

ADOAP

Advance Diploma in Office Accounting & Publishing

Eligibility : 10th / 12th

Code No. : R30211

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 with GST
• Accounts Management. VAT, TDS, Service Tax, Stoke Management
• D.T.P. – Page Maker, Photoshop
• Data Entry Operator (DEO)
• Typing Skill (English & Bengali), Speed Test.
• Scanning, Printing, CD / DVD Writing etc.
• Project Work