



अखिल भारतीय सूचना प्रौद्योगिकी संगठन
All India Information Technology Association
New Delhi

WORK RELATED TO MINISTRY OF INFORMATION TECHNOLOGY (GOVT. OF INDIA)

DIPLOMA IN COMPUTER FINANCIAL ACCOUNTING

Eligibility : 10th

Duration : 1 Year

Course Code : DP-09

Computer Awareness & Fundamentals , Windows OS , Internet Services , Computerized Accounting with Tally , Tally Fundamentals , Basic & Advanced Accounting , Statutory Accounting , Printing , Housekeeping & Administration , Tax Environment , Income Tax , Central Excise , Service Tax , Customs Act , Business Environment , Business Law , Indian Contract Act , Sale of Goods Act , Negotiable Instruments Act , Indian Partnership Act , Corporate Law , Company Formation , Share Capital , Borrowings , Company Management , Accounts & Audit , Reconstruction , Labour Laws , Payment of Bonus Act , Payment of Gratuity Act , Employees P F & Misc Provisions Act , Employees State Insurance Act , Economic Environment , Banking , Insurance , Capital Market , Domestic & International Trade

Admin Office New Delhi:

All India IT Association

B-1041, 3rd Floor, Sector 7, Near Palam Extension, Dwarka, New Delhi - 110075

Ph : +91 11 47350202, 47541212 | Help line : 91 999 39 500 00

Fax : +91 11 47350203, Email : president@aiita.org

Admin Office Indore :

All India IT Association

18/3, Pardeshipura Nr. Electronic Complex, Indore (M.P.) INDIA

Ph: +91 731 4055550, 4055551, 4222242, 4222252, 4299909, 4288812

Fax : +91 731 2573779 | Email: info@aiita.org