

SUCCESSFUL INSTITUTE OF TECHNOLOGY

An Autonomous Institution Registered Under The Public Trust & of India NCT New Delhi
AN ISO 9001:2015 Certified Computer Education & Registered Under Ministry of MSME
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DFA

(DIPLOMA IN FINANCIAL ACCOUNTING)

BASIC (3 MONTHS)

- Introduction Of Computer
- Benefits Of Computer
- Input Processing & Output Cycle
- Introduction To MS Office
- Introduction To MS Word
- Introduction To MS Excel
- Introduction To MS- PowerPoint
- Introduction To MS- Access
- Introduction To Internet

ADV EXCEL (2 MONTHS)

- Marksheet
- Salary Sheet
- Age Calculation
- Attendance Sheet
- Balance Sheet Report
- Banking Financial Accounting(Loan Sheet)
- Departmental Store Sheet
- Employee Time Schedule
- GST Bill Tax Invoice
- Inventory Stock
- Petty Cash Log



- Profit & Loss
- Price List
- Café Bill
- V Lookup
- H Lookup
- Salary & Attendance Sheet
- All Formulas

TALLY ERP-9 WITH GST (3 MONTHS)

- Introduction Of Tally
- Merits
- Version Of Tally
- Ledgers
- Create Company
- Functions Keys
- Final Account (Balance Sheet, Trading A/C)
- Profit & Loss
- Journal Entry (Transaction)
- Cash Book (Double Entry)
- Purchase Book (With GST)
- Sale Book (With GST)
- Debit Note (Billing)
- Credit Note (Billing)
- GSTT In Billing
- TDS (Tax Deducted At Source)
- Payroll (PF, Esic,DA ,TA ,DWA,)
- Cost Category
- Password

TALLY PRIME (3 MONTHS)

- Introduction Of TALLY PRIME
- Merits
- Version Of Tally PRIME
- Ledgers
- Create Company
- Functions Keys
- Final Account (Balance Sheet, Trading A/C)
- Profit & Loss



- Journal Entry (Transaction)
- Cash Book (Double Entry)
- Purchase Book (With GST)
- Sale Book (With GST)
- Debit Note (Billing)
- Credit Note (Billing)
- GSTT In Billing
- TDS (Tax Deducted At Source)
- Payroll (PF, Esic, DA ,TA ,DWA,)
- Cost Category
- Password

BUSY (3 MONTHS)

- Introduction Of BUSY
- Merits
- Version Of BUSY
- Ledgers
- Create Company
- Functions Keys
- Final Account (Balance Sheet, Trading A/C)
- Profit & Loss
- Journal Entry (Transaction)
- Cash Book (Double Entry)
- Purchase Book (With GST)
- Sale Book (With GST)
- Debit Note (Billing)
- Credit Note (Billing)
- GSTT In Billing
- TDS (Tax Deducted At Source)
- Payroll (PF, Esic, DA ,TA ,DWA,)
- Password

• TYPING (1 MONTHS)

- News Paper
- Typing Master

COURSE DURATION

15 MONTHS

FEES: 18,499/-

