A.S.S. Institute of Technology & Management

DCAA

(Diploma In Computer Application & Accounting)

DURATION : 8 MONTH

Eligibility : 10th   **Code No. : R25101**

SEMESTER-I

- Computer Concept & Fundamentals.
- Operating System (windows, DOS, Linux.).
- MS-Office (MS-Word, MS- Excel, MS-Power Point, MS-Access).
- Libre-Office (Writer, Calc, Presentation).
- Financial Application & Tools.
- Computer Network & Internet.
- Email and Collaboration.
- Social Sites and Applications.
- HTML & Front Page.
- Lab-I.

SEMESTER-II

- Artificial Intelligence.
- Cyber Security.
- Google Sheet.
- Google Docs.
- Basics of Financial Accounting.
- Computerized Accounting Through Tally Prime with GST.
- Lab-II
- Project Work