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immense
INSTITUTE OF TECHNOLOGY & MANAGEMENT

Regd. Under the Companies Act, 2013 Ministry of Corporate Affairs, Govt. of India.

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Certificate in Financial Accounting

Duration: Three Months

Module 1: Basic Computer

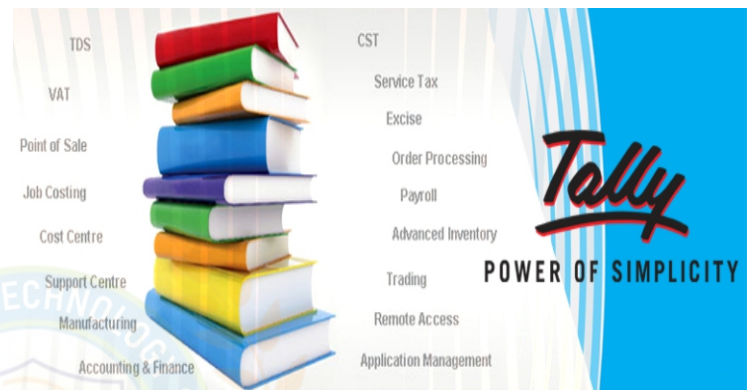
1. Fundamentals
2. MS-Windows 7

Module 2: Accounting Introduction

1. Financial Accounting Concept
2. Need for Accounting
3. Types of Accounting
4. Accounting Principles or Standards
5. Accounting System
6. ~~Recording~~ **Module 2: Accounts with Inventory**
7. Ledger, Trial Balance, Inventory Information
8. Project
2. Inventory Vouchers
3. Advanced Entries

Module 3: Accounts Only

1. Accounts Information
2. Accounts Group
3. Ledger Creation
4. Balance Sheet
5. Profit and Loss
6. Voucher Types
7. Multi-Account Printing
8. Accounts Book (Tax Deduction at Source)
9. Statement of CA (Tax Collection at Source)
10. Cash/Fund Flow
11. List of Accounts
12. Exception Report
13. Ratio Analysis
14. Backup/Restore
5. ODBC Connectivity
6. Internet Connectivity
7. Invoicing
8. Inventory Report
9. Sales/Purchase Analysis
10. Stock Journal Report
11. Income Tax, Discount
12. TDS (Tax Deduction at Source)
13. TCS (Tax Collection at Source)
14. FBT, Service Tax
15. Interest, Queries
16. Price List, Sales Tax
17. VAT, Excise Duty
18. Billing Terms, Delivery Challan
19. Manufacturing
20. Bank Reconciliation
21. GST (Goods & Service Tax)



Module 5: Project / Assignment / Practical