

Short Term Courses

Microsoft Office

- Operating System
- Display Properties
- Computer Hardware
- Taskbar Properties
- Typing Practice (Optional)
- Notepad
- Microsoft Word (Introduction)
 - Format Menu - Font, Paragraph
 - Drawing tools
 - File Menu
 - Format Menu - Remaining options
 - Table Menu
 - Mail Merge
 - View Menu
 - Practice of complete Microsoft Word
 - Table Menu
 - Table Menu
 - Macros
 - Tools Menu
- Microsoft Excel (Introduction)
 - Excel Formula's
 - Tools Menu & Data Menu
 - Format Menu
 - Window Menu
 - File Menu & Edit Menu
 - Practice of complete Microsoft Excel
 - View Menu - Insert Menu
- Microsoft - Powerpoint (Introduction)
 - Introduction of Slides, Presentation
 - Slide Menu
 - Transitions
 - File, Edit, View, Window Menu
 - Link Buttons
 - Practice of complete Microsoft Powerpoint
 - Design Templates
- Internet (World Wide Web)
 - How to create E-mail ID
 - Introduction of Networking
 - Internet Surfing, Chatting
 - Basic Hardware
 - How to check E-mail & Web sites
 - How to install Printer
 - How to connect to internet
- Advanced Microsoft Excel
 - Importing Data from External Sources
 - Security and Proofing
 - Templates and Styles
 - Customizing Excel
 - Analyzing Data
 - Collaboration and Consolidation
 - Macros and Custom Controls

C - Programing with Data Structure

C-programing forms the basic foundation for all programmers, a good understanding and insight on C allows one to learn other software courses with ease.

Why C?

Fundamentals of C

- Data types and Constants
- Operators & Expressions
- Simple I/O
- Flow Control
- Functions
 - Role of Functions
 - Recursive Functions
 - Passing arguments to functions
 - Call Back functions
 - Returning values from functions
 - Pass by value/reference
- Arrays
 - Defining, initializing and using arrays
 - Arrays and pointers
 - Multi Dimensional arrays
 - Passing arrays to functions
 - Arrays of Characters and Strings
 - String handling and its library functions
- Storage Classes
 - Scope
 - Static
 - Internal
 - Scope and extent of parameters
 - External
 - Automatic
- Structures & Unions
 - What structures are for
 - Array of structures
 - Declaration, initialization and accessing
 - Allocation of memory and holes
 - Unions
 - Nested Structures
- Bit Operations
 - AND (&), OR (|), XOR (^)
 - Compliment (~)
 - Left-shift (<<), Right-shift (>>)
- Pointers
 - The purpose of pointers
 - Pointers with functions
 - Pointers and Dynamic memory
 - Defining pointers
 - Pointer arithmetic
 - The & and * operators
 - Pointer assignment
 - Pointers to functions
 - Pointers and Strings
- File Handling Concepts
 - Concept of a FILE data type
 - Character handling routines
 - Record handling routines
 - Formatting routines
- Command line arguments
- Dynamic Memory Allocation
 - Malloc()
 - Calloc()
 - Free()
- Data Structures
 - Linked Lists
 - Stacks & Queues
 - Binary Trees
- Sorting and Searching Techniques
 - Bubble sort
 - Quick sort
 - Heap sort

C++ With DATA STRUCTURES & OBJECT ORIENTED PROGRAMME

Introduction to Objected Oriented Programming Concepts

- OOP's features
- Data abstraction
- Objects
- Inheritance
- Classes
- Polymorphism
- Encapsulation
- Binding
- Introduction to C++
 - History of C++
 - Constants
 - Structure of C++ program
 - Operators
 - Data types, variables, reference variables
 - Basic input /output
 - Simple C++ programs
- Control Statements
 - If, nested if, if..else, nested if.. else, ladder if..else
 - Switch..case, break
 - While, do..while, for, continue