formerly DOEACC)

NIELIT ACCREDITED CENTRE

Under AICTE and Ministry of Information Technology
Govt. of India. (ACCR-O1699, A0618, 9907813)

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Computer Education & Training Centre

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CERTIFICATE COURSE ON COMPUTER CONCEPTS (CCC) NIELIT Certified Course Duration : 4 Months <ul style="list-style-type: none"> ❖ Computer Concepts ❖ MS- Windows ❖ Note Pad, Word Pad, Paint ❖ Microsoft Word ❖ Microsoft Excel ❖ Microsoft Powerpoint ❖ Microsoft Access ❖ Computer Communication ❖ Internet ♦ User Account ♦ Electronic Mail ♦ Browsers ♦ Chat ♦ Search 	ADVANCE DIPLOMA IN COMPUTER APPLICATION (ADCA) MODULE I: Fundamentals of IT & Office Tools Duration : 1 Year <ul style="list-style-type: none"> ❖ Computer Concepts ❖ MS- Windows ❖ Note Pad, Word Pad, Paint ❖ Microsoft Word ❖ Microsoft Excel ❖ Microsoft Powerpoint ❖ Microsoft Access ❖ Internet ♦ User Account ♦ Electronic Mail ♦ Browsers ♦ Chat ♦ Search MODULE II: Graphics Designing <ol style="list-style-type: none"> 1. PageMaker <ul style="list-style-type: none"> ❖ Page Designing, Editing Text & Formatting ❖ Graphical user Interface using Windows 2. InDesign <ul style="list-style-type: none"> ❖ Working with Text, Graphics & Colors ❖ Formatting Objects, Using Styles, Tables ❖ Packaging & Printing 3. CorelDraw <ul style="list-style-type: none"> ❖ Introduction to the Interface ❖ Creating Artistic shapes ❖ Editing text & Transforming Images 4. Photoshop <ul style="list-style-type: none"> ❖ Selection Techniques, Transformation ❖ Art Tool, Layers & Masks ❖ Path & Filters, Effects with Eye Candy 5. Illustrator <ul style="list-style-type: none"> ❖ Constructing Basic Shapes, Painting & Working with Brushes ❖ Transforming Objects, Type Manipulation ❖ Blending Colors & Shapes
DIPLOMA IN WEB DESIGNING (DWD) <ol style="list-style-type: none"> 1. Creating Web Page with HTML Duration : 6 Months <ul style="list-style-type: none"> ❖ Introduction of HTML, Working with Graphics ❖ Adding Links with HTML, Data in Tabular Format ❖ Setting of Documents with Frames, Forms ❖ Cascade Style Sheet (CSS) 2. Creating Website with Dreamweaver <ul style="list-style-type: none"> ❖ Understanding Dreamweaver interface ❖ Creating Links, Inserting Text & Images ❖ Inserting & Styling tables, Creating Forms ❖ Setting of site in Dreamweaver 3. Photoshop <ul style="list-style-type: none"> ❖ Selection Techniques, Transformation ❖ Art Tool, Layers & Masks ❖ Path & Filters ❖ Effects with Eye Candy 4. Working Animations with Flash <ul style="list-style-type: none"> ❖ Finding your way around Flash Environment ❖ Creating & Modifying Graphics, Working with Layers ❖ Symbols and Basic Animation ❖ Motion and Shape Tweening ❖ Creating Movement and interactivity with Action Script 5. Introduction to Java Script <ul style="list-style-type: none"> ❖ Java Script Basics ❖ Using Conditional Statements & Loops ❖ Working with Functions, Objects in Java Script ❖ Basic events and event handlers 	MODULE III: Accounts Management <ul style="list-style-type: none"> ❖ Accounting Concepts, Book Keeping ❖ TallyPrime ❖ Ledger Entry Journal Entry ❖ Voucher Entry (Payment, Receipt, Contra, Sale etc.) ❖ Inventory (Group, Categories, Cost Centres) ❖ Invoice (Bill) ❖ Balance Sheet, Trial Balance, P & L Account ❖ Payroll (Salary, DA, HRA, PF, ESI etc.) ❖ Taxation - GST MODULE IV: Web Designing <ol style="list-style-type: none"> 1. Creating Web Page with HTML <ul style="list-style-type: none"> ❖ Introduction of HTML, Working with Graphics ❖ Adding Links with HTML, Data in Tabular Format ❖ Setting of Documents with Frames, Forms 2. Creating Website with Dreamweaver <ul style="list-style-type: none"> ❖ Understanding Dreamweaver interface ❖ Creating Links, Inserting Text & Images ❖ Inserting & Styling tables, Creating Forms ❖ Setting of site in Dreamweaver 3. Working Animations with Flash <ul style="list-style-type: none"> ❖ Finding your way around Flash Environment ❖ Creating & Modifying Graphics, Working with Layers ❖ Symbols and Basic Animation ❖ Motion and Shape Tweening ❖ Creating Movement and interactivity with Action Script
CERTIFICATE IN FINANCIAL ACCOUNTING (CFA) <ul style="list-style-type: none"> ❖ Accounting Concepts, Book Keeping Duration : 2 Months ❖ TallyPrime ❖ Ledger Entry, Journal Entry ❖ Voucher Entry (Payment, Receipt, Contra, Sales etc.) ❖ Inventory (Group, Categories, Cost Centres) ❖ Invoice (Bill) ❖ Balance Sheet, Trial Balance, P & L Account ❖ Payroll (Salary, DA, HRA, PF, ESI etc.) ❖ Taxation - GST 	
CERTIFICATE IN GRAPHICS DESIGNING (CGD) <ol style="list-style-type: none"> 1. PageMaker Duration : 4 Months <ul style="list-style-type: none"> ❖ Page Designing, Editing Text & Formatting ❖ Graphical user Interface using Windows 2. InDesign <ul style="list-style-type: none"> ❖ Working with Text, Graphics & Colors ❖ Formatting Objects, Using Styles, Tables ❖ Packaging & Printing 3. CorelDraw <ul style="list-style-type: none"> ❖ Introduction to the Interface ❖ Creating Artistic shapes ❖ Editing text & Transforming Images 4. Photoshop <ul style="list-style-type: none"> ❖ Selection Techniques, Transformation ❖ Art Tool, Layers & Masks ❖ Path & Filters, Effects with Eye Candy 5. Illustrator <ul style="list-style-type: none"> ❖ Constructing Basic Shapes, Painting & Working with Brushes ❖ Transforming Objects, Type Manipulation ❖ Blending Colors & Shapes 	DIPLOMA IN COMPUTER APPLICATION (DCA) Duration : 6 Months Module I + Module II/Module IV DIPLOMA IN OFFICE & FINANCIAL ACCOUNTING (DFA) Duration : 6 Months Module I + Module III CERTIFICATE IN MIS (Advance Excel) Duration : 2 Months <ul style="list-style-type: none"> ❖ Sorting & Filters, Tables & Subtotal, Pivot Tables ❖ Formulas, logical Functions, Lookup Functions ❖ Data Validations, Importing Data, Objects, Page Setup ❖ Shortcuts