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immense
INSTITUTE OF TECHNOLOGY & MANAGEMENT

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DOA

Diploma in Office Automation

Duration: Nine Months

Module 1:

Diploma in Computer Application (DCA)

1. Fundamentals
2. MS-DOS
3. MS-Windows 7
4. MS-Word 2007 / 2010
5. MS-Excel 2007 / 2010
6. MS-PowerPoint 2007 / 2010
7. MS-Access 2007 / 2010
8. HTML
9. Internet
10. Networking
11. Multi-Media
12. PC Hardware



Module 2:

Certificate in Financial Accounting (CFA)

1. Accounting Introduction
2. Accounts Only
3. Accounts with Inventory

Module 4: Assignment / Project

