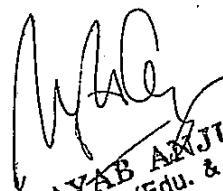


Certificate in Financial Accounting (Tally 30 Hrs)

| Sl. No. | Modules | Hours |
|---------|---|-----------|
| 1 | Introduction of Basic Accounting Concepts | 2 |
| 2 | Advantages of Computerized Accounting | 2 |
| 3 | Creations of Company, Ledger Folio etc. | 4 |
| 4 | Vouchers Entry, Modification, Deletion | 4 |
| 5 | Preparation of Reports, Printing etc. | 4 |
| 6 | Financial Analysis (Cost Center etc.) | 6 |
| 7 | Profit Loss, Balance Sheet, | 4 |
| 8 | Inventory Management | 4 |
| | Total Module Hours | 30 |


(NAYAB ANJUM)
Incharge (Edu. & Trg.)