

**INDIRA TECHNICAL EDUCATION SOCIETY,
NASHIK**

**DIPLOMA OFFICE AUTOMATION
(DOA)**

THEORY PAPER I : Syllabus for this paper is same as Certificate Course in
MICROSOFT OFFICE (MSO) 100 Marks
Refer this syllabus booklet Page No. _____

THEORY PAPER II : Syllabus for this paper is same as Certificate course in
INFORMATION TECHNOLOGY (I T) 100 Marks
Refer this syllabus booklet Page No. _____

PRACTICAL I & II : Two Separate Practicals
Practical – I same as MSO 100 Marks
Practical – II same as I T 100 Marks

Total : (400 marks)

