

## **AI Powered CIT - Certificate in Information Technology**

### **Who can do?**

- New Comers can join this program
- Those who want to learn basic Knowledge of computers & its System
- Those who want to learn Basic Graphics
- Those who want to learn Computer Hardware
- Those who want to step in Artificial Intelligence Arena

**100,000+ Students  
have been Trained**

**since  
1997**

**Program is  
offered by**

**3D EDUCATORS  
INTL**  
22 Years of  
Excellence in  
Training &  
Development

**Invest in  
People the  
only Asset  
that Appreciates**



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## Table of Content

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Detail

Inauguration

Structure

Topics & Time Allocation

Other Learning Activities

About the Program Designer & Instructor

Syllabus



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## About the Program Designer & Instructor

The **“AI-Powered Certificate in Information Technology”** is a renowned program which has been designed by the senior most I.T. Professionals and conducting by renowned faculties.

The Specialty of this program that it covers the various area of Information technology, like it starts from introduction to Information Technology and covering office management, Graphic Designing, Hardware and Artificial Intelligence concepts are included in this course. Once the candidate copes up all the contents of this course, then he or she will enter in the new world of Artificial Intelligence.

## Inauguration

The Training Program shall be inaugurated by a senior member of 3D Educators and President of 3D Group.

## Program Structure

No of classes per week	<b>03 Class</b>
Duration of each class	<b>01 – Hour</b>

## Other Learning Activities For Each Module

Classroom Assignments	<b>08</b>
Presentations by Trainees	<b>01</b>
Sessions with senior I.T. Professional	<b>01</b>
Final Project	<b>01</b>

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The scope of this program is covering the essential and effective part related to office management as well as intro and use of AI in their lives. Nowadays, organizations need those people who are effective in the computers and knowing about the latest and emerging technologies.

As the below content will make you understand that how the program will enable you in the field of computer technology and also gives you the edge to cope the newest and latest advancement in the field of Artificial Intelligence.

On the other hand, you can learn MS Office, Computer Hardware, Windows Advance Commands and AI etc.

Our Trainers who are conducting this program they may have 20+ year sound background of IT, AI in training and consulting.

## Program Topics and Time Allocation

Introduction to Information Technology	<b>12 Hours</b>
MS Office & Windows	<b>12 Hours</b>
Graphics Designing Computer hardware	<b>12 Hours</b>
Artificial Intelligence	<b>12 Hours</b>

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## Introduction to Information Technology

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- Introduction to Information Technology
- Definition of Information Technology
- Difference between Computer and Information Technology
- Types of Computer
  - Analog Computer
  - Digital Computer
  - Hybrid Computer
- Classification of Digital Computer
  - Mainframe
  - Mini
  - Personal Computer
    1. 8088 ,286,386,486
    2. 586 Pentium II,III, 4, core I, technology
  - Super Computer system

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## Introduction to Information Technology

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- Introduction to basic elements of Information Technology
  - Software
  - Hardware
  - firmware
  - Procedure
- Software
  - Types of Software
  - Introduction to System software
  - Introduction to Application software
- Hardware
  - Types of Computer hardware devices
  - Input device
  - Output device
  - Storage Device
    1. RAM, ROM
    2. Floppy Disk
    3. Hard-disk
    4. CD – ROM
    5. Zip Drive

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## Microsoft Windows 10/ 11

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- **What is Windows 10/11?**
  - Benefits of windows 10/11
  - The windows 10/11 desktop
  - What are drives, folders and files?
  - The start button
  - The taskbar
  - The recycle bin
  - My computer vs. Computer
  - Network neighborhood
  - Review questions
- **Window components & selection techniques**
  - The title bar
  - The scroll bars
  - Maximize, minimize, restore and close buttons
  - Borders
  - The control menu icon
  - Dialog boxes
  - Text boxes
  - List boxes
  - Drop down list boxes
  - Check boxes and radio buttons
  - Command buttons

