

PITMAN COMPUTER CENTER

ADCA

DURATION : 1 Year

SYLLABUS

FEE : 10000/-

Diploma In Computer Application

(i) Fundamentals of Computers

- Important Questions of Window7



(ii) Operating System Window7

- MS Paint
- Word Pad
- Note Pad

(iii) MS-Office 7

- MS-Word,
- MS-Excel,
- MS-PowerPoint,

OFFICIAL WORK ASSIGNMENT

Diploma Desktop Publishing (DDTP)

Page Maker : About the PageMaker concept, Working with Toolbox, View Pages, Moving Pages, Adding & Deleting Pages, Setting default & preferences, working with Text & Graphics, working with Multiple Open Publications.

CorelDraw : Concept of CorelDraw, Import files, Add objects, Change Objects, Use spiral tool, Use free skew tool, Drawing, Corel Support & working with lines.

Photoshop : An overview of Photoshop, Working with Toolbox, Getting images into Photoshop & Image Ready, Using Layers.

Career

Computer Operator, Office Assistant, Data Entry Operator, Beltron

Note: For certificate for the above course, the Regd. & Adm. Amount (Additional) will be charged