



**DICS**  
**COMPUTER EDUCATION**

**innovative's**  
*A Centre for Advance Technologies*



*education the next generation*

# Time Research Award Service of excellence

 **AWARDED TO  
DICS TECHNOLOGIES LTD.  
FOR BEST COMPUTER INSTITUTE IN  
DELHI-NCR** 



Honorable Mr. Kapil Dev to Mr. Sanjay Nijhawan CMD. of  
**DICS Techonologies Ltd.**





#### About us

DICS is the longest chain of center in Delhi. the Delhi Institute of Computer Science is the computer training division of DICS technologies limited established in 1994. we ensure that the students are well qualified with the necessary technical skill to meet global standards.

DICS guides and promote positive thinking, self confidence and leadership amongst the students of the institute. DICS has completed its 29 years of excellence in IT field.

**From the Director Desk :-** Delhi Institute Of Computer Science Has Emerged Into A Full Grow Up To Date And Technical Conscious Institute It Has Created A Niche Field For Itself In The Academic Life Of The Country. The Responsibilities Of Technical Institute In Our Country Are Gradually Increasing Besides Preparing Young Technocrats For Meeting The Future Challenges The Value, Culture And Ethics Of The Society Are Also To Be Kept In Mind. My Thanks And Best Wishes To All The Staff Members Faculties And Students For Their Sincere Efforts And Dedication. Wishing Good Luck.

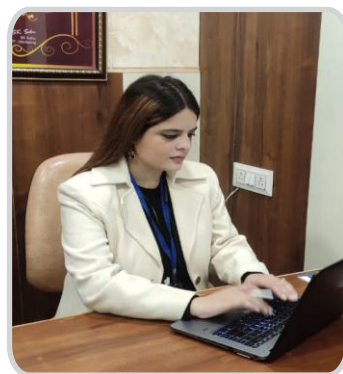


**At DICS Innovatives**, students are provided comprehensive facilities for all the courses based on the Institute's philosophy that shaping their future is its sole objective. Besides technical skills, the training methodology has been designed to develop the students' abilities in wide-ranging fields - problem-solving, communication, teamwork, interpersonal skills...

#### Centre Head (DICS Innovative's)

#### Why Dics

- 29 Years Of Excellence
- Classes 6 Days A Week
- Scholarship Available For Minorities And Needy Students
- Strong, Well Qualified
- Full Time Faculty And Panel Of Visiting Experts.
- Special Course Design For Professionals Presentations, Seminar's, And Dummy Interviews For Students Motivational Awards(student Of Month) For Meritorious Students.



#### Senior Counselor

**Student Welfare/entertainment :-** Sports, Annual Day Function, Picnic, Function

**Focus On Job Readiness :-** To Built Confidence, Spoken English, Develop Communication Skills.



#### Administration (DICS Innovative's)

# DOEACC O LEVEL

## Diploma in Computer Business Application (DCBA)

### Objective

The goal of this course is to present overview of IT tools used in day to day use of computers and data base operations. The Course has been designed to provide knowledge on various hardware and software components of computer, operation system, various package used for different application, data base concepts & operations and various issues related to IT and application of IT.

12 Months

### Eligibility/Prerequisites

10+2 (Any Stream) /ITI Certificate Course (1 Year)

## Course Structure

### 1. IT Tools & Basics of Networks

- Introduction to Computer
- Introduction to Operating System
- Word Processing (MS-WORD)
- Spreadsheet Package (MS-EXCEL)
- Presentation Package (MS-POWERPOINT)
- Introduction to Internet and WWW
- Email, Social Networking and e-Governance Services
- Digital Financial Tools and Applications
- Overview of Future Skills and Cyber Security

### 2. Web Designing and Publishing

- Introduction to Web Design
- Editors
- HTML Basics
- Cascading Stylesheet (CSS)
- CSS Framework-W3.CSS
- Javascript and Angular JS
- Photo Editor
- Web Publishing and Browsing

### 3. Programming and Problem Solving Through Python Language

- Introduction to Programming
- Algorithm and Flowcharts to solve problems
- Introduction to Python
- Operators, Expressions and Python Statements
- Sequence Data Types
- Functions
- File Processings
- Scope and Moduls
- NumPy Basics

### 4. Introduction to Internet of Things(IoT) and Its Applications

- Introduction to IoT - Applications/ Devices/ Protocols, Communication Model
- Things and Connections
- Sensors, Actuators and Microcontrollers
- Building IoT Applications
- Security and Future of IoT Ecosystem
- Soft Skills- Personality Development

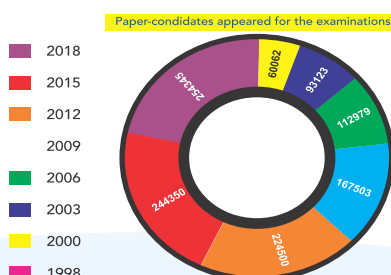
## Career Prospects

DOEACC O Level professionals can find the opportunities in any of the following category-

- Junior Programmer
- EDP Assistant
- Web Designer
- Internet Network

## Project Work

O Level Project





# STENOGRAPHY

12 Months

## Objective

The goal of this course is to present overview of IT tools used in day to day use of computers and data base operations. The Course has been designed to provide knowledge on various hardware and software components of computer, operation system, various package used for different application, data base concepts & operations and various issues related to IT and application of IT.