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## Microsoft Windows 10/11

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- Tabs
- Mouse selection techniques
- Keyboard selection techniques
- Drag and drop techniques
- **Starting to use windows 10/11**
  - What is the start button?
  - The start menu
- **The start button - programs**
  - Start menu - favorites
  - The start button - documents
  - The start button - settings
  - The start button - find
  - The start button - help topics
  - The start button - run
  - The start button - shut down
  - The startup folder
  - Adding programs to your start menu
  - Customizing the start menu
  - What is the taskbar?
  - Arranging your desktop icons
  - Desktop toolbars

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## Microsoft Windows 10/11

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- The windows 10/11 accessories
  - What is WordPad?
  - What is paint?
  - The calculator
  - The clock
- The explorer, my computer and the recycle bin
  - The explorer vs. My computer
  - The explorer window
  - Folder selection techniques
  - Switching drives
  - Folder creation
  - Moving or copying files and folders
  - Renaming files or folders
  - Deleting files or folders
  - The recycle bin and deleted files
  - Customizing the explorer file display
  - Folder options - general folder
  - Folder options - view folder
- Printing
  - What is a printer driver?
  - Installing a printer driver
  - Setting up a printer



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## Microsoft Windows 10 / 11

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- Customizing windows 10/11
  - Customizing the background
  - Setting a screen saver
  - Setting desktop schemes
  - What is the control panel?
  - Setting the time and date
  - Customizing the mouse and keyboard
  - Changing your windows 10/11 password
  - Adding new devices
  - Installing new application programs
  - Creating shortcuts
- Security and optimization issues
  - Disk cleanup
  - Disk defragmenter
  - Scandisk
- The internet
  - Connecting to the internet
  - What is the internet?
  - What is a web server?
  - The Microsoft internet explorer & other web
  - Browser
  - The internet explorer program window
  - Review questions

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## Microsoft Windows 10/11

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- Addresses, links & downloading and
  - Emails.
  - Web sites and URLs
  - Using a hyper link on a web page to jump to
  - Other pages or sites
  - What is ftp?
  - Searching the internet
  - Web searching via Microsoft internet Explorer
  - Searching the internet using AltaVista
  - Searching the internet using yahoo
  - Commonly used search engines
  - Creating email account
  - Receiving emails
  - Creating & sending emails
  - Attach files

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## MS Word 2013

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- **Starting word 2016 and manipulating files**
  - What is word 2016?
  - Opening a file in word 2016
  - Saving a file and using 'save as'
  - Closing a word 2016 document
  - Review questions
- **Starting to use word 2013**
  - The office assistant
  - The word 2013 screen
  - Moving through a word document
  - The word 2013 menu bar and drop down menus
  - Word 2013 toolbars
  - The word 2013 status bar
  - Entering text into a word document
  - Word 2013 selection techniques
  - Deleting text
  - Different word 2013 views
  - Undo and repeat
  - Help within word 2013
  - Word 2013 keyboard shortcuts
  - Review questions

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## MS Word 2013

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- **Font formatting**
  - What is word 2016 font formatting?
  - Bold and italics
  - Underlining text
  - Changing case
  - Drop caps
  - Text effects
  - Font formatting - keyboard shortcuts
  - Review questions
- **Paragraph formatting**
  - Paragraph formatting
  - Paragraph formatting shortcuts
  - Aligning text in a document
  - Indenting
  - Bullets and numbering
  - Review questions
- **Page formatting**
  - What is page formatting?
  - Page margins
  - Page size and orientation
  - Page breaks
  - Headers and footers
  - Numbering pages
  - Review questions

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## MS Word 2013

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- **GE formatting**
  - What is page formatting?
  - Page margins
  - Page size and orientation
  - Page breaks
  - Headers and footers
  - Numbering pages
  - Review questions
- **Introducing tables and columns**
  - Creating a table
  - Columns
  - Review questions
- **Proofing tools within word 2016**
  - Spell checking
  - The thesaurus
  - Review questions
- **Using the clipboard**
  - What is the clipboard?
  - Copy
  - Cut
  - Paste
  - Review questions



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## MS Word 2013

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- **Printing**
  - Printing within word 2013
  - Print setup
  - Printing options
  - Print preview
  - Review questions
- **Mail merge, envelopes and labels**
  - What is mail merging?
  - Mail merging form letters
  - Review questions

