



Overview:

The IAAP Certified Finance Technician consists of 7 units. The duration of the course is 6-8 months, which encompasses 365 hours of learning. This qualification was developed for students, keeping in mind current industry requirements globally. The course covers computerised accounting, latest version of Tally ERP9, MS office as well as a module on Personality Development. The course also assures a clear and distinct career development, thereby providing advancement in the workplace.

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.

Specifications:

UNIT 1 - Office Automation

UNIT 2 - Fundamentals of Accounting

UNIT 3 - Computerised Accounting (Tally)

UNIT 4 - Foreign Accounting Software (Quickbooks)

UNIT 5 - Communicative English and Personality Development

UNIT 6 - Direct Tax and GST

UNIT 7 - Advance Accounts

