

<p>Microsoft Excel</p>	<ul style="list-style-type: none"> • Demonstrating the basic mechanics and navigation of an Excel spreadsheet. • Formatting techniques and presentation styles. • Learning the use and utility of functions and formulas on excel spreadsheet. • Working knowledge of organizing and displaying large amounts and complex data. • Understanding the need and use of using Excel templates. • Securing information in an Excel workbook. • Manipulate data using data names and ranges, filters and sort, and validation lists • Learning formulas, creating charts and graphs that can easily explain or simplify complex information or data. • Analyzing data using Pivot Tables and Pivot Charts. • Working knowledge of organizing and displaying large amounts and complex data. • Understanding the need and use of using Excel templates. • Securing information in an Excel workbook. • Manipulate data using data names and ranges, filters and sort, and validation lists • Learning formulas, creating charts and graphs that can easily explain or simplify complex information or data. • Analyzing data using Pivot Tables and Pivot Charts. <p>Application based excel projects and creating balance sheet</p>
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ADVANCED COMPUTER	
C / C++ Programming Language	<ul style="list-style-type: none"> • Understanding constants, variables and keyword • Understanding the basic terminology used in computer programming • Writing, compiling and debugging programs in C language • Using different data types in a computer program • Execute programs • Learn to take input from console • Designing programs involving decision structures, loops, case control structure, pointers, functions, arrays and strings. • Understanding the dynamics of memory by the use of pointers. • Introduction to union programming • Execute programs

WEB DESIGNING	
CSS	<ul style="list-style-type: none"> • Use HTML to define the structure of content. • Use Cascading Style Sheets (CSS) to format Web pages. • Describe the evolution of style sheets from print media to the Web. • Create style sheets that configure common color, size and text properties. • Demonstrate the four different ways of applying CSS styles. • Using links, lists and tables on Web pages • Create CSS class and id selectors. • Learning the concepts of inline, external and internal CSS • Validate CSS