## Eligibility/Prerequisites

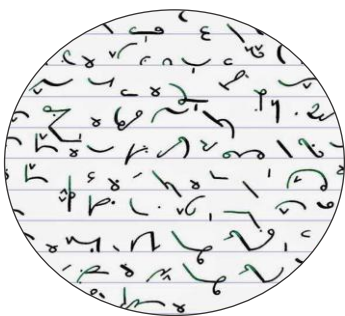
10+2 (Any Stream) /ITI Certificate Course (1 Year)

## ▪ Course Structure ▪

- Consonants, Vowels
- Dictation (80 wpm)
- Typing (30-40 wpm)
- Computer theory
- Computer practical
- Office management
- R- Rules, Diphthongs
- Joined Diphthongs, Triphones
- Consonants H, S Circle
- ST, Str Loops ; Ses, SW Circles ; Vowel indication
- Having, Downward L ; Abbreviated W
- Double Consonants
- N and F Hook, Shun hook
- Compound consonant; tick & dot H
- Having ll and doubling
- Prefixes and suffixes
- Diphones ; medial W ; SH, R and S
- Figures; Compound & intersections

## Personality Development/ English Speaking

- Time Management Techniques
- Interview Techniques
- Self Introduction
- Resume Bio-Data Preparation
- English Speaking skills
- Business English skills



# PDSE

## Professional Diploma In Software Engineering

18 Months

### Objective

The goal of this course is to present overview of IT tools used in day to day use of computers and data base operations. The Course has been designed to provide knowledge on various hardware and software components of computer, operation system, various package used for different application, data base concepts & operations and various issues related to IT and application of IT.

### Eligibility/Prerequisites

10+2/IT/ BCA/ MCA/BSC-CS/CS/B.TECH-CS

### Mode

Part Time

## Course Structure

### 1. IT Tools & Basics of Networks

- Computer Appreciation
- Computer Organization
- Operating System
- MS-Paint
- Notepad
- Word Pad
- MS-Word (Word Processing): Mail Merge, MS Powerpoint
- Ms excel basics, Editing worksheet, Formatting cells:
- Formatting worksheets
- 5+ Formula

### 2. Coding Language Through 'C'

- Introduction to Programming
- Algorithms for Problem Solving
- Introduction to 'C' Language
- Conditional Statements Loops
- Array
- Functions
- Storage Classes
- Structures and Unions
- Pointers
- Self Referential Structures and Linked Lists
- File Processing

### Career Prospects

- C++ Developer
- Web / UI Designer
- Graphics Designer
- Internet Network
- DataBase Administrator
- Frontend Designer

### 3. Coding Language Through 'C++'

- C+ +
- Programming Basics
- Compilation and Execution
- Types of Error
- Condition Checking Checking (IF Else)
- Loops, Switch case, Pointer, Function
- Arrays, String, Structures, Destructors and Linked Lists
- File Processing

### 4. Web / UI Designing Publishing

- Html-5
- Css - 3
- Javascript
- W3.css Or Bootstrap
- Adobe Photoshop / Image Processing
- Content Designing Using Indesign

### 5. Introduction to Database Management System/SQL

- An Overview Of Database Management System
- An Architecture Of The Database System
- Relational Database Management System
- Normalization
- Relational Algebra And Relational Calculus
- The SQL Language
- Backup and Recovery

### Project Work

- Minor Projects By Student Using Above Technologies
- Case Tools
- Technical Skills
- Soft Skills
- Communication Skill





# APDSE

## Advance Professional Diploma In Software Engineering

### Objective

The goal of this course is to present overview of IT tools used in day to day use of computers and data base operations. The Course has been designed to provide knowledge on various hardware and software components of computer, operation system, various package used for different application, data base concepts & operations and various issues related to IT and application of IT.

24 Months

### Eligibility/Prerequisites

10+2/IT/ BCA/ MCA/BSC-CS/CS/B.TECH-CS

### Mode

Part Time

## Course Structure

### 1. IT Tools & Basics of Networks

- Computer Appreciation
- Computer Organization
- Operating System
- MS-Paint
- Notepad
- Word Pad
- MS-Word (Word Processing):Mail Merge, MS Powerpoint
- Ms excel basics, Editing worksheet, Formatting cells:
- Formatting worksheets
- 5+ Formula

### 2. Coding Language Through 'C'

- Introduction to Programming
- Algorithms for Problem Solving
- Introduction to 'C' Language
- Conditional Statements Loops
- Array
- Functions
- Storage Classes
- Structures and Unions
- Pointers
- Self Referential Structures and Linked Lists
- File Processing

