

A.S.S. Institute of Technology & Management

DOAP

(Diploma In Office Automation & Publishing)

DURATION : 1 YEAR

Eligibility : 10th /12th

Code No. : R25104

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 Tools and Applications.
- Artificial Intelligence.
- Cyber Security.
- Email and Collaboration.
- Social Sites and Applications.
- Computer Network & Internet.
- HTML & Front Page with CSS.
- Google Sheet.
- Google Docs.
- Lab-I.

SEMESTER-II

- Basics to Advance of Financial Accounting.
- Computerized Accounting Through Tally Prime with GST.
- D.T.P.(Corel Draw, Photoshop, Page Maker).
- Lab-II.
- Project Work.