

SYLLABUS OUTLINE FOR COURSES

Course Name : ADFA (Advanced Diploma in Financial Accounting)

Duration : 12 Months

- ⇒ **Basics of Accounting/ MS-Word & MS-Excel.**
- ⇒ **Accounting through Computer.**
- ⇒ **Company creation & maintenance.**
- ⇒ **Different Entries & Reports in Tally 9.**
- ⇒ **Ledger/ Balance sheet/ Inventory in Tally 9.**
- ⇒ **Printing from Tally 9.**
- ⇒ **Concept of “Busy” Accounting software.**
- ⇒ **Introduction to Tally ERP 9.**
- ⇒ **Accounting Master/ Inventory Master in Tally ERP 9.**
- ⇒ **Payroll/ Online Taxation/ VAT/ CST/ TDS/ ST/ Central Excise.**