

# DOAEP

## Diploma in Office Accounting Expert & Publishing

Course registered under C.R.Act of MHRD  
(Dept.of Secondary & Higher Education)

**Govt. of India**

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DURATION: 12 MONTH

Eligibility : 10 / 12th

Code No. : DIG-R-860311

### SEMESTER – I

- ▶ Computer Concept , Fundamentals & O.S
- ▶ MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
- ▶ HTML , Internet & e-mailing
- ▶ Lab-I
- ▶ Project Work

### SEMESTER – II

- ▶ Basic of Financial Accounting
- ▶ Computerized Accounting Through Tally
- ▶ D.T.P. – Page Maker, Corel Draw, Photoshop
- ▶ Data Entry: Typing Skill (English), Speed Test, Scanning, Printing, CD / DVD Writing etc.
- ▶ Lab-II
- ▶ Project Work