### 3. Coding Language Through 'C++'

- C+ +
- Programming Basics
- Compilation and Execution
- Types of Error
- Condition Checking Checking (IF Else)
- Loops, Switch case, Pointer, Function
- Arrays, String, Structures, Destructorsnd Linked Lists
- File Processing

### 4. Web / UI Designing Publishing

- Html-5
- Css - 3
- Javascript
- W3.css Or Bootstrap
- Adobe Photoshop / Image Processing
- Content Designing Using Indesign
- Corel Draw - Logo Making
- Adobe Illustrator
- Adobe Indesign

### 5. Introduction to Database Management

#### System/SQL

- An Overview Of Database Management System
- An Architecture Of The Database System
- Relational Database Management System
- Normalization
- Relational Algebra And Relational Calculus
- The SQL Language
- Backup and Recovery

### 6. Web Development (choose Any One Language)

- ASP .net Using Ms SQL Server
- Core Java Using Kotlin
- PHP - Hypertext Pre-processor
- Core Python With One Framework (django / Flash / Pycharm)

#### Career Prospects

- Software Developer
- C++ Developer
- Web Developer
- Java Developer
- Website Designer / U.I. Designer
- Graphic Designer
- Programmer
- Database Administrator
- Frontend / Backend Developer

# DIFA + E-ACCOUNTING

## Diploma in Financial + E-Accounting

18 Months

### Objective

The main objective of the financial accounting is to accurately prepare an organization final accounts for a specific period to develop and ability to recognize and respond appropriately to professional, ethical and regularity issue in accounting.

### Eligibility/Prerequisites

10+2/ITI Certificate Course (1 Year)

### Mode

Part Time

## ▪ Course Structure ▪

### 1. Basic Computer Concept

- Fundamentals of Computer
- MS Word 2013
- MS Excel 2013
- MS Powerpoint 2013
- Email Internet
- Shortcut Keys

### 2. Advance MS-Excel

- Ms-excel Basics
- Editing Worksheet
- Formatting Cells
- Formatting Worksheets
- Hyperlink Added
- Screenshot Adding On Excel Sheet
- Working With Formula & Functions
  - 1.Logical Formula With 7+ Functions
  - 2. Text & String Formula With 11+ Functions
  - 3. Date & Time Formula With 15+ Functions
  - 4.Financial Formula With 4+ Functions
  - 5.Statistical Functions With 8+ Functions
  - 6.Math & Trig Functions 19+ Functions
- Page Layout
- Data Validations
- Forecast Functions
- Forecast Sheet
- Data Filtering And Sorting
- Create Dynamic Graphs
- Creating Forms
- Cell References
- Using Macros

- Consolidate
- Pivot Table& Chars, Slicers, Spark Lines Module
- Data Analysis
- Reparation Of Dashboard
- Power Query

### 3. Financial Accounting

- Introduction to Accounting
- Basic Accounting
- Terms Base Of Accounting
- Rules of Debit & Credit Note
- Journal & Ledgers
- Cash Book
- Trial Balance
- Accounting Equation
- Depreciation Source
- Documents Preparation of Vouchers
- Financial Statement of Sole Proprietorship
- Bank Reconciliation Statement
- Introduction of Tally Prime

### 4. Tally PRIME with GST

- Basic accounting course
- Introduction to Accounts
- Transaction writing format
- Journal Entry
- Trial balance
- Ledgers
- P & L
- Balance Sheet



- Bank reconciliation
- Tally prime with TDS
- Debit & credit Note
- Godowns
- Bills of Material
- Batch Details
- Price List
- Voucher Entry
- Inventory
- Supply against advances, tracking of verdue supply
- Bill Receivable & Payable Management
- Multi-Currency Management
- Cheque book configuration
- Postdated cheque management
- Basic GST(Goods & Service Tax)

#### **Payroll**

- Salary Maintain
- ESI
- PF
- Specially for HR Work

#### **5. Busy with GST**

- Introduction
- Ledgers
- Voucher entry
- Inventory
- Sale & Purchase
- Godowns
- Bills of Materials
- Point of Sale
- Batch Details
- Price List
- Maintain Budgets& Controls
- Bank Reconciliation Statements
- Credit Limits
- Multiple Currency
- Single rate GST, Multi Rate GST
- Reverse Charge Mechanism
- TDS

#### **Payroll**

- Salary Maintain
- ESI
- PF
- Specially for HR Work



#### **6. Banking**

- Document required to open a bank account.
- Different type of bank accounts and there purpose.
- Form Fill up practical approach.
- Bank reconciliation , ( UPI effects,)
- Internet banking.
- FD interest calculation
- RTGS / NEFT
- Demand draft/ cheque
- Bank overdraft
- Short term loans detail analysis
- Long term loans detail analysis
- Documentation for bank loans
- How to improve bank cv to increase bank loan or od amount?

