2026

DPD COURSE
Details & syllabus

Contents

Best DPD Course Fees, Duration, Eligibility, Syllabus, Scopes and jobs

DPD Course ek personal skill development course hai. Jismebasic computer knowledge ke saath-saath aapki communication skills, personality, confidence, time management aur professional behavior ko develop karta hai.

Yeh course **CCC, O Level, ADCA, ADAM, DFA aur Tally** jaise computer courses ke saath eligibility aur performance ko improve karta hai, jisse **Government aur Private sector** mein**job opportunities** ke chances bad jate hain.

DPD Course kya hai

DPD ka pura naam Diploma in Personal Skill Development hai, yeh ek short-term diploma course hai, jismein aap ko communication skills, leadership, teamwork, time management, personality development, interview skills, etc. sikhaye jaate hain.

Is course ka main goal student ko self-confident banana aur unhe professional aur personal life ke liye tayyar karna hai.

DPD Syllabus:

Basics of Computer

- Computer kya hota hai aur daily life me uska use
- Hardware devices – CPU, Monitor, Keyboard, Mouse
- Software ka meaning (System & Application software)
- Computer ko start, shutdown aur basic use
- File aur folder banana, save aur delete karna

Microsoft Office 2026 Latest

- MS Word – typing, formatting aur document banana
- MS Excel – data entry, formula aur chart banana
- MS PowerPoint – slides aur presentation banana
- Microsoft Office 2026 ke new features
- Office practical work – resume, report, bill

Internet and Digital Service

- Internet kya hai aur kaise kaam karta hai
- Email banana aur use karna
- Online services – banking, payment, form filling
- Cyber safety – password aur online fraud se bachav
- Cloud storage – Google Drive, OneDrive ka use

Grammar Sentence Formation

- Sentence structure – Subject + Verb + Object
- Sentence ke types – statement, question, command
- Word order ka sahi use
- Common grammar mistakes aur correction
- Daily sentence practice

Tense, Parts of Speech

- Parts of Speech – noun, pronoun, verb, adjective
- Tense – present, past aur future
- Helping verbs ka sahi use
- Tense identify karna aur use karna
- Real-life examples ke saath practice

Communications Skills & Vocabulary

- Communication skills ka importance
- Daily use English vocabulary
- Synonyms aur antonyms
- Pronunciation aur correct word use
- Confidence ke saath bolna seekhna

Word Substitution, Mother Tongue Impact

- One-word substitution ka concept
- Mother tongue influence ki common mistakes
- Hindi se English translation errors
- English me sochne ki habit develop karna
- Fluency improve karne ke exercises

Hesitation Workout, Voice Skills

- English bolte waqt hesitation ke reasons
- Daily speaking practice techniques
- Voice clarity aur tone improvement
- Confidence boost karne ke methods
- Fear-free speaking activities

Conversation, Debate, Dialogue Practice

- Daily conversation practice
- Role play – office, interview, market situations
- Debate me opinion kaise rakhna
- Listening skills aur response practice
- Fluency aur confidence development

Group Discussion, Personality Development

- Group Discussion ke rules aur skills
- Body language aur eye contact
- Leadership aur teamwork skills
- Positive attitude develop karna
- Overall personality grooming

