



**ADVANCED DIPLOMA IN ACCOUNTING TRAINING
ADAT**

DURATION: 10 MONTHS/ 360 HRS.





OBJECTIVE

This Course is designed for candidates who have great interest to be an Accounting Software trainer. It begins with basic accounting concepts and teaches you how to prepare accounting transactions and final records in leading accounting software and a good theoretical knowledge in E Accounting and Practical Accounting.

COURSE OUTLINE

- ❖ Computer Basics
- ❖ Fundamental of Operating system Windows
- ❖ MS Office
- ❖ Introduction to Accounting Standards (Manual Accounting)
- ❖ Tally ERP 9
- ❖ Sage 50 Accounting
- ❖ QuickBooks Premier Accounting
- ❖ ERP & E-Accounting Concepts
- ❖ Practical Accounting
- ❖ Teaching Practice



e-accounting

COMPUTER BASICS













Hardware & Software | Basic Applications of Computer








OS & OFFICE APPLICATIONS

- **Introduction to Windows**
- **Operating windows**
- **Desktop Management.**
- **Files & Folders**
- **Basic components of Windows**













-  **Introduction To Microsoft Word**
-  **Tools And Windows**
-  **Creating A New Word Document**
-  **Saving A Word Document**
-  **Applying Basic Formatting**
-  **Applying Styles, Bulleted And Numbered List**
-  **Printing A Word Document**
-  **Working With Graphics And Tables**
-  **Designing And Reviewing A Word Document**
-  **Mail Merge**

-  **Creating a new Excel Workbook**
-  **Saving an Excel workbook**
-  **Cells, Columns and Rows**
-  **Rows and Columns Operations**
-  **Inserting, Deleting, Cut, Copy and Paste**
-  **Working with Tables and Charts**
-  **Formulas and functions**





-  Creating and saving a presentation
-  Basics of presentation
-  Setting up and running a slide show
-  Packaging a presentation
-  Enhancing PowerPoint presentations
-  Layouts of a slide
-  Basic graphical objects and media
-  Creating photo album.

MANUAL ACCOUNTING













- Understanding Fundamentals of Accounting
- Book Keeping & Accounting
- Basic terms used in Accounting
- Principles or Rules of Accounting
- Journal Transactions
- Ledger Posting
- Adjustment entries
- Account Finalization

TALLY ERP 9



Tally

POWER OF SIMPLICITY

-  **Company Creation Techniques**
-  **Account Information**
-  **Inventory Management**
-  **Transaction through vouchers**
-  **Payroll Management**
-  **Job Costing**
-  **Statutory Taxation**
-  **Tally Features**
-  **Tally Configuration**
-  **Company information**

SAGE 50 ACCOUNTING

sage 50

- Company creation techniques
- Accounts and inventory management
- Order management
- Payroll Management
- Job costing process
- Statutory Taxation
- Manufacturing Process
- Reconciliation Process
- Back up/ Restore & Import / Export Process
- Closing current year process



QUICKBOOKS

- Company creation techniques
- Accounts and inventory management
- Order management
- Set Credit & Set Discount features
- Statutory Taxation
- Manufacturing & Reconciliation Process
- Multiple Price level
- Apply Finance Charge
- Back up/ Restore & Import / Export Process
- Closing current year process

ERP & E-ACCOUNTING

- 📁 **Enterprise Resource Planning**
- 📁 **Business Modules in ERP Systems**
- 📁 **ERP Market Places**
- 📁 **e-Business**
- 📁 **e-CRM**
- 📁 **e-Banking**
- 📁 **e-Filing (GST Based)**



PRACTICAL ACCOUNTING



- Introduction to Accounting Practically
- Sub division of Journal
- Prepare Day Book
- Prepare Cash Book and Bank Book
- Prepare Purchase & Sales Register
- Prepare Debit note & Credit note
- Review of Accounting cycle - Leger Posting & Trial Balance
- Bank Reconciliation Statement
- Prepare Final Accounts with adjustments
- Depreciation Accounting
- Method of Teaching
- Preparation of Students Work Book and Assignments

EXIT PROFILE

- **A thorough knowledge in Office Automation**
- **Basic Accounting knowledge**
- **A thorough knowledge in Accounting software**
 - Tally, Peachtree, & QuickBooks.
- **Knowledge in e- Accounting**
- **Knowledge in Practical Accounting**
- **Understand the teaching techniques**



CAREER PATH



- **MS Office Trainer**
- **DFA Trainer**
- **DCAP Trainer**
- **DIFA Trainer**
- **G- Accountant Trainer**
- **G C-eA Trainer**
- **Manual Accounting**

Thank
you!