#### **7. Income Tax**

- Introduction to Income Tax,
- Residential Status of an assessee,
- Various Heads of Income including
- Salary, Income under the head House
- Property, Profit & Gains from Business
- and Profession, Income from Capital
- Gains & other Sources,
- Income Tax, Set off and carry forward of losses,
- Return Filing under Income Tax, Filing
- online Application for PAN,
- E-Filing of Income Tax return,
- Introduction to Income Tax portal and credit statements
- Concept of TDS,
- Computation and Payment of TDS,
- Generating TDS Challans and Filing of TDS Returns.
- Income Tax computation
- Training Students how to file Income
- Tax Return Training Students how to file
- E TDS return online
- Permanent Account No
- application and its procedure
- E TDS Return filing Practical Training
- E TDS software like Taxmann Income
- Tax return filing techniques
- How to compute Income Tax on Salary
- Income.

- How to prepare Form 16 online and manual
- How to fill up Form 49A, 49B
- Preparation of Challan 281 and 280
- manual and computerized both
- Income Tax Assessment procedure and handling Income Tax cases
- Income Tax notice and Scrutiny Cases
- under section 143
- Form 3CD Tax Audit procedure and laws practical training

## 8. ROC "Registrar of Companies"

- How to create a new Company
- Registration process and formalities
- How to register company in India
- Formation of Company Statutory Record
- Recording of Board Meeting Resolutions and Minutes preparation
- How to file Registrar of Companies
- Annual Return with MCA software
- Drafting Techniques of Memorandum of Association & Articles of Association.

## 9. Provident Fund / Labour Laws

- How to file for Provident Fund Registration and ESI Registration
- How to file Provident Fund Challan cum return, ESI Challan
- How to file various Provident fund related registers Provident Fund Returns and various labour law formalities

## 10. GST (Goods & Service Tax)

- What is GST :-
- Goods and Service Tax indirect Tax for the whole India
- Overview of Goods & Service Tax, Registration under GST (Regular and Composition),
- Meaning & Scope of Supply
- Time of Supply
- Value of Supply
- Tax Rate structure
- Invoicing under GST regime,
- Input Credit Mechanism Return under GST (GSTR1, GSTR2, GSTR3 and so on),
- Payment of Taxes,

- Consequences of non-compliance and
- Compliance Rating,
- Transition to GST, E-commerce and
- ISD, Audit and Appeals in GST, GSTN and GSP

## GST Returns:-

- GSTR-1
- GSTR-2
- GSTR-3
- GSTR-4
- GSTR-5
- GSTR-6
- GSTR-8
- GSTR-9
- GSTR-10

## 11. Personality Development/ English Speaking

- Time Management Techniques
- Interview Techniques
- Self Introduction
- Resume Bio-Data Preparation
- English Speaking skills
- Business English skills

## Career Prospects

- Accounts Manager
- Accounts Executive
- Accountant
- Auditor
- Tax/Compliance Consultant
- Cashier
- Payroll Manager
- Accounts Consultant
- Finance/Business Planner
- E filing expert
- GST compliance officer
- MIS Executive
- Freelancer
- Trainer
- ESI & PF Consultant
- GST Consultant
- Debt Recovery Manager/Executive
- MIS Executive
- Project manager or Coordinator
- Market Research Analysis
- Accountants
- Retail Store manager
- Business Analysts
- Data Journalists
- Financial Analysts
- Administrative Assistant





# WEB DESIGNING & DEVELOPMENT

18 Months

## Objective

The objective of the course is to enable a student to acquire the knowledge pertaining to Graphics Designing & Web Designing along with 2D Animation.

## Eligibility/Prerequisites

10+2

## Mode

Part Time

## Course Structure

### 1. Basic Computer Concept

- Fundamentals of Computer
- MS Word 2013
- MS Excel 2013
- MS Powerpoint 2013
- Email Internet
- Shortcut Keys

### 2. Graphic Designing

- Adobe Photoshop
- Corel Draw
- Adobe Illustrator
- Adobe In Design

### 3. Web/UI Designing

- HTML5 & CSS3 With DreamWeaver
- Bootstrap
- Javascript
- jQuery

### 4. Web Deployment

- Managing Domain & Hosting
- Transfer Files Using FTP

### 5. 2D Animation With Adobe Flash

- Conceptualize animations.
- Create storyboard ideas.
- Create key frames from storyboard.
- Using tools to create content for frames.
- Import graphics to be used in frames.
- Various techniques available for animating.
- Publish animation to integrate with Web sites.

### 6. PHP Web Development

- Web Page Layout Using HTML & CSS
- Client Side Programming Using Javascript
- Integrating JQuery Functions
- Database Management System With Mysql
- Introduction to PHP
- Web Deployment
- PHP Programming Basics
- PHP Functions
- Advance PHP (PHP++)
- Wordpress

### 7. Personality Development/ English Speaking

- Time Management Techniques
- Interview Techniques
- Self Introduction
- Resume Bio-Data Preparation
- English Speaking skills
- Business English skills

## Career Prospects

- Website Designer
- Front-end Designer
- UI Designer
- Interaction Designer
- Web programmer
- Web Developer
- Graphic Designer
- Animator
- Layout Artist
- Production Artist
- 2D Animator
- PHP Developer
- Backend Developer



# DIPLOMA IN MULTIMEDIA & VFX

18 Months

## Objective

The objective of the course is to enable a student to acquire the knowledge pertaining to Graphics Designing & Web Designing along with 2D Animation.

