



CIN
U74999DL2016PTC302872



22ZMAA2754Q



Diploma in Financial Accounting

Duration: Six Months

Module 1: Operating System

1. Fundamentals
2. MS-DOS
3. MS-Windows 7
11. List of Accounts
12. Exception Report
13. Ratio Analysis
14. Backup/Restore Company Data

Module 2: Office Package 2007 / 2010

1. MS-Word
2. MS-Excel
3. MS-PowerPoint
4. Internet
1. Inventory Information
2. Inventory Vouchers
3. Advanced Entries
4. Inventory Statements

Module 3: Accounting Introduction

1. Financial Accounting Concept
2. Need for Accounting
3. Types of Accounting
4. Accounting Principles or Standards
5. Accounting System
6. Recording Transaction in Journal
7. Ledger, Trial Balance
8. Project
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)

Module 4: Accounts Only

1. Accounts Information
2. Accounts Group
3. Ledger Creation
4. Balance Sheet
5. Profit and Loss A/c
6. Voucher Types
7. Multi-Account Printing
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

Module 5: Project / Assignment / Practical

8. Accounts Book
9. Statement of Accounts
10. Cash/Fund Flow