ADOAP

Advance Diploma in Office Accounting Power

DURATION: 12 MONTH

Eligibility : 10 / 12th   Code No. : DIG-R-860340

SEMESTER – I

- Computer Fundamental & O.S.
- MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
- HTML, Internet & e-mailing

SEMESTER – II

- D.T.P. (Adobe PageMaker, Photoshop, CorelDraw)
- Data Entry (Typing Skill, Speed Test, Scanning, Printing, CD/DVD Writing etc.)
- F.O.A. (Fundamental of Account) & Tally ERP 9