

PGDCA COURSE

CONTENTS

DURATION: 90 HOURS /DAYS

[1] MS OFFICE

[2] C LANGUAGE /C++ LANGUAGE (**ANYONE**)

[3] HTML

[4] DBMS

[5] CORE JAVA

[6] C#.NET

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CONTENTS

MS OFFICE

DAYWISE CONTENTS OF MS OFFICE

DAY	TOPICS
1.	MS WORD: Application of word processing
2.	Menus & Tool Bars
3.	Creating – Entering – Saving & printing the document
4.	Editing & Formatting Text
5.	Mail Merge and Macros
6.	MS EXCEL : Application of work sheet/spread sheet ,Menus & Tool bars
7.	Creating a worksheet, graphs & Charts.
8.	Entering and editing of numbers ,Formatting numbers
9.	Functions ,Formulae
10.	Sorting ,Filtering
11.	MS POWERPOINT: Application of Power Point Presentation , Menus & Tool bars
12.	Creating presentations ,Adding - Editing and deleting slides using Templates and manually
13.	Slide show ,Saving - Opening and closing a Presentation
14.	Types of slides ,Slide Views, Custom Animation and Transition
15.	Formatting , Insertion of Objects and Charts in slides

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C++

DAYWISE CONTENTS OF C++ LANGUAGE	
DAY	TOPICS
1.	<ul style="list-style-type: none">• What Is C++ Language• History Of C++• Features Of C++• First C++ Program
2.	<ul style="list-style-type: none">• Keywords In C++, Variables and Constants In C++, C++ Comments
3.	<ul style="list-style-type: none">• C++ - Programming Basics
4.	<ul style="list-style-type: none">• C++ - Data Types
5.	<ul style="list-style-type: none">• C++ - Operators And Expressions
6.	<ul style="list-style-type: none">• C++ - Decision Control Statement• C++ - Looping Statements• C++- Loop Control Statements
7.	<ul style="list-style-type: none">• C++- Type Casting, C++ - Array, C++ - String
8.	<ul style="list-style-type: none">• C++ - Pointer, C++ - Function
9.	<ul style="list-style-type: none">• C++ - Structure• C++ - Union, C++- Typedef
10.	<ul style="list-style-type: none">• C++ - Preprocessor Directives, C++ - File Handling
11.	<ul style="list-style-type: none">• C++ - Dynamic Memory Allocation
12.	<ul style="list-style-type: none">• Oops Concepts , Encapsulation, Abstraction
13.	<ul style="list-style-type: none">• Inheritance, Polymorphism
14.	<ul style="list-style-type: none">• Super, and this Keyword• Friend Class And Friend Function• Virtual Functions
15.	<ul style="list-style-type: none">• Constructor and Destructor

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HTML

DAYWISE CONTENTS OF HTML

DAY	TOPICS
1.	<ul style="list-style-type: none">• Introduction to HTML
2.	<ul style="list-style-type: none">• HTML Formatting
3.	<ul style="list-style-type: none">• HTML Heading, HTML Comments
4.	<ul style="list-style-type: none">• HTML Paragraph, HTML Anchor
5.	<ul style="list-style-type: none">• HTML Image
6.	<ul style="list-style-type: none">• HTML Table
7.	<ul style="list-style-type: none">• HTML Lists, HTML Marquee
8.	<ul style="list-style-type: none">• HTML Layout, HTML BLOCKS
9.	<ul style="list-style-type: none">• HTML FONTS, HTML BACKGROUNDS
10.	<ul style="list-style-type: none">• HTML Form
11.	<ul style="list-style-type: none">• HTML Iframes, HTML frames
12.	<ul style="list-style-type: none">• HTML JAVASCRIPT
13.	<ul style="list-style-type: none">• Introduction to CSS• What is CSS, CSS Syntax, CSS Comments
14.	<ul style="list-style-type: none">• How to Add CSS, CSS Selector
15.	<ul style="list-style-type: none">• Inline CSS, Internal CSS, External CSS

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DBMS

DAYWISE CONTENTS OF SQL	
DAY/ HOUR	TOPIC
1.	SQL - Overview
2.	SQL - RDBMS Concepts, SQL - Databases SQL - Syntax, SQL - Data Types SQL - Operators
3.	SQL - Expressions SQL - Create Database, SQL - Drop Database SQL - Select Database
4.	SQL - Create Table, SQL - Drop Table SQL - Insert Query, SQL - Select Query SQL - Update Query, SQL - Delete Query
5.	SQL - Where Clause SQL - AND & OR Clauses SQL - Like Clause, SQL - Top Clause
6.	SQL - Order By, SQL - Group By SQL - Distinct Keyword, SQL - Sorting Results
7.	SQL - Constraints
8.	SQL - Using Joins
9.	SQL - Unions Clause, SQL - NULL Values, SQL - Alias Syntax
10.	SQL - Indexes
11.	SQL - Alter Command, SQL - Truncate Table
12.	SQL - Using Views, SQL - Having Clause
13.	SQL - Transactions
14.	SQL - Wildcards
15.	SQL - Sub Queries

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CORE JAVA

DAYWISE CONTENTS OF CORE JAVA

DAY	TOPICS
1.	<ul style="list-style-type: none">• History of Java, Features of Java• C++ vs. Java, Hello Java Program• Program Structure, How to set path?, JDK, JRE and JVM
2.	<ul style="list-style-type: none">• Variable and Data Type, Operators
3.	<ul style="list-style-type: none">• Java Autoboxing and Unboxing, Arrays
4.	<ul style="list-style-type: none">• Java - Decision Control Statement• Java - Looping Statements• Java - Loop Control Statements
5.	<ul style="list-style-type: none">• Oops Concepts , Encapsulation, Abstraction
6.	<ul style="list-style-type: none">• Inheritance, Polymorphism
7.	<ul style="list-style-type: none">• Constructor, static keyword, this keyword, super keyword, Instance Initializer block, final keyword
8.	<ul style="list-style-type: none">• Abstract class, Interface• Abstract vs. Interface
9.	<ul style="list-style-type: none">• Java Wrapper Classes, Package ,Access Modifiers
10.	<ul style="list-style-type: none">• I/O Operations, String Manipulation
11.	<ul style="list-style-type: none">• Annotation and Enum, Exception Handling
12.	<ul style="list-style-type: none">• Multithreading, Java Reflection API, Serialization in Java
13.	<ul style="list-style-type: none">• COLLECTIONS
14.	<ul style="list-style-type: none">• AWT
15.	<ul style="list-style-type: none">• SWING

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C#.NET

DAYWISE CONTENTS OF C#.NET

DAY	TOPICS
1.	• .NET FRAMEWORK AND INTRODUCTION
2.	• What is C# • C++ vs. C#, Java vs. C#, • C# History, C# Features
3.	• C# Example, C# Variables • C# Keywords
4.	• C# Data Types, C# Operators, C# Comments
5.	• C# Namespace
6.	• C# Function, C# Arrays
7.	• C# Properties, C# Strings
8.	• C# OOPS CONCEPTS • C# Encapsulation, C# Inheritance
9.	• C# Abstraction, C# Polymorphism
10.	• C# this, C# static, C# Structs, C# Enum
11.	• C# Exception Handling, C# File IO
12.	• C# Generics, C# Delegates
13.	• C# Reflection, C# Collections
14.	C# WINDOWS APPLICATION DEVELOPMENT
15.	