

ACOA

Advance Course in Office Automation

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DURATION: 6 MONTH

Eligibility : 10th

Code No. : DIG-R-860326

- Adobe PageMaker, Adobe Photoshop
- Data Entry (Typing Skill, Speed Test, Scanning, Printing, CD/DVD Writing etc.)
- Computer Maintenance & Software Installation
- F.O.A(Fundamental of Accounts) & Tally – ERP 9
- Internet & e-mailing



ICCE