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## MS Excel 2013

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- **A first look at excel 2013**
  - The advantages of using excel 2013
  - What are workbooks and worksheets?
  - Creating and opening workbooks
  - Entering data
  - Further data entry techniques
  - Autocorrect
  - Autocomplete
  - Using pick from list
  - Navigating in the worksheet
  - Selecting items within excel 2013
  - Inserting and deleting cells,
  - Rows and columns
  - Saving workbooks
  - Moving between worksheets
  - Closing an excel 2013 workbook
  - Exiting excel 2013
  - Review questions
- **A closer look at the excel 2013 screen**
  - The standard toolbar
  - The formatting toolbar
  - Selecting worksheet views
  - Undo and repeat
  - Review questions

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## MS Excel 2013

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- **Formatting and customizing data**
  - Formatting options within excel 2013
  - Alignment
  - Data indentation and rotation
  - To center items in a cell/cells
  - Using fonts
  - Formatting numbers
  - Formatting columns and rows
  - Deleting cells, formats, objects and worksheets
  - Adding, editing and removing borders
  - Using auto format
  - Review questions
- **Formulas, functions and named**
  - Ranges
  - Formulas
  - Operator evaluation order within excel 2013
  - Functions
  - Using the sum function
  - Other commonly used functions
  - Using paste function
  - Naming cells and ranges
  - Using named ranges with formulas
  - Review questions



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## MS Excel 2013

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- **Introducing charts**
  - Creating a chart
  - Manipulating charts
  - Changing the chart type
  - Review questions
- **Printing**
  - Page setup
  - Margins
  - Centering a report on the page
  - Headers and footers
  - Sheet printing options
  - Choosing a printer and changing settings
  - Printing a worksheet
  - Printing multiple files
  - Review questions

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## MS PowerPoint 2013

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- What is PowerPoint 2013?
- Creating a simple text slide
  - Creating a new blank presentation
  - Selecting a slide layout
  - Simple text slide
  - To insert a new slide
  - Deleting and re-ordering slides within a presentation
  - The view icons
  - Manipulating slides in outline view
  - Creating notes for your slides
  - Review questions
- Pictures and backgrounds
  - The drawing toolbar
  - Using the drawing tools
  - Auto shapes
  - Using clipart
  - Selecting objects
  - Grouping and un-grouping objects
  - Aligning objects
  - Moving objects forwards
  - And backwards
  - Applying and creating color schemes
  - Adding a custom background

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## MS PowerPoint 2013

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- **Creating and running a slide show**
  - What is a slide show?
  - Navigation through a slide show
  - Slide show transitions
  - Slide show timings
  - Slide show annotations
  - Hidden slides
  - What are animation effects?
- **Using masters**
  - What are slide masters?
  - The slide master
  - Adding a footer, date and numbering information
  - Manipulating slide masters
- **Printing a presentation**
  - How do you want to print your presentation?
  - The print dialog box

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## Adobe Photoshop

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- Introduction to adobe Photoshop
  - What is Photoshop?
  - Opening and saving files
  - Review questions
- Photoshop interface
- The toolbox
  - selection tools
  - painting tools
  - path tools
  - type tool
  - shape tools
  - viewing tools
  - the tool options bar
  - review questions
- Layers
  - Using layers
  - Working with multiple layers
- Color
  - Color models
  - Color palette
  - Swatches palette

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## Adobe Photoshop

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- **Image manipulation**
  - Selecting colors
  - Blending
  - Smudging
  - Focusing
- **Type**
  - Character palette
  - Paragraph palette
- **Type**
  - Shadows
  - Glow effect
  - Bevel and emboss effects
  - Wrap text
  - Transformations
  - Resizing
  - Rotating
  - Flipping
  - Selection transformations & liquefy
- **Improving images with filters**
  - Sharpen filters
  - Blur filters
- **Altering images with filters**
  - Artistic filters
  - Brush stroke filters
  - Sketch filters
  - Distort filters

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## Module of Artificial Intelligence

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### Introduction to Artificial Intelligence (AI)

Artificial Intelligence (AI) is technology that enables machines to think, learn, and perform tasks like humans.

