



## **M-DOPP**

### **Master Diploma in Office Professional & Publishing**

Eligibility : 10th

Duration : 1 Year

#### **I- Semester**

- Fundamental of Computer
- Operating System
- Ms. Office
  - Ms Word
  - Ms Excel
  - Ms Power Point
  - Ms Access
- Computer Internet
- Outlook
- HTML & Front Page

#### **II- Semester**

- Basic of Financial Accounting
- Tally
- DTP
  - Pagemaker
  - Coral Draw
  - Photoshop
- Project Work/ Viva

#### **Fee Structure**

For General/OBC/SC/ST/Other Candidate : 7400 /-

Note- Registration & Exam. Fee will be Charged Extra