



National Institute of
Finance and Accounts



B.COM + 8 MONTHS WITH
NIFA = JOB GUARANTEE

CERTIFICATE COURSE IN

COMPUTER
ACCOUNTANCY
& TAXATION



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.

ABOUT THE COURSE

Certificate Course in Computer Accountancy & Taxation is an hands on job oriented course divided into 2 trimesters of 4 months each. Each trimester is divided into easy to understand 4 modules. At NIFA we ensure that each module is understood & grasped by the student before proceeding to the next module.

The NIFA - Certificate Course in Computer Accountancy & Taxation is designed to provide students with the skills, technical knowledge and understanding, required in accounting their application within the broader world of business. If you are a 10+2 student there is no better course to make a start in the finance and accounts field.

CERTIFICATE COURSE IN COMPUTER ACCOUNTANCY & TAXATION

4 months intensive hands-on job oriented course

Fees: Rs. 20,500/- (lumpsum), Rs. 21,000/- (in instalments)

Eligibility: B. Com pass outs

THE COURSE CONTENTS

Trimester - I

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 Basics

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, ES, PF & Bonus Act.

Project:

For self assessment of students & assessment by faculty.

Trimester - II

Module-5: Direct Taxation

Basic knowledge of Income tax and overview of Wealth tax.

Module-6 : Indirect Taxes

Basic knowledge of Sales tax, VAT, Excise and Service Tax.

Module - 7: Tally Advance

Computerized Advance Accounting (Statutory & Taxation)

Module - 8 : Taxation Software

Software Covered: Tally(Latest version), CompuTax, Compu TDS, Compu Serve, Excise Manufacturing, Excise Trading & Niryat

Project:

For self assessment of students & assessment by faculty.



Spoken English & Personality Development Classes



10+2+NIFA EDGE

Finest Infrastructure: A/c classroom, Wi-fi connectivity, Latest Pc's & Laptops, Updated softwares, etc. • Qualified Faculty • 1:1 Terminals • Personalised attention to every student • Spoken English & Personality development classes • Result oriented teaching process in both English & Hindi • On job training • Comprehensive and updated courseware



**National Institute of
Finance and Accounts**



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