



In demand course

Practical training

The course is also
beneficial for

- MBA Finance • BBA
- Owners of small enterprises
- Housewives of small business entrepreneurs for home accounting



National Institute of
Finance and Accounts

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- Delhi • Lucknow • Kanpur • Patna • Ranchi • Jaipur
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Govt. Reg. No.: 17-011 535 of 1995-96



National Institute of
Finance and Accounts



MAKE YOUR FOUNDATION
STRONG AFTER 10+2

NIFA CERTIFIED
ACCOUNTS
EXECUTIVE

ABOUT NIFA

National Institute of Finance & Accounts (NIFA), a division of Nifa Infocomp Services (P) Ltd, has witnessed the growth of the new emerging India for almost a decade now. The company is headed by a group of qualified finance professionals and has an association with leading accounting software companies.

NIFA with more than 125 centres is consistently growing since inception. Today NIFA students are working confidently in India's leading companies belonging to sectors like banking, financial institutions, telecommunication, manufacturing, etc.



THE NIFA EDGE

- Finest Infrastructure: A/c classroom, Wi-fi connectivity, Latest Pc's & Laptops, Updated softwares, etc.
- Qualified Faculty & Institutional tie-ups
- 1:1 Terminals
- Spoken English & Personality development classes
- Result oriented teaching process in both English & Hindi
- Comprehensive and updated courseware

CERTIFICATE COURSE IN ACCOUNTS EXECUTIVE

Duration: 5 months • Fees: Rs. 9,500/- (lumpsum), Rs. 10,000/- (in instalments)

ABOUT THE COURSE

Certificate Course in Accounts Executive is a practical and hands on programme. The course is divided into 4 easy to understand modules.

At NIFA we ensure that each module is well understood and grasped by the students before proceeding to next module.

If you are a 10+2 student there is no better basic course to make a start in the finance and accounts field.

THE COURSE CONTENTS

MODULE - 1 : COMPU LEARN : Computer Fundamental including MS Office (Word, Excel, PowerPoint etc.

MODULE - 2: BUSINESS ACCOUNTING: Accounts Fundamentals, Including basic accounting principles & other topics pertaining to Bank reconciliation, Depreciation, Ledger posting, Financial statement etc.

MODULE - 3: TALLY BASIC : Computerized Accounting by using Nationwide accepted & widely used Tally software (latest version).

MODULE-4: BUSINESS AND COMPANY LAW : Knowledge of company law, including, Gratuity Act, Partnership Act, ESI, PF & Bonus Act.



Spoken English & Personality Development Classes