**Web Site:-** [**www.ncitacademy.weebly.com**](http://www.ncitacademy.weebly.com) **– E-mail- ncitjnp@gmail.com**

(Course Contents Book) of-

**(DIPLOMA IN FINANCIAL ACCOUNTING)**

**Duration- 9 Months**

**Managing Director-**

**Keshav Prasad Yadav**

**Mob. 9565459280, 8739010246**

**Running Courses By Apex/NCIT**

|  |  |  |  |
| --- | --- | --- | --- |
| Course Name | Duration | Reg. Fee | Total Fee |
| PGDCA | 1 Year | 8500 | 16500 |
| BCA | 3 Year | 7200 | 42600 |
| ADSE | 18 Month | 300 | 7500 |
| ADCA | 1 Year | 300 | 5500 |
| DFA | 9 Month | 250 | 4500 |
| DCA | 6 Month | 200 | 2200 |
| CCC | 3 Month | 1200 | 1850 |
| BCC | 3 Month | 1000 | 1700 |
| CFA | 3 Month | 400 | 1500 |
| DTP | 6 Month | 200 | 2200 |
| DOM | 6 Month | 300 | 2500 |
| DHT | 6 Month | 500 | 3000 |
| Tally | 3 Month | 300 | 1800 |
| Busy | 3 month | 300 | 2000 |
| Excel +Data Entry | 2 Month | 100 | 900 |
| Basic + Internet | 1 Month | 100 | 500 |
| Kids Training | 3 Month | 200 | 1000 |

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**For More information- visit. www.ncitacademy.weebly.com**



**Fees Details-**

Total Course Fee with

(Reg. admission & Exam)= **4500**

If pay in 1st ins. - 2500

In 2nd Ins. - 1500 + 1500

In 3rd Ins. - 1100 \*3

In 4th Ins. - 900\*4

In 5th Ins. - 800\*5

In 6th Ins. - 700\*6

Monthly - 400\*9 + Reg.& exam Fee also.

**Semester- 2nd**

* Accounting & Business management.

(with deferent Accounting Softwares As- Tally 7.2, Tally9 or ERP, & Busy)

* Tally And its Advance Features.
* Basics of Accounting
* Company Creation, Alteration & deleting.
* Creating Ledgers & Vouchers.
* **Advance accounting**
  + Maintains Bill wise details
  + Cost Centers & Cost Categories.
  + Multiple Currencies.
  + Cheque Printing
  + Banking
  + Interest Calculation
  + Voucher Classes
* **Advance inventory**
  + Order Processing (Creating Sale & Purchase order)
  + Tracking Numbers.
  + Batch wise details (MFG Date & Exp. Date)
  + Additional Cost Details.
  + Bill of materials.
  + Price List
  + Stock Valuation methods,
  + Zero value entry in vouchers.
  + Inventory Ageing Analysis.
  + Inventory Report
* **Advance invoicing-**
  + Use deferent and billed quantity column.
  + Excise invoicing
  + Configuration option in invoice entry.
  + Account invoice and Item Invoice.
  + Advance Reporting.
* **Statuary & Taxation-**
  + VAT (Value Added Tax)
  + TDS (tax Deducted @ Source)
  + ST (Service tax)
  + FBT (Fringe Benefit Tax)
  + TCS (tax calculated @ Source)
  + CST (Central Sales tax)

**Semester- 1st**

**MODULES:-**

* **Operating system (OS)**
  + Windows XP, Windows 07/08/10 or latest.

(Its Feature and facilities & Installation)

* **Accessories-**
  + Notepad
  + WordPad
  + Paint
  + On Screen Keyboard
  + Calculator
  + Character Map
  + System Tools
  + Windows Media Player
  + Sound Recorder etc..
* **Control Panel:**
  + Windows Themes
  + Desktop Properties
  + Screen Saver
  + Creating New Folder & files
  + Copying, Moving, rename & Deleting any Files or folder
  + Installing New Printer, scanner, Bluetooth or Modem.
  + Installing and removing applications from computer.
  + Creating a new user account & its customization.
  + Audio devices & speaker setting.
  + Creating a new internet connection.
* **M.S. Office (2007/10 or latest version.)**
  + Micro soft Word
  + Microsoft Excel
  + Making presentation (using PowerPoint)
* **Internet**
  + Connecting Your Computer with Internet
  + Installing Web Browser application
  + Deferent browsers & its menu options.
  + Connecting to the deferent websites.
  + Searching information using search engines.
  + Creating a new E-mail ID and profile.
  + Sending and receiving E-mails.
  + Filling Online forms & printing information
  + Online shopping &n online payment.
  + Online net banking.
  + Railway Ticket booking, etc…

**(End of Sem. 1st) ---------- Here held 1st Exam**