



BBC

A Unit Of BBC Foundation



Diploma in Information Technology DITA

1) IT Fundamentals

- a) Evolution of Computers & Its Systems.
- b) EDP, Hardware & Software in details.
- c) Block Diagram of a Computer System with detailing about all devices (IPO & Memory)
- d) Monitor, Printer, Scanner, Storage Media (Internal Structure of HDD, Floppy, Pen drive, CD & DVD)
- e) Classification of Software & System Software in details.

2) Operating System

- a) Function of OS, Windows 7/10. Types of OS (Single user, Multi user, Multi Programming, Processing, Time-Sharing.
- b) Booting (Cold & Warm), Spooling, Buffering, Concept of Virtual Memory, File & Directory / Folder Creation, Copy, Move, Delete, Using Pen drive for data transfer, CD / DVD Burn.
- c) Use of Icons(Computer, Recycle Bin, Start Menu Bar, Taskbar, System Tray, Control Button, My Document / Document, Network, Internet Explorer)
- d) Application Software, Utility Software
- e) Desktop & Screen Saver Setting

3) Microsoft Office

- a) WORD PROCESSING Using **MS WORD** (Details about all Menu Bar, Formatting, Front Page Designing, Tab Setting, Table, Mail Merge etc.)
- b) Working with SPREADSHEET SOFTWARE Using **MS EXCEL**, (Various Function along with calculation, SUM, AVG, COUNTA, MAX, MIN, ROUND, TRIM, CONCATENATION ETC, Concept on Adv. Excel.
- c) POWER POINT PRESENTATION Using **MS POWER POINT**, (Normal Animation & GIF Animation)

4) Internet

- a) Use of Internet, Intranet, Extranet, Access of LAN Network.
- b) Device Concept (**CABLE, MODEM, ROUTER, ISP, LAN, MAN, PAN, WAN** in details along with Networking)
- c) E-Mail Id Creation, Send & Received Mail, Upload, Download, Chatting, Browsing, Web Page Designing using **HTML**.

DURATION 6 MONTHS