## Eligibility/Prerequisites

10+2

## Mode

Part Time

## ▪ Course Structure ▪

- Basic Computer Concept  
(MS word, MS Excel, MS Powerpoint 2013)
- Introduction to Graphic Designing
- Types of Graphics
- UX And UI Desings
- Color Theory (RGB, CMYK, HSB, LAB)
- CorelDraw (Professional)
- Adobe Photoshop (Professional)
- Adobe Illustrator (Professional)
- Adobe Indesign (Professional)
- Adobe Flash (Professional)
- Adobe Animate (Professional)
- Adobe Premiere (Professional)
- Chroma Shoot (Live) & Editing
- Adobe After Effects (Professional)
- Autodesk 3DS Max with VFX
- Sony Sound Forge
- Portfolio
- Live Projects



## Career Prospects

- Film Making
- Visual Communication
- VFX and Animation
- Game Art and Design
- Sound Editor
- Journalism and Media Production
- Creative Director
- Art Director
- Website Design





# MASTER IN ANIMATION

24 Months

## Objective

The course aims at teaching the fundamentals of animation and visual effects, one of the key factors in the animation design works.

## Eligibility/Prerequisites

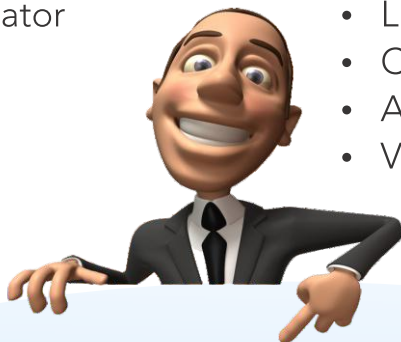
10+2

## Mode

Part Time

## ▪ Course Structure ▪

- Corel Draw
- Image Layout & Effects
- Adobe Illustrator
- Advanced Illustration Techniques
- Sketching and drawing
- Vector Graphics
- Raster Graphics
- Introduction to Graphic Designing
- Adobe Photoshop
- Techniques of Photographic Composition
- InDesign ( Making Newspaper, Books etc.)
- Adobe Premiere
- Chroma Shooting & Editing
- Adobe After Effects
- Motion Graphics
- Adobe Audition
- Adobe Flash
- Stop Motion Animation
- Shaping Design & Illustrator
- Art & Visual Perception
- Sound Recording
- Color Theory
- Sound Principles
- Animation & Production Process
- Advanced Animation
- Generic Skills
- Visual Communication
- Digital Portfolio Presentation
- Background Concept
- Character Design
- Composing
- Shooting for Video Editing
- 2D & 3D Animation
- Branding Design
- 3D Animation in 3ds Max
- Character Animation 3ds Max
- Modeling in 3ds Max
- Texturing in 3ds Max
- Lighting in 3ds Max
- Camera in 3ds Max
- Animation in 3ds Max
- Visual Effects in 3ds Max



- 3D Animation in 3ds Maya
- Character Animation 3Ds Maya
- Modeling in 3ds Maya
- Texturing in 3ds Maya
- Lighting in 3ds Maya
- Camera in 3ds Maya
- Animation in 3ds Maya
- Visual Effects in Maya
- Digital Publishing
- Digital Portfolio Development
- Typography
- Industrial Training
- Introduction to Multimedia Projects
- Music & Effects Film
- Multimedia Authoring
- Live Project etc.
- Design Interactions and Innovations
- Design Studies
- Image & Text- Communication Design



- Critical Issues in Graphic Design
- Research and Practice
- Historical and Contextual Methods
- Concept and Challenge
- Process and Purpose
- Exploring Practices, Process,
- Materials and Techniques
- UI ( User Interface) Designs
- UX ( User Experience)

## Career Prospects

- Print & Publishing Houses
- Advertising Agencies
- Graphics Design Studios
- Tv & Multimedia Production houses
- Website Development Studios
- E-Learning Companies
- Web Design Studios



# DADM

## Diploma in Advance Digital Marketing & E-COMMERCE

18 Months

### Objective

The objective of the course is to enable a student to acquire the knowledge pertaining to Graphics Designing & Web Designing along with Digital Marketing.

### Eligibility/Prerequisites

10+2 (Anybody can do)

### Mode

Part Time

## ▪ Course Structure ▪

### 1. Basic Computer Concept

- Fundamentals of Computer
- MS Word 2013
- MS Excel 2013
- MS Powerpoint 2013
- Email Internet
- Shortcut Keys

### 2. Graphics Designing

- Corel Draw
- Adobe Photoshop
- Adobe Illustrator
- Adobe Indesign

### 3. UI/Web Designing

- Web layout designing using HTML & CSS
- Responsive Web Designing using Bootstrap 4
- Client Side Programming using JavaScript
- Custom Animated Design using JQuery
- Asynchronous Web Application using AJAX
- JSON format for storing and transporting data

