SUCCESSFUL INSTITUTE OF TECHNOLOGY

DGD

DIPLOMA IN GRAPHIC DESIGN

BASIC (3 MONTHS)

- **Introduction Of Computer**
- **Benefits Of Computer**
- **Input Processing &Output Cycle**
- **Introduction To MS Office**
- **Introduction To MS Word**
- **Introduction To MS Excel**
- **Introduction To MS- Power Point**
- **Introduction Toms- Access**
- **Introduction To Internet**

ADV EXCEL (2 MONTHS)

- MARKSHEET
- SALARY SHEET
- AGE CALCULATION
- ATTENDANCE SHEET
- BALANCE SHEET REPORT
- BANKING FINANCIAL ACCOUNTING(LOAN SHEET)
- DEPARTMENTAL STORE SHEET
- EMPLOYEE TIME SCHEDULE
- GST BILL TAX INVOICE
- INVENTORY STOCK
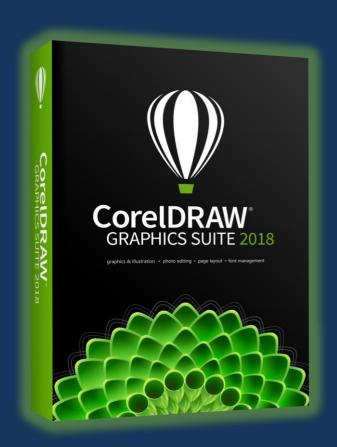- PATTY CASH LOG
- PROFIT & LOSS
- PRICE LIST

- CAFÉ BILL
- V LOOKUP
- H LOOKUP
- SALARY & ATTENDANCE SHEET
- ALL FORMULAS

GRAPHIC DESGINING (6 MONTHS)
- Adobe Page maker
- Adobe Photoshop
- Adobe Corel Draw
- Adobe Flash
- Adobe Illustration
- In design
- Light room
- After effects
- PREMIERE PRO

TYPING (1 MONTHS)

- English Typing
- Newspaper Typing
- Typing Master

COURSE DURATION
12 MONTHS
FEES: 15,499/-