

# MASTER IN FINANCIAL ACCOUNTING MFA

**DURATION: 12 MONTHS/ 432 HRS**

## OBJECTIVE



A Master program to make you an expert in manual and computerized accounting. The course strides through the very computer basics, MS Office and then leads to Manual accounting computerized accounting, e-Accounting concepts and ends with HR & Business management concept.

## **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**
- ❖ **HR & Business Management**



# COMPUTER BASICS

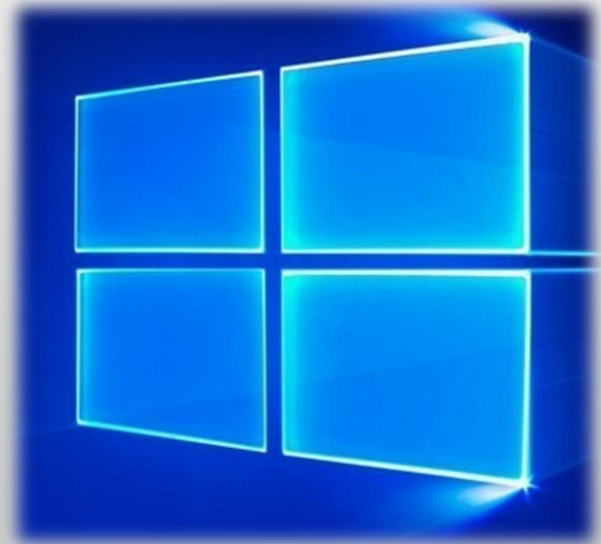
**Hardware & Software | Basic Applications of Computer |**

**Components of a computer system**



# WINDOWS

- 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
- 📄 Applying 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
- Slide Layout
- Basic graphical objects and media clips
- 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



Company Creation Techniques



Account Information



Inventory Management



Transaction through vouchers



Payroll Management



Job Costing



Statutory Taxation



Tally Features



Tally Configuration



Company information



**POWER OF SIMPLICITY**

# SAGE 50 ACCOUNTING



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



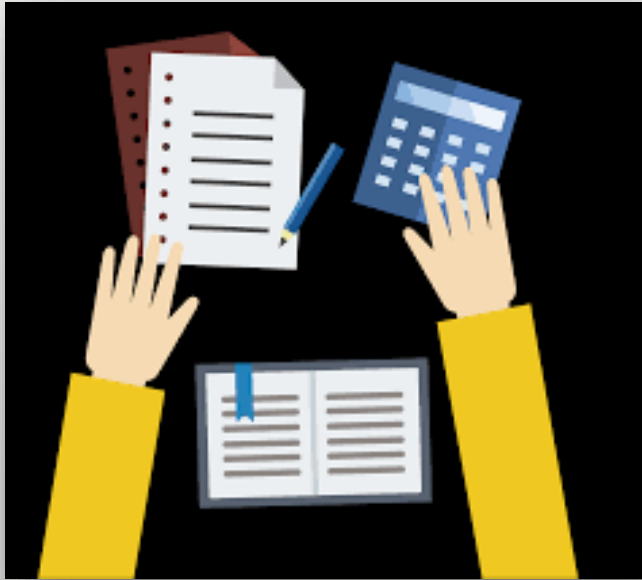
Closing current year process

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

## QUICKBOOKS ACCOUNTING



## ERP & e-ACCOUNTING



- ERP Enterprise Resource Planning
- ERP Business Modules in ERP Systems
- ERP ERP Market Places
- ERP e-Business
- ERP e-CRM
- ERP e-Banking
- ERP 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
- Review of Accounting cycle – Trial Balance
- Bank Reconciliation Statement
- Prepare Final Accounts with adjustments
- Depreciation Accounting



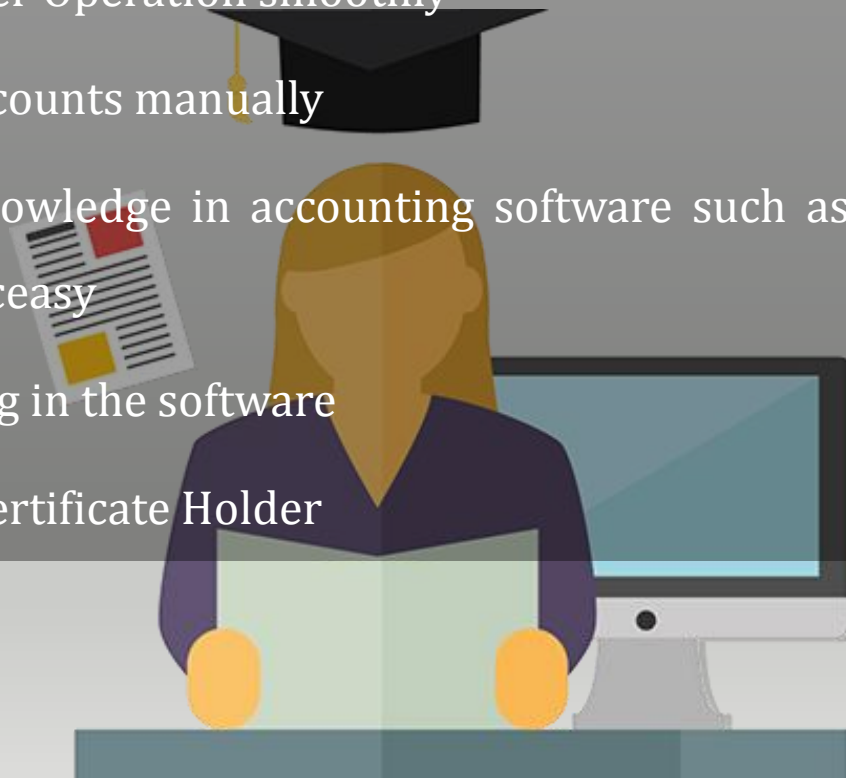
## HR & BUSINESS MANAGEMENT



- Portfolio Management
- Men & Material Management
- Import & Export
- Fundamentals of Share Trading
- Government Laws in Finance

## EXIT PROFILE

- Able to do Computer Operation smoothly
- Able to prepare Accounts manually
- Get a thorough knowledge in accounting software such as Tally or Peachtree or Quick Books or Daceasy
- Able to give training in the software
- Will become IAB Certificate Holder





# CAREER PATH

- 🎓 **Become a Professional Accountant**
- 🎓 **IT Educator- Accounting Division**
- 🎓 **Accounting Executive**
- 🎓 **Gulf Job as Accountant**





## MANDATORY CERTIFICATES



International  
association of  
bookkeepers

TallyACE

GET

CERTIFIED  
RECOGNISED  
EMPLOYED

*Thank  
you!*