### 4. Digital Marketing

- Module 1 : Introduction to Digital Marketing
- Module 2 : Technical Search Engine Optimization
- Module 3 : SEO (ON Page SEO, Off Page SEO)
- Module 4 : Keyword Selection and Ranking over SERP
- Module 5 : Search Engine Marketing
- Module 6 : Social Media Marketing /Measurement of ROI
- Module 7 : Social Media Optimization
- Module 8:- website Optimization
- Module 9:- Google Business Listing
- Module 10:- Email Marketing
- Module 11:- Inbound Marketing & Lead Generation
- Module 12:- Video Marketing Fundamentals
- Module 13:- Black Hat Techniques
- Module 14:- Mobile Web & SMS Marketing
- Module 15:- PPC-Google Ads-Yahoo-Bing
- Module 16:- Google Analytics-Performance Measurement & Reporting
- Module 17:- E-Commerce (buying, selling, Affiliate accounts)
- Module 18:- Content Marketing
- Module 19:- Google AdSense (Blogging)
- Module 20:- Affiliate marketing
- Module 21:- Digital Marketing Strategies
- Module 22:- Search Engine Algorithm
- Module 23:- Google Search Console (Google webmaster tools)
- Module 24:- Wordpress Plugin
- Module 25:- Digital Marketing Tools





### 15+ Digital Marketing Certificates

1. Meta Certified Digital Marketing Associate
2. Meta Certified Marketing Science Professional
3. Meta Certified Creative Strategy Professional
4. Meta Certified Media Planning Professional
5. Meta Certified Media Buying Professional
6. Meta Certified Marketing Developer
7. Meta Certified Community Manager
8. Google Digital Unlocked
9. Google Analytics Certification
10. Free Google Digital Marketing Certification
11. Free Google Ads Certification
12. HubSpot
13. . Hootsuite
14. Google AdWords

### 6. E-commerce ( Flipkart, Amazon, Meesho )

- How To Create A Account
- How To Create A Listing
- How To Increase Sales
- How To Create A Promotion Ads.
- How To Manage Return Orders
- How To Get Gold & Silver Achievement In Amazon & Flipkart



## Career Prospects

- Analytics Manager
- Content Writer / Manager
- Email Marketer
- HDM - Head of Digital Marketer
- Web Maganer
- Digital Integrated Copywriter
- Marketing Director
- Marketing Executive
- Marketing Manager
- PPC Search Manager
- Social Media Manager
- Marketing Project Manager
- Paid Advertising Manager
- SEO Manager / Specialist
- Senior Marketing Analyst
- Digital PR Manager
- SEM Account
- Graphic Designer
- Layout Artist
- Production Artist
- Book Designer
- UI Designer
- E-COMMERCE Project Manager
- E- Commerce customer service representative

### Project Work

- Class Project



# PROFESSIONAL ENGLISH LEARNING

18 Months

## Objective

We work on 5 pillars of English **Mindset, Listening, Vocabulary, Pronunciation Fluency** and cover these below topics:-

## Eligibility/Prerequisites

In this 1 year course you will learn basic English of Level-2 to Level-3

### #History of English

### #Grammar

#### ➤Noun

- Definition
- Types of Noun
- Uses of Noun

#### ➤Pronoun

- Definition
- Types of Pronoun
- Uses of Pronoun

#### ➤Adjectives

- Definition
- Kinds of Adjectives
- Uses of Adjectives

#### ➤Verb

- Definition
- Types of Verbs
- Uses of Verbs

#### ➤Adverb

- Definition
- Types of Adverbs
- Uses of Adverbs

#### ➤Preposition

- Definition
- Types Of Preposition
- Uses of Preposition

#### ➤Conjunction

- Definition
- Types of Conjunction
- Uses of Conjunction

#### ➤Interjection

- Definition
- Types of Interjection
- Uses of Interjection

#### ➤Articles

- Definition
- Types Of Articles
- Uses of Articles

#### ➤Homophones

- Definition
- Uses of Homophones

#### ➤Modal

- Definition
- Types of Modals
- Uses of Modals

#### ➤Clauses

#### ➤Numbers

- Singular
- Plural

#### ➤Inversion

#### ➤Punctuation

#### ➤Suffix/ Prefixes

#### ➤Synonym and Antonym (Advance)

#### ➤One word substitution (Advance)

#### ➤Transformation of sentences (Advance)

#### ➤Active -Passive(Advance)

#### ➤Gender Change (Advance)

#### ➤Narration (Direct/Indirect ) (Advance)

#### ➤Vocabulary (Advance)



# FULL STACK DEVELOPMENT (CORE)

## Objective

The goal of this course is to present overview of IT tools used in day to day use of computers and data base operations. The Course has been designed to provide knowledge on various hardware and software components of computer, operation system, various package used for different application, data base concepts & operations and various issues related to IT and application of IT.

