**TYPOGRAPHY AND COMPUTER APPLICATION**

**COURSE OVERVIEW:** A Typographer is a person who is skilled or engaged in typography. The term Typography is composed of two words ‘typo’ and ‘graphy’. ‘Typo” means impression and ‘graphy’ means writing. Thus typography means writing in figures or letters through printing form i.e. through Typewriter or Computer. The typography is a functional art concerned with the design. It may also be used as a decorative device, unrelated to communication of information. It is the work of typesetting from the clerical workers to anyone self-publishing materials. Typography is available everywhere such as in your mobiles, tablets, laptops, videogames and computers -- as the keyboard is compatible in all gadgets of latest technology. Thus reflection of typography mostly depends on the size of the block of typeface, its placement on the page, the letters used for its title, heads, sub-heads, margins, colours and styles and which is only possible through the Computer. The main objectives of the typography are to type all the documents with a proper speed, rhythm and touch methods on the computer and other compatible devices and their features.

**OBJECTIVES OF THE COURSE:** In this course, the students will be introduced the students will be introduced to the fundamental concepts of typography and computer applications. It prepares the students to get the jobs in different fields of typewriting and computers.

• To familiarize the students with the principles of Typography.

• To develop practical understanding among the students through QWERTY keyboard operations through touch system on typewriter/computer/laptop etc.

• To familiarize students with various features, functions, merits of Computer and their limitations

• To enable the students to enhance the understanding the usefulness of information technology tools for business operations.

• To develop the practical knowledge to handle the latest gadgets and their input and output devices

• To prepare the students to learn the correspondence -- different types and styles of letters and manuscripts signs to be used in the drafts

• To make the students capable of getting the employment in Private Sector, Public Sector, Ministries, Courts, Houses of Parliament and State Legislative Assemblies.

• To develop the skills in students which are required for getting the jobs:

Speed in E-Typewriting

The fundamental of Computers,

The concepts of Word-Processing (MS-Office)

The concepts of Spreadsheet (MS-Excel)

The concepts of PowerPoint(PPT)

The Internet Technologies

**SALIENT FEATURES:** In this modern time, the speed is required in every sphere of life. In this way the learner should be capable of typing the documents neatly and at a faster speed with proper formatting on Computer. To attain development, everybody should be made aware of the latest technologies to be used in the market with proper gadgets. The Importance of the Course:

• Useful for Publishing Houses

**CAREER OPPORTUNITIES**: This course provides the opportunities for students to train themselves for getting employment as

* Lower Divisional Clerk (LDC)
* Junior Secretariat Assistant (JSA)
* Postal Assistant (PA)
* Sorting Assistant (SA)
* Data Entry Operators (DEO) for various Ministries/ Departments/ Offices of the Government of India, Courts.

**VERTICAL MOBILITY:**

* The students can directly appear in the competitive examinations for the post of LDC, JSA, PA, SA, DEO through SSC CHSL Examinations and various posts through Delhi Sub-Ordinate Selection Board and other State Govt.
* The students can do graduation & opt OMSP or Computer Applications as one of the Discipline Core subject and thereafter will also be eligible for direct recruitments or further promotional posts such as
* Assistant Audit Officer
* Inspector Examiner (CBEC)
* Income Tax Inspector (CBDT)
* Assistant (MEA)
* Central Excise Inspector (CBEC)
* Preventive Inspector Officer (CBEC)
* Assistant Enforcement Officer (AEO)
* Assistant (Central Vigilance Commission)