



# IT Saksharatha Mission

An Autonomous Body (R) under Govt of Kerala, Sec XII/1955

## Diploma in Data Entry and PC Operations (DPO)

**Course ID: ITSMRG101**

3 months (Course + Assessment + Certification)

**Total Course Fees: Rs. 4500\* + Taxes,**

**Registration Fees + Application + ID + Examination + Certification: Rs. 1179**

**iDPO101 Computer Fundamentals (10 Credits)**

Basics, Component, Hardware, OS, DOS, Windows, Linux, PC Tools

**iDPO102 Basic Lab (10 Credits)**

DOS, Linux commands, OS Tools and PC Customization

**iDPO201 Word Processing (10 Credits)**

MS Word and OO Writer, Menu, Tools, Templates, Typing Master

**iDPO202 Data Processing (10 Credits)**

MS Excel and OO Calc, Menu, Tools, Templates, Arithmetic operations and Formula

**iDPO203 Database (10 Credits)**

MS Access and OO Base, Menu, Tools, Templates, Creating and Manipulating a Database

**iDPO301 Presentation (10 Credits)**

MS Powerpoint and OO Impress, Menu, Tools, Templates, Custom slides and Animations, Effective presentations

**iDPO302      Advanced Tools (10 Credits)**

Photoshop, Illustrator Basics, Coral Draw, Page Maker and ISM

**iDPO402      Internet Technology (10 Credits)**

Introduction to Internet, Web Browser and Internet Services, Troubleshoot

**iDPO403      Information Security (10 Credits)**

Electronic Transaction, Internet Etiquette, Encryption and Decryption, Secure Communication protocol

**iDPO601      Communication Basics (10 Credits)**

Basic vocabulary and grammar, English Tenses, Essay writing, Letter writing

