



## **Overview:**

This IAAP Certified Accounting & Administrative Professional course covers Manual, Financial, Computerized accounting and Administrative Skills. The course is aimed at meeting the demand for trained accounting professionals globally. The course provides the learners with an enhanced understanding of financial record keeping and computerized accounting using QuickBooks and Tally software. The duration of the course is 6 months. The course consists of 5 units.

## **Who is this qualification for?**

The qualification is aimed at the students who have completed their (12th) A level equivalent and also for the students who are pursuing or completed any Bachelor's Degree. It could also be taken by those candidates who already possess the practical knowledge and skills and wish to gain an internationally recognized qualification in this area.

## **Specification:**

- UNIT 1 – Manual Accounting and Bookkeeping
- UNIT 2 – Financial Management
- UNIT 3 – Computerised Accounting (Tally)
- UNIT 4 – Foreign Accounting Software (QuickBooks)
- UNIT 5 – Administrative Skills

