

# SUCCESSFUL INSTITUTE OF TECHNOLOGY

An Autonomous Institution Registered Under The Public Trust & of India NCT New Delhi  
AN ISO 9001:2015 Certified Computer Education & Registered Under Ministry of MSME  
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## 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 DESIGNING (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/-**