ADFA- Advanced Diploma in Financial Accounting

COURSE SYLLABUS

Become a Certified Financial Accountant through CITC – An ISO 9001:2015 certified organisation, associated with NIELIT, Microsoft, ICDL for International Computer courses, MSME & Google. After completion of this course, You will be able to learn Computer Fundamentals, basics computer concepts, MS Word, Excel, Powerpoint, Internet, Emails, websites, Accounting Concepts, Tally Software, GST, Taxation etc.

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Batch Name : ADFA   *Course Start   :* 1st of Every Month
Eligibility : 12th Pass   *Course Duration :* 320 Hours

Course Modules/Papers

Paper 1	Paper 2	Paper 3
OS, MS Office	**Accounting Concepts, Tally .ERP9**	**Statutory Accounting & Taxation**

Module 1 - OS, MS Office

Operating Systems The Layers on which Computer System
- Introduction of Computer Parts
- Window Installation
- Driver Installation
- Software Installation
- Disk Management
- Device Manager

MS Word Required in Lots of office work
- Home
- Insert
- Page Layout
- References
- Mailing
- Review
- View

MS Excel For Data Entry-listing-Accounting
- Home
- Insert
- Page Layout
- Formulas
- Data
- Review
- View

Power Point Basically used for Presentations
- Home
- Insert
- Design
- Animation
- Slideshow
- Review
- View

Internet For browsing mails & websites
- Introduction to Internet
- Surfing
- Email
- Create Account
- Sending & Receiving E-Mails
- Web Browsers
- Downloading & Uploading
- Google Drive
- Search Engines

Module 2 - Accounting Concepts ,Tally .ERP 9

Accounting Info *Functioning of the Software*
- Introduction
- Comp. Formation
- Ledger & Group Creation
- Journal Entries
- Vouchers
- Profit & Loss A/C
- Balance Sheet
- Cost Centres
- Interest Calculations
- Budget Making

Inventory Info *About Stock Groups, Sale Process*
- Stock Groups & Items Creations
- Purchase Process
- Sale Process
- Voucher Entries
- Invoice with inventory mode

Payroll *About Salaries, Payroll*
- Salary Details
- Payment of Salary
- Payroll Reports
- Employee Groups & Employee Creation

Module 3 - Statutory Accounting & Taxation

Statutory Accounting *Taxation*
- Introduction
- Taxation Concept
- GST

CLICK HERE FOR STUDENTS REGISTRATION
https://citcchandigarh.com/students/register

For Courses Enquiry

+91-9914592610
info@citcchandigarh.com