

DSPP

Diploma in Secretarial Practice & Publishing


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DURATION: 12 MONTH

Eligibility : 10th

Code No. : DIG-R-860345

SEMESTER - I

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- ▶ Computer Fundamentals & O.S.,
 - ▶ MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
 - ▶ Visual FoxPro (DBMS)
 - ▶ Lab-I

SEMESTER - II

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- ▶ F.O.A & Tally- ERP 9
 - ▶ Email & Internet Technology
 - ▶ D.T.P. (Page Maker, Corel Draw, Photo Shop)
 - ▶ Lab-II
 - ▶ Project Work

ICCE