18 Months

## Eligibility/Prerequisites

10+2/IT/ BCA/ MCA/BSC-CS/CS/B.TECH-CS

## Mode

Part Time

## ▪ Course Structure ▪

### 1. Website Designing

- Html
- Css
- Javascript
- Bootstrap

### 2. Database Management System

- SQL Or Mysql

### 3. Coding Language

- C Language
- C++ Language

### 4. Programming Language (Any One)

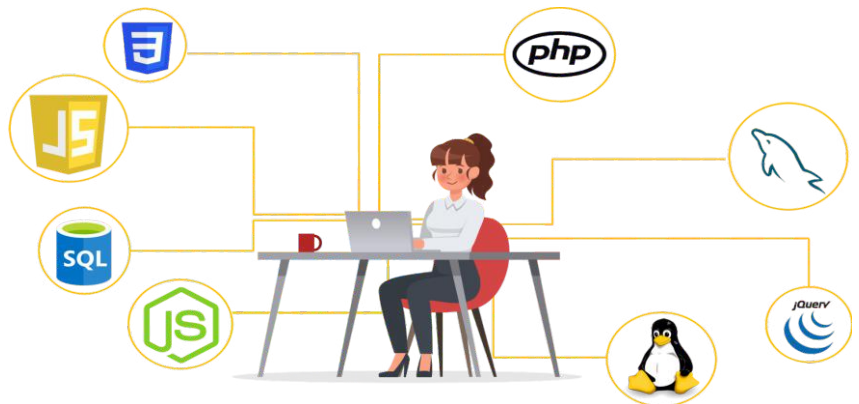
- Core Java
- Kotlin
- Core Python

### 5. Development Tool (Any One)

- PHP
- C##
- .NET

### 6. Graphic Designing 2 Modules (Complimentary)

- Adobe Photoshop
- Corel Draw





# FULL STACK DEVELOPMENT (ADVANCE)

## Objective

The goal of this course is to present overview of IT tools used in day to day use of computers and data base operations. The Course has been designed to provide knowledge on various hardware and software components of computer, operation system, various package used for different application, data base concepts & operations and various issues related to IT and application of IT.

24 Months

## Eligibility/Prerequisites

10+2/IT/ BCA/ MCA/BSC-CS/CS/B.TECH-CS

## Mode

Part Time

## ■ Course Structure ■

### 1. Website Designing

- Html
- CSS
- J-QUERY
- Javascript
- Bootstrap

### 2. Database Management System

- SQL Or Mysql

### 3. Coding Language

- C Language
- C++ Language

### 4. Programming Language (Any One)

- Core Java
- Kotlin
- Core Python

### 5. Development Tool (Any One)

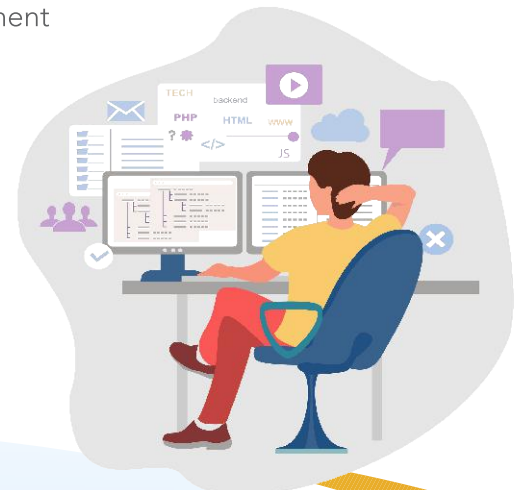
- PHP
- C##
- .NET
- React JS
- Node JS
- Angular JS
- Ajax

### 6. Graphic Designing 2 Modules (Complimentary)

- Adobe Photoshop
- Corel Draw

### 7. Overview Of Extra Technology

- SEO
- Android App Development



# CERTIFICATE TRAINING PROGRAMS

## 1. Certificate Course in Digital Literacy

- Awareness in Computer Concepts (ACC)
- Course on Computer Concept (CCC)
- Expert Computer Course (ECC)
- Basic Computer Course (BCC)

## 2. Certificate Course in Data Management

- Advance Excel
- MIS Reporting
- Busy Software
- VBA MACROS
- Tally Prime
- C.I.F.A.
- Power B.I.
- Tableau

## 3. Certificate Course in Designing

- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- CorelDRAW

## 4. Certificate Course in CS / IT

- Full Stack (Front-end/Back-end)
- Android App Development
- C/C++ Programming
- Web Development
- Artificial Intelligence
- Game Development
- Machine Learning
- Cloud Computing
- Software Testing
- Advance Java
- Core Python
- Core Java
- ASP.Net
- Data Analytics
- Data Science

## 5. Certificate Course in Digital Marketing

- Search Engine Optimization (SEO)
- Social Media Optimization (SMO)
- Affiliate Marketing
- Pay Per Click (PPC)
- E-Commerce Platform

(Amazon, Flipkart, Meesho)

# LONG TERM TRAINING PROGRAMES

## Diploma Courses

- Diploma in Professional Software Engineering
- Diploma in Advance Professional Software Engineering
- Diploma in website Designing & Development
- Diploma in Multimedia & VFX
- Diploma in Master Animation
- Diploma in Advance Digital Marketing & E-commerce
- Diploma in DIFA + E-Accounting
- Diploma in Stenography
- Diploma in O-Level
- Diploma in A-Level

**AUTHORISED TESTING AND TRAINING PARTNER**

Dated .....

