

# **DIPLOMA IN OFFICIAL ACCOUNTING (DOA)**

**Duration - 6 Months**

1. Fundamental of computer & typing

2. Windows

3. Paint

4. Word Pad

5. MS Office

- MS Word
- MS Excel
- MS Power Point

6. Financial Accounting

- Tally (9.0)
- Ledger
- Voucher Type
- Balance Sheet

7. Multimedia

8. Internet

9. Nero