



অসম ইলেকট্ৰনিক্স উন্নয়ন নিগম পৰিসীমিত
(অসম চৰকাৰৰ অধীনস্থ প্ৰতিষ্ঠান)

Assam Electronics Development Corporation Ltd.
(A Govt. of Assam Undertaking)

CIN: U31909AS1984SGC002155

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Date: 24-03-2023

NOTIFICATION

On the basis of the requests from our different Franchisee centres, a new Diploma Level Course named "**Diploma in Computerised Office Automation (DCOA)**" has been introduced for the AMTRON Franchisee Network. This course will be an extension or superset of the PDCA course. As the course will be of two (2) Semesters duration, its Course Fee has been fixed as ₹ 10,000/-.

The Structure of the newly introduced course has been mentioned below.

DCOA Course Structure:

Sl. No.	Course Code	Revised Paper Code & Paper Name
1	DCOA	Semester 1:
		ET-CA-01: Introduction to ICT Tools
		ET-CA-11: DTP & Financial Accounting
		Semester 2:
		ET-OA-03: Office Management & Secretarial Services
		ET-OA-04: Basic Online Applications and Google Workspace
		ET-OA-05: Mini Project & Seminar

The Outline Syllabus of the course has been attached herewith this notification.

(A. Hussain)
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