

<p>DIPLOMA IN OFFICE AUTOMATION <b>(DOA)</b></p>	<p><b>12 Months</b></p>	<p><b>10 th Pass or Equivalent</b></p>	<p><b>Semester I :</b> Computer Fundamentals, Ms Office (Ms Word, Ms Excel, Ms Power Point), PageMaker, Corel Draw.</p> <p><b>Semester II :</b> Photoshop, Tally With Basic Accounting Concept, Project Work.</p>
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