



# ADAT

Advance Diploma In Accounting & Taxation



Course Duration :- 12 MONTHS

## Sem 1: Fundamental & Office Automation

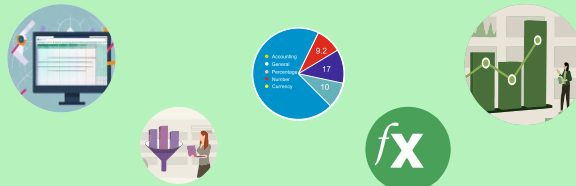
- Operating On Computer
- Operating On Windows
- Hardware & Software
- Multimedia & E-commerce
- Ms-paint



- MS PowerPoint
- MS Excel
- MS Word
- Internet
- Project

## Sem 2: Advance Office Automation

- Outlook
- MS Dos
- Adv. Excel
- MS Access



- Macros
- LookUp Table
- Pivot Table
- Adv. Filtration

## Sem 3: Basic Accounting Using Tally

- Accounting Concepts
- Golden Rules
- Tally Fundamentals
- Accounting Masters
- Inventory Masters
- Unit of Measures

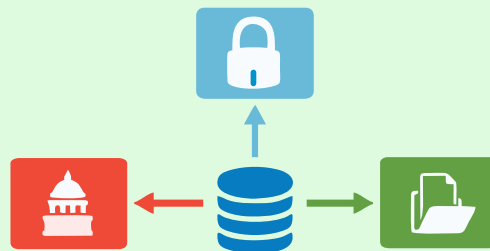


**POWER OF SIMPLICITY**

- Accounting Voucher
- Multiple Currencies
- Budget & Controls
- F-12 Configuration
- Vouchers Class
- Reports

## Sem 4: Accounting Using Tally

- Order Processing
- Import Data
- Export Data
- Payroll
- Backup



- Goods & Service Tax
- tax Deducted Sources
- Bank Reconciliation
- Cash Flow & Fund Flow
- Print All Reports

## Sem 5: Statutory & Tax Administration

- Direct And Indirect Tax
- Income Tax Act 1961
- Pan Application
- Tds Return



- Online E-Filing
- GST Act 2017
- Income Tax Return
- Return Filing Under GST