

Diploma in Financial Accountancy

1. Ms Office -2007
2. Dos
3. Fundamental of computer
4. Installation and trouble shooting of operating system
5. over view of computer hardware
6. Internet
7. Tally
- 8.Accounts & Inventory Maintenance
- 9.Interest Calculation
- 10.Voucher Class
- 11.Br:-Error Rectification
- 12.Provision & Depreciation
- 13.Point Of Sale
- 14.Budget
- 15.Prepare of balance sheet, Trial Balance & PL
- 16.Direct Tax & Indirect Tax
- 17.Costing
- 18.Audit
- 19.Report Generation
20. Advance English