

<b>Diploma in Office Accounting &amp; Publishing (DOAP)</b>	12 Months	High School or Equivalent	<b>Semester I</b> Computer Concept & Fundamentals, Operating System, MS-office (MS-Word, MS-Excel, MS-Power Point, MS-Access), Internet.  <b>Semester II:</b> HTML & Front Page, DTP, Financial Accounting, Tally with GST, English or original language Typing, Project.
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