

DOAP
Diploma in Office Accounting & Publishing

Eligibility : 10th / 12th

Code No. : R30101

SEMESTER - I	
□ □ □ □	Computer Fundamentals & Operating System
□ □ □ □	MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
□ □ □ □	HTML & Front Page
□ □ □ □	Internet & e-mailing
□ □ □ □	Project
SEMESTER - II	
□ □ □ □	Basic of Financial Accounting
□ □ □ □	Computerized Accounting Through Tally
□ □ □ □	D.T.P. – Page Maker, Corel Draw, Photoshop
□ □ □ □	Data Entry: Typing Skill (English), Speed Test, Scanning, Printing, CD / DVD Writing etc.
□ □ □ □	Project