

ADFA/ADV DIPLOMA IN FINANCIAL ACCOUNTING

***Duration: One Year**

Fees....

*** Information Technology Computer Fundamental**

*** Operating System (Windows)**

• MS-Paint MS-Note Pad

• MS-Word Pad *Microsoft Office

• MS-Word • MS-Excel

• MS-Power Point

• MS-Access

*** Concept Accounting**

• Manual Accounting

- **Accounting Tally ERP.9 With GST**
- * **Account/Inventory Control System**
- **Maintain Bill**
- **Cash Flow**
- **Fund Flow**
- **Cost Center**
- **Godown Maintain**
- **Maintain Trail Balance**
- **Balance Sheet etc.**
- * **Budgets & Interest Control**
- * **Payroll**
- * **Taxation**

- TDS
- VAT
- Service Tax
- TCS
- Excise Duty etc.
- Coral Draw
- Photoshop HTML
- Busy with GST
- * Multimedia & Games *
- Internet & E-mail
- * Basics of Hardware