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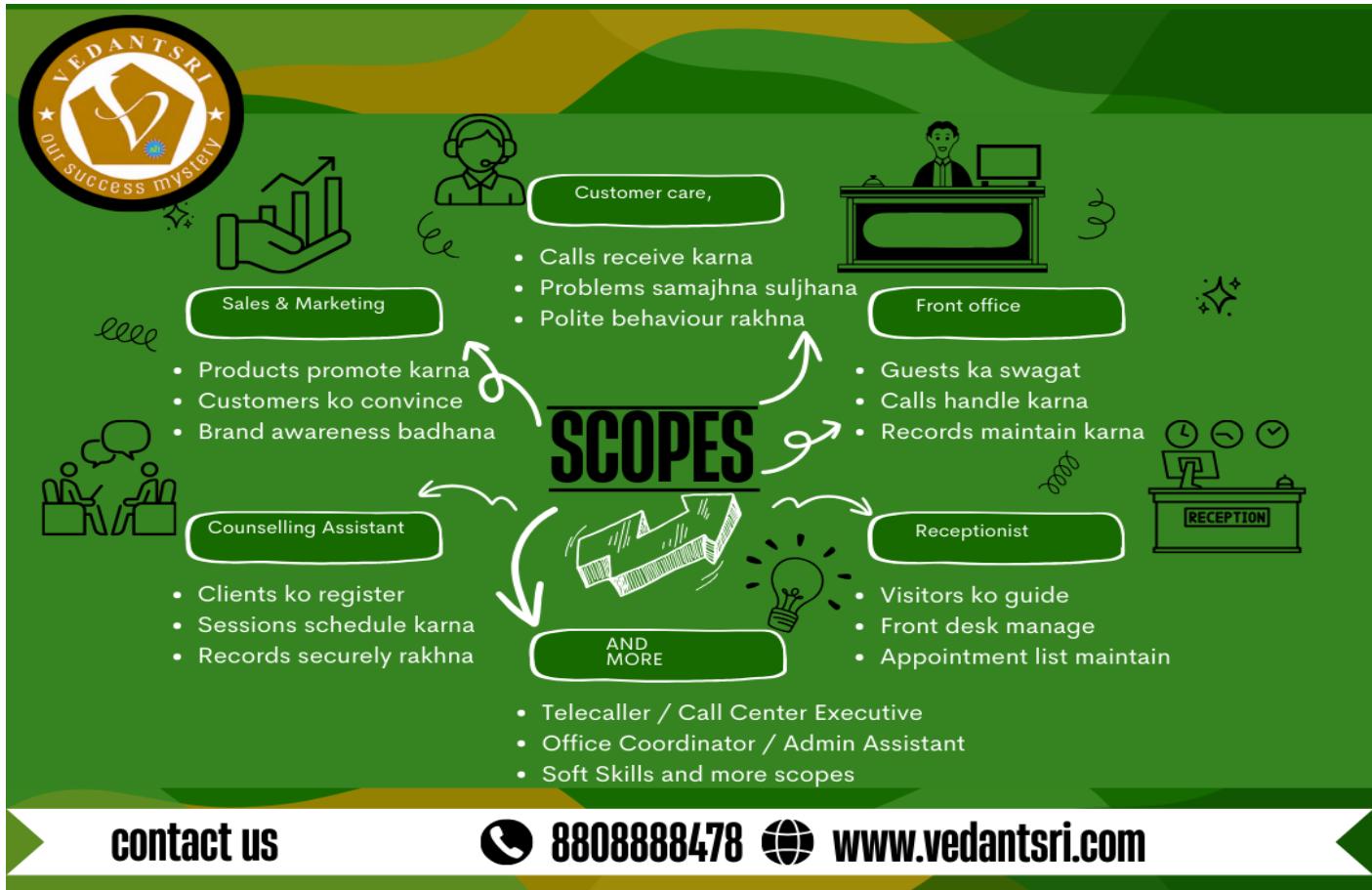
Scopes & jobs

DPD ka scope kaafi jayada hota hai, is course ke baad aapka professional aur personal behavior improved hota hai, Iske baad aap **customer care, front office, receptionist, sales & marketing, telecaller, BPO, counselling assistant, office coordinator** jaise jobs aur jobdo jaise online website me easily apply kar sakte hai. aur Jo already job kar rahe unka promotion, better client handling aur professional image aacha banata hai.

Personal life me bhi faydemand hota hai jaise ki college students, housewife's, freelancers, ya small business owner's sab apni **speaking skills, presentation, negotiation aur public dealing improve** karte hain.

Conclusion

DPD (Diploma in Personal Skill Development) aisa course hai jo aapki degree ko real value deta hai, kyunki yeh aapko woh skills sikhata hai jo har jagah kaam aata hain chahe study ho, job ho ya daily life. Ek hi course me aapko computer basics, MS Office, internet use, English grammar, communication, aur personality development sab mil jata hai.

Short duration, manageable fees, aur practical training ki wajah se yeh course un students aur working logon ke liye perfect hai jo kam time me apne aap ko upgrade karna chahte hain.

CONTACT & REGISTRATION

Get Started Today! Vedant Sri Computer Education Your Gateway to a Successful IT Career.

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