## ADMISSION FORM

S. No.



COMPUTER EDUCATION

## THE DELHI INSTITUTE OF COMPUTER SCIENCE

Accredited by **DOEACC**, A Scheme of AICTE, DIT & MCIT  
(Ministry of Comm. & Information Technology),

Date of Admin. : .....  
Course : .....  
Duration : .....  
Centre : .....

01. Name Mr/Ms .....  
02. Name of Father : ..... 03. Name of Mother .....

04. Occupation of Father : .....

05. Correspondence Address : ..... City : ..... Pin .....

06. Permanent Address : ..... City : ..... Pin .....

07. Tel. No. : (R) ..... Mobile : .....  
: / / Category SC/ST/OBC/PH/GEN Employed BusinessHousewife

08. Date of Birth : .....  
09. Occupation : Student Professional Graduate Post Graduate  
10. Educational Qualification : 10th 12th Comm. Other  
11. Stream : Arts Science

12. Examination Passed	Examination	Year of Passing	Board/Univ	Subjects	Marks

Photo  
(Self Attested)



# ADMISSION CRITERIA & GENERAL TERM & CONDITION

- Admission form must be filled up by the candidate in his/her own handwriting along with copies of passport size photograph.
- Fee is payable in advance for all courses.
- Fee is neither refundable nor transferable.
- Fee must be paid by due date, otherwise fine will be charged @ Rs 15 per day.
- Rs. 10/- per day will be charged for unapproved leaves for more than 2 days.
- Irregular student are not allowed to continue the classes after the due date of their course completion.
- The student are required to observe strict discipline and each student must carry his/her Identity card while attending the class.
- In case of any indiscipline or misconduct, student will be liable to be expelled from the institute without any notice or refund of fee.
- Moreover, at the discretion of the director, such cases may be further pending by appropriate fine.
- The Institute shall have the right to change the time schedule/venue/syllabus etc. At any time for the effective provision of the course.
- Batch/Center transfer generally not permitted in specific course, if allowed student will be required to pay the requisite charges.
- Downgrading of course is not permitted.
- Student have to maintain all fee receipt till the completion of the course for clearances at the end.
- In case the Library book is not returned on due date fine of Rs. 5 per day will be charged.
- The Rules & Regulations can be framed, altered or changed by the management, from time to time, in the interest of the Institute.
- The decisions of the managing Director shall be final and binding on all the matters.
- If any candidate take leaves/break without informing to the management/trainer. So, he/she has to pay his/her RE-JOINING fee 2000 Rs. as penalty.
- We advise to fill clearance form for certification and collect his/her course Certificate/Diploma within a month after completion of course. Organization is not liable after one month of certification.
- You have to pay 2000 Rs as penalty if you came after few months later for certification.

## Enclosures To be Attached

1. Attested copies of degrees/certificates/marksheets
2. Three passport size photograph
3. Photo Copy of Aadhar Card
4. Photo Copy of COVID-19 Vaccine Certificate. (if Available)

I hereby confirm that the information given by me this admission form is correct. I have gone through the admission criteria and aforesaid terms & conditions and hereby undertake to abide by them. I promise to obey all rules & regulations of the Institute.

Sign. of Parents/Guardian

Sign. of Applicant

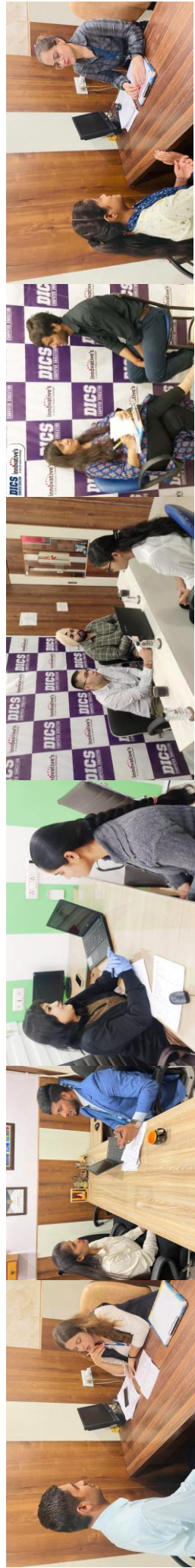
**Sign. of Incharge of the Authorised study Centre (with/seal)**



# CONVOCATION



# INTERVIEWS



# PRESENTATION



# FRESHER PARTY



# DICS PREMIER LEAGUE







**DICS**  
**COMPUTER EDUCATION**

**innovative's**  
*A Center for Advance Technologies*

20, 2nd Floor, Kapil Vihar, Pitampura, Opp. Gulab Sweets, Delhi-110034

Helpline : 9711079947 | 9891045405

E-Mail ID : dicsinnovatives@gmail.com

Website : [www.dicsinnovatives.com](http://www.dicsinnovatives.com)