### Key Areas of AI

- Vision: How AI can generate images and videos (face recognition, object detection).
- Sound: How AI can recognize and process voice (speech-to-text, voice assistants).
- Language: How AI can understand and respond to human language (chatbots, translation).

### Use of AI Tools in the Natural Language Understanding

- ChatGPT
- Claude
- Gemini

### Use for:

- Assignments and writing
- Learning new topics
- Getting quick answers



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## Module of Artificial Intelligence

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### AI Image & Video Generation

- Create images/videos using text prompts
- Learn basic prompt writing
- Useful for projects, design, and social media

### Study with NotebookLM

#### NotebookLM helps you:

- Summarize notes
- Understand topics
- Prepare for exams

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## TERMS & CONDITIONS

### WITHDRAWAL FROM THE CERTIFICATION OR DIPLOMA

Students are not allowed to withdraw from the CERTIFICATION/DIPLOMA. If a student cannot continue the CERTIFICATION his/her fee will be forfeited.

### CONDUCT AND DISCIPLINE

A disciplinary action, leading to rustication, will be taken against students whose conduct is found objectionable at any time during the course of study. Reference will be made to 3D Educators code of conduct.

### EVALUATION AND GRADING

The performance of students is evaluated through continuous observation of a student's performance in the CERTIFICATION/DIPLOMA – class participation, submission of assignments, quizzes and exercises.

The student will be examined through three hourly exams conducted at the midterm and a final exam at the end of the program. Total marks for passing the CERTIFICATION/DIPLOMA will be 70 out of a total of 100.

Students who do not meet the attendance or any other eligibility criteria will not be allowed to appear in the final examination.

The following grading plan will be applicable for the CERTIFICATION/DIPLOMA:

A	B+	B	C+	C	F
87-100	81-86	72-80	66-71	60-65	Below 60

Students who are unable to appear for the final exam are required to submit a written application stating the reason for not appearing for the exam. 3D Educators reserves the right to approve or deny such applications. If approved, the student will be allowed to sit for the exam within one month. Failure to do so, the student will be resubmit the examination fee and sit the future schedule exam. Without passing of the exams no certification will be awarded.

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## ONLINE LIVE CLASSES FACILITY AVAILABLE

- Instructor Led Training
- Real Time Presentations
- Interactive Classes
- Complete Notes and Other Stuff shall be provided through our Secure Student Login Member's Area
- For Online Live Classes, you may please download the Admission Form through our website <http://www.3deducators.com>. Fill it properly and attached the required document along with Picture and send back to [info@3deducators.com](mailto:info@3deducators.com) with scanned fee submitted voucher in the bank.
- For Pakistan you may submit the fee at any MCB Branch with the title of "3D EDUCATORS-TRAINERS & CONSULTANTS".
- If you are outside Pakistan then you may transfer via Bank to Bank or any western union, Fast Track, Money Gram or else International Transfer Body.
- After Admission, if you don't have GMAIL Account then you are requested to kindly make one GMAIL Account and shared it [info@3deducators.com](mailto:info@3deducators.com). Then further correspondence shall be made by our institute official.
- Extra Bandwidth Charges shall be incurred.

## DISTANCE NOT MATTER

You can join in the live classes Sessions of 3D EDUCATORS – TRAINERS & CONSULTANTS from anywhere of the world.

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## PRECAUTIONARY MEASURES

- During Classes, you are requested to make sure that you are in isolated room, where no noise should be there except your voice.
- Kindly Switch Off your Cell Phone during the class, because it will disturb the quorum of class.
- If you have taken the admission in the course online lonely, then ethically it is recommended and suggested that you alone in the class.
- Recording of Lectures are not allowed at your end.

This world is emerging and growing in the 21st Century very rapidly because of latest and remarkable technologies and its advancement. Due to advancement of technology, we 3D EDUCATORS offer Live Interactive class sessions

3D EDUCATORS believe on Information Technology and its systems. Now you can also avail this facility at your home.

## CONTACT US

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0333-2402474

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<http://www.3deducators.com>

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