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DOM

Diploma in Office Management

COURSE CODE : CD-017

COURSE CONTENT & SYLLABUS

H.O. : 3-KHA-4, Sector 3, Vigyan Nagar, Kota-324005, (Rajasthan) India

Tel.: 0744-2412009 Fax: 0744-2411150 Mob. +91 94629 67201

visit us : www.navodayaindia.in | www.ncsm.in | E-mail : contact@ncsm.in, info@ncsm.in



DOM

Diploma in Office Management

COURSE CONTENTS

COURSE CODE – CD-017

ELIGIBILITY : 10TH CLASS & ABOVE

DURATION : 1 YEAR

SEMESTER – I

MODULE – 1

MODULE SUBJECT

INFORMATION TECHNOLOGY

SUBJECT CODE – NFC

COMPUTER FUNDAMENTALS

FUNDAMENTAL OF COMPUTER

OPERATING SYSTEM (WINDOWS XP/W7)

MICROSOFT OFFICE (WORD/ EXCEL/POWER POINT)

MS ACCESS WITH DATA BASE DESIGNING

INTERNET & E-MAIL

HARDWARE & SOFTWARE INSTALLATION

INTRODUCTION OF NETWORKING

TYPES OF NETWORKING

USES OF NETWORKING

ENGLISH & HINDI TYPING

MODULE – 2

MODULE SUBJECT

WEB DESIGNING WITH HTML & FRONTPAGE

SUBJECT CODE - NHD

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HTML & DHTML

DESIGNING OF WEBPAGE & WEBSITE

DESIGNING LIST IN WEBPAGE

INTRODUCTION OF IMAGE, LINK & FRAME TAG

INTRODUCTION OF TABLE & FORM TAG

INTRODUCTION OF DHTML

INTRODUCTION OF MICROSOFT FRONTPAGE

CREATION OF WEBPAGE & WEBSITE

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PERSONALITY DEVELOPMENT

SOCIAL & OFFICE ETIQUETTE

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INTERVIEW SKILLS

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MODULE – 3

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ACTIVATION OF TAXATION FEATURES IN COMPANY

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USES OF CENTRAL SALE TAX (CST)

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USES OF EXCISE DUTY

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USES OF TAX DEDUCTED AT SOURCE (TDS)

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WORKING WITH PAGE LAYOUT & BACKGROUND

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MODULE SUBJECT

SUBJECT CODE - NT

TALLY

MODULE SUBJECT

SUBJECT CODE - NAC

ADOBE : PHOTOSHOP, PAGEMAKER

CORELDRAW

DOM

Diploma in Office Management

COURSE SYLLABUS

SEMESTER - I

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DIPLOMA IN OFFICE MANAGEMENT

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DIPLOMA IN OFFICE MANAGEMENT

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DIPLOMA IN OFFICE MANAGEMENT

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- F-10 SHOW/HIDE OF TOOLS OF PHOTOSHOP

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- G-1 INTRODUCTION OF FILTERS

DIPLOMA IN OFFICE MANAGEMENT

G-2 TYPES OF FILTERS

G-3 USES OF FILTERS

G-4 IMPLEMENTATION OF FILTERS ON PHOTO

4. COREL DRAW

A. INTRODUCTION OF CORELDRAW

A-1 LOADING OF CORELDRAW

A-2 CREATING A NEW FILE

A-3 INTRODUCTION OF DIFFERENT TOOL BARS

A-4 INTRODUCTION OF TOOLS OF CORELDRAW

A-5 DRAW GEOMETRIC FIGURES

A-6 SAVING A FILE

A-7 CLOSING A FILE

A-8 OPENING AN EXISTING FILE

A-9 INTRODUCTION OF VIEWS

A-10 IMPLEMENTATION OF DIFFERENT VIEWS OF CORELDRAW

A-11 IMPLEMENTATION OF ZOOM

A-12 IMPLEMENTATION OF VIEW MANAGER

B. CREATION & SELECTION OF DRAWING

B-1 GETTING FAMILIAR WITH TOOLBOX

B-2 GETTING STARTED WITH PROJECT

B-3 SELECTING AN OBJECT

B-4 RESIZING AN OBJECT

B-5 MOVING AN OBJECT

B-6 CHANGING THE SHAPE OF AN OBJECT

B-7 COMBINING TWO OBJECTS

B-8 SKEWING AN OBJECT

B-9 DRAWING A POLYGON

B-10 WELDING THE OBJECT

B-11 BLENDING TWO OBJECT

B-12 USE OF ARTISTIC MEDIA TOOL

B-13 ROTATING AN OBJECT

B-14 FILLING AN OBJECT WITH COLOR

B-15 POSTSCRIPT FILL DIALOG TOOL

C. WORKING WITH TEXT

C-1 INTRODUCTION OF TEXT TOOL

C-2 INTRODUCTION OF ARTISTIC & PARAGRAPH TEXT

C-3 CREATION OF BOOK COVER

C-4 FORMATTING THE TEXT

C-5 ARRANGING OBJECTS

C-6 ORDERING THE OBJECTS

C-7 USES OF WEBDINGS

D. WORKING WITH IMAGE

- D-1 INTRODUCTION OF IMAGE
- D-2 TYPES OF IMAGES
- D-3 IMPORTING IMAGES
- D-4 RESIZING, ROTATING & SKEWING IMAGES
- D-5 MOVING & CROPPING OF IMAGE
- D-6 IMPORTING IMAGES FROM A CD
- D-7 ADDING SPECIAL EFFECTS TO BITMAPS
- D-8 INTRODUCTION OF 3D EFFECTS
- D-9 EXPORTING IMAGE TO OTHER APPLICATIONS

E. WORKING WITH PAGE LAYOUT & BACKGROUND

- E-1 INTRODUCTION OF PAGE LAYOUT & BACKGROUND
- E-2 CHANGING PAGE SIZE, TYPE, ORIENTATION
- E-3 CHANGING THE PAGE LAYOUT & USE OF DIFFERENT LAYOUT
- E-4 APPLYING LAYOUT STYLES
- E-5 CHANGING PAGE BACKGROUND
- E-6 APPLYING BITMAPS TO BACKGROUND
- E-7 ADDING PAGE FRAME
- E-8 ADDING PAGES

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