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**Diploma Course Computer Financial**

**Accounting**

Duration:- 8 Months

s

**Topics:-**

**1) Basic Computer Course**



Knowledge of Basic computer, XP operating system MS Word 2007 Training



MS Excel 2007 Training



MS Power point 2007 Training Internet Training



Email outlook Express internet Training

**2) Manual Financial Accounting**



Voucher Preparation Daybook writing Cash book Preparation Ledger writing Journal Register



Stock Register update Purchase Register Preparation Sales Register Preparation Invoice Preparation



Purchase order and Sales Order preparation Quotation preparation



Fixed Asset Register Preparation



Trading and Profit & Loss Account Balance Sheet preparation Rectification Entries Depreciation Entries



Bank reconciliation



Cheque Preparation and Deposit slips Balance Sheet Review



**3) Computerized Accounting Software**



Tally ERP Accounting software



Busy Software