



National Institute of Electronics & Information Technology

Administrative control of Ministry of Electronics & Information Technology (MoE&IT), Government of India.

Diploma In Computer Applications and Business Accounting Associate (CABAA)

The "Diploma" has been designed for productive human resource and making them part of the employable technical work force in the emerging Information Technology scenario and penetration of computer education to grass root level. Taking base as the Advanced Diploma/ Degree level course contents, the contents have been enriched with programming techniques, accounting package, web designing tools, Urdu, and English DTP. The contents have been designed keeping in view that there will be number of career options possible for an individual after completing the course. The possible options are: Junior programmer, EDP assistant, Web Designer, DTP Operator, Lab Demonstrator, Accountancy Operator etc.

Certifying Bodies: National Institute of Electronics and Information Technology (NIELIT)

Recognised by : Government of J&K and Government of India

Duration : 1 Year

Qualification : 10+2 or 10th /ITI

Job Description:

1. Computer Assistant
2. Accounts Assistant
3. Junior Assistant
4. Data Entry Operator

Desktop Publishing

TOTAL MODULES

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1	Module 1	IT Tools And Business Systems
2	Module 2	Financial Accounting Using Tally And Personality Development
3	Module 3	Introduction To ICT Resources
4	Module 4	Internet Technology And Web Design
5	Module 5	Multilingual DTP & Graphics Designing
6	Module 6	Programming And Problem Solving Through Python Language

Course Coordinator: _____ **Number** _____

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