

SUCCESSFUL INSTITUTE OF TECHNOLOGY

An Autonomous Institution Registered Under the Public Trust & of India NCT New Delhi
AN ISO 9001:2015 Certified Computer Education & Registered under Ministry of MSME Govt. of
India Regd. Office: 1/1449/6, Durgapuri Chowk, Loni Road, Shahdara, Delhi-110093
Branch Office: Janta Flat, Mandoli Road || www.sittech.info
9560535866 || 011-47656981

ADFA

(ADVANCE DIPLOMA IN FINANCIAL ACCOUNTING)

(E-ACCOUNTING WITH TAXATION PR`O)

Chat GPT & With AI

BASIC (3 Months)

- Introduction Of Computer
- Benefits Of Computer
- Input Processing & Output
- Introduction To Ms Office
- Introduction To Ms Word
- Introduction To Ms Excel
- Introduction To Ms- Power Point
- Introduction To Ms- Access
- Introduction To Internet

ADV. EXCEL (2 Months)

- Marksheet
- Salary Sheet
- Age Calculation
- Attendance Sheet
- Balance Sheet Report
- Banking Financial Accounting (Loan Sheet)
- Departmental Store Sheet
- Employee Time Schedule
- GST Bill Tax Invoice
- Inventory Stock
- Patty Cash Log
- Profit & Loss



- Price List
- Cafe Bill
- V Lookup
- H Lookup
- Salary & Attendance Sheet
- All Formula
- Data Analytics
- Pivot Table
- Data Lookup
- Data Cleaning
- MIS Reporting
- ESSENTIAL Short-Cuts

TALLY ERP-9 WITH GST (3 Months)

- Introduction of Tally
- Merits
- Version of Tally
- Ledgers
- Create Company
- Functions Keys
- Final Account
(Balance Sheet, Trading A/C)
- Profit & Loss
- Journal Entry (Transaction)
- Cash Book (Double Entry)
- Purchase Book (With GST)
- Sale Book (With GST)
- Debit Note (Billing)
- Credit Note (Billing)
- GSTT in Billing
- E-WAY Bill
- TDS (Tax Deducted At Source)
- Payroll (PF, ESI, DA, TA, DWA,)
- Cost Category
- GST E-Filing
- ITR E-Filing
- Company E-Filing
- Password



TALLY PRIME WITH GST (3 Months)

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BUSY WITH GST (3 Months)

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TYPING (1 Months)

- News Paper
- Book Typing
- Basic Lessons
- Exam Typing
- Typing Master
- Internet Websites
- English + Hindi Typing

फ्री

- * फ्री Demo
- * फ्री Admission
- * फ्री Registration
- * फ्री E-Books
- * फ्री Job-Placement
- * फ्री Certificate
- * फ्री Mock Test

WHY WE ONLY

- ☛ 100% Job Guaranteed Courses
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- ☛ More Practical Oriented Training
- ☛ We Have Regular Batches

COURSE DURATION	:	15 Months
TOTAL FEES	:	22,499/-
ONE TIME FEES	:	19,999/-
EMI PAYMENT	:	4500/- (5 Times)
MONTHLY FEE	:	1500/- (Per Months)