DTP (Desktop Publications)

Course Code : 103

Duration : 6 Months

Eligibilty : 8th Pass

Sl. No.	Installment	Amount	Installment	Amount
1	Registration Fee	200/-	Registration	200/-
	1st Installment	400/-	One Time	2200/-
2	2nd Installment	400/-		
3	3rd Installment	400/-		
4	4th Installment	400/-		
5	5th Installment	400/-		
6	6th Installment	400/-		
	Total Fee	**2600/-**	**Total Fee**	**2400/-**

Syllabus :

1. **Introduction of Computer :**

    a. Block Diagram of Computer

    b. Types of Computer

    c. Types of Input and Output Devices

2. **Introduction to Operating Systems (Ms-Dos/MS-Windows)** : What is operating System, its significance, Commands of DOS, Features/Application of windows

3. **Photoshop** : Use of All Tools **/** Icons with preparing mini project**,**

   Menu Bar : File, Edit, Image, Layer, Select, Filter, View, Window

4. **Coral Draw :** Use of All Tools **/** Icons with preparing mini project

   Menu Bar : File, Edit, View, Layout, Arrange, Effects, Bitmaps, Text, Table, Tools

5. **Page Maker :** Use of All Tools**/**Icons with preparing mini project

6. Introduction of English & Hindi Typing

7. **Internet** : Introduction of Internet, Basics of Computer Networks (LAN, WAN), Concept of Internet, Basics of Internet , Services on Internet, Basics of E-mail, Create & Operate Mail ID, Advance email Feature, Introduction of Search Engine, Introduction of You Tube & Downloading etc.

8. **Project Work & Training**

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