



# All India Yuva Computer Saksharata Mission

A Nation-wide Educational Programme on computer Literacy and Development of Information technology, Registered Under Indian Planning Commission (NPS), No. WB/2014/0084130. Registered Under NCT of Delhi, An ISO 9008:2001 Certified organisation (104179-A01) Registered Under Tr Act Regn. No. WB IV-00451/2014 in collaboration with Multi Society for Services to People, Registered under Societies Act, 1961 of Government of West Bengal, Regn. No. WB/S-IL-32075/2005-06

Address: 1/33 R.B.C. Road Extn, Dum Dum Cantonment, Kolkata 700028, M: 9830654959, E-mail: [info@aiycsmindia.org](mailto:info@aiycsmindia.org), Web: [www.aiycsmindia.org](http://www.aiycsmindia.org)

Diploma in Office Management and Administration		DOMA	
<b>Duration:</b>	<b>12 Months</b>	<b>Number of Semester:</b>	<b>2</b>
<b>Course Code 2017</b>	<b>Registration fee: 400</b>	<b>Course Fee: 15000</b>	<b>Exam. Fee: 100</b>
<b>Semester I</b>		Soft Skill Concept	
		Computer Concept	
		Internet Application	
<b>Semester II</b>		Business Administration	
		Company Management	
		Tally Concept	



A voluntary, charitable organization registered under Government of West Bengal, (Registration No. WB IV 00451/2014) in collaboration with Multi Society for Services to People registered under Government of West Bengal (Regn No. WB-1L 32075/2005), An ISO 9001:2008 Certified organization