

Syllabus of Diploma in Financial Accounting

Duration: 1 year

Module 1

Business Computer Applications#

*MS Word: Drafting, Formatting, Tables, Header & Footer, MS Excel: Number and Conditional Formatting, Lookup & Reference Functions, Financial Functions, Sort & Filter, Pivot table and chart *MS Powerpoint *MS Outlook *Internet and E-Mailing

Module 2

Financial Accounting#

*Accounting concept, Capital & Revenue, Journal Entries, Depreciation, Stock Valuation, Year-end Adjustments, Final Accounts, Rectifications of errors, BRS

Tally: Company Creation, Cost Centre & Cost Category, Accounting, Inventory, BOM, Purchase and Sale Cycle, Basic Concept of GST, GST using Tally, Generations of Returns, TDS, Security, Backup and restore

Module 3

*Direct Tax: Basic Concept of income Tax, Income From Salaries, Income from Capital Gains and other sources, Application of PAN, E Filing Of income Tax Return.

*Direct Tax: Basic Concept of income Tax, Income From Salaries, Income from Capital Gains and other sources, Application of PAN, E Filing Of income Tax Return.

Module 4

GST: Basic Concept of GST, Levy & collection of Tax, Time & Place of supply, Valuation, Input Tax Credit, General Procedures, GST using tally, Returns, Practice on GSTN.

*Busy: Company Creation, Cost Centre & Cost Category, Accounting, Inventory, BOM, Purchase and Sale Cycle, Basic Concept of GST, GST using Tally, Generations of Returns, TDS, Security, Backup and restore