

# **Maa Uma Electronic Training Institute**

## **C.C.F.A**

### **Certificate in Computer Financial Accounting**

**Duration: 3 months**

**Timing: 2 Hrs/Day**

#### **Syllabus:**

- **Fundamental:**
- **Basic**
- **Accounting**

#### **Detailed Syllabus:**

- **Fundamental**
  - Fundamental of Computer.
- **Basic :**
  - M.S. Dos 6.22
  - M.S. windows 98
- **Accounting :**
  - Concept of accounting Daily Voucher maintenance
  - Inventory Control with management
  - Security Control.
  - Financial Printing
  - Tally 5.4 Version theory & Practical.
- **D.T.P:**
  - Page maker 6.5
  - Corel draw & Photoshop
  - Color Scanning & Planning

**Head Office:** 13 Jahangirabad, Near Charak Hospital, Bhopal (M.P.)

**Contact No.:** 0755-4285162

**Branches:** Bhopal, Indore, Dabra