

Diploma In Financial Accounting

Computers - An overview of computer and systems

- Elements of Computer System, Hardware & Software
- Block diagram of a computer, CPU, Memory, Input/ Out devices
- Mouse and Keyboard
- Using a mouse (single and double click and their functions)
- Printers, Scanners, Multi-functional Printer
- UPS, Generator
- CD, DVD, USB Drives (Flash / Pen Drives)
- Networking devices – Switch, LAN Cable

MS Windows XP - Operating System

- Start, Shutdown and Restart
- Desktop, Icons, Recycle Bin, My Computer, My Documents
- Minimizing, Maximizing, Resizing and Closing Windows
- Files and folders, directory tree, drives
- Coping / moving files between folders and drives
- Renaming, Deleting files and folders
- Searching, Finding files and folders
- Launching an application and closing an application
- Taskbar – Setting up / changing date and time

MS Word

- Creating a new word document
- Opening an existing document, Editing and Saving a document
- Typing a text, deleting, inserting, finding, replacing, copying and moving text
- Justifying texts
- Bold, Italics, Underline, Strike, Double Strike and Colouring text
- Selecting Font and Font Sizes
- Formatting page, margins, page size, portrait and landscape
- Inserting symbols, pictures
- Using Bullet Lists
- Using and manipulating tables, inserting / deleting of rows and columns
- Sorting tables
- Using Header and footer, Inserting Page number
- Changing character width and line spacing
- Printing of a document, Using print preview
- Copy / moving text between two different documents
- Typing More than one language in the same text
- Shortcuts for various activities in MS Word

MS Excel

- Creating a new worksheet
- Opening an existing worksheet
- Editing and Saving a worksheet
- Creating, Renaming and Deleting worksheets in a workbook
- Types of data (Numeric, text etc.)
- Entering in a cell
- Manipulation of a cell, row and column (deleting, inserting, finding, replacing, pying and moving)
- Justifying in a cell, Merging cells and columns
- Addition, Subtraction and using formula
- Selecting Font and Font Sizes
- Using and manipulating tables, inserting / deleting of rows and columns
- Sorting Columns
- Using Header and footer, Inserting Page number
- Border and Shading of cells, rows and columns
- Formatting page, margins, page size, portrait and landscape
- Selecting area for printing, Printing of a worksheet and workbooks, Using print preview

MS PowerPoint

- Creating a new presentation
- Opening an existing presentation
- Editing and Saving a presentation
- Formatting Presentation – Slide layout, Slide Design, Slide background
- Inserting symbols, chart, tables, pictures, videos and audios
- Inserting page number, date and time
- Different types of views
- Preparing for a slide show – animation schemes
- Printing slides, handout and notes pages

Internet

- Introduction to Internet
- Searching the web
- Emailing

Tally ERP 9

- **Installation**
- **Review of Basic Accounting Concepts**
- **Getting Familiar with Tally.ERP 9**
- **Managing Company Data**
 - Company Information

- Country Specific Configuration
- Creating a Company
- Loading a Company
- Shut Company
- Alter Company
- Delete Company
- **Gateway of Tally**
 - Accounts Only
 - Accounts with Inventory
- **Company Features**
 - Accounting Features
 - Inventory Features
 - Statutory & Taxation
 - Tally.NET Features
- **Maintaining Masters**
 - Accounting Configuration & Features
 - **Groups**
 - Introduction
 - Pre-defined Groups in Tally.ERP 9
 - Creating Groups - Single & Multiple
 - Creating Groups - Advanced usage
 - Display, Alter and Delete Groups
 - **Ledgers**
 - Introduction
 - Pre-defined Ledgers in Tally.ERP 9
 - Creating Ledgers - Single & Multiple
 - Creating Ledgers - Advanced usage
 - Purchase / Sales Ledgers
 - Expense / Income Ledgers
 - Party Ledgers
 - Duties & Taxes Ledgers
 - Assets / Liabilities Ledgers
 - Display, Alter and Delete Ledgers
 - **Stock Groups**
 - Introduction
 - Creating Stock Groups - Single & Multiple
 - Display, Alter and Delete Stock Groups
 - **Stock Categories**
 - Introduction
 - Creating Stock Categories - Single & Multiple
 - Display, Alter and Delete Stock Categories
 - **Units of Measurement**
 - Introduction
 - Simple Units of Measure
 - Compound Units of Measure
 - **Stock Locations / Godowns**
 - Introduction
 - Creating Stock Locations / Godowns - Single & Multiple
 - Display, Alter and Delete Stock Locations / Godowns
 - **Stock Items**

- Introduction
 - Creating Items - Single & Multiple
 - Creating Items - Advanced usage
 - Display, Alter and Delete Items
- **Voucher Entry in Tally.ERP 9**
 - **Accounting Vouchers**
 - Introduction
 - Pre-defined Voucher Types in Tally.ERP 9
 - Voucher Entry - Main Screen Familiarization
 - Receipt Entry - Normal and Bill-wise
 - Printing Receipt Voucher as Formal Receipt
 - Payment Entry - Normal and Bill-wise
 - Payment Entry with Narration for each entry
 - Warn on Negative Cash Balance
 - Pre-Allocate Bills for Payment and Receipt
 - Printing Payment Voucher
 - Cheque Printing in Tally.ERP 9
 - Contra Entry
 - Using Payment / Receipt as Contra
 - Journal Entry
 - Allowing Cash Accounts in Journals
 - Debit Note Voucher
 - Credit Note Voucher
 - Purchase Voucher
 - Purchase Invoice - Accounting Invoice
 - Sales Voucher
 - Sales Invoice - Accounting Invoice
 - **Inventory Vouchers**
 - Introduction
 - Pre-defined Voucher Types in Tally.ERP 9
 - Purchase Invoice - Item Invoice
 - Purchase Invoice Configuration
 - Sales Invoice - Item Invoice
 - Sales Invoice Configuration
 - Printing Sales Invoices
 - Debit & Credit Notes in Invoice Mode
 - Purchase Order Processing in Tally.ERP 9
 - Sales Order Processing in Tally.ERP 9
 - Printing Purchase & Sales Orders
 - Receipt Note (GRN)
 - Delivery Note Voucher
 - Rejections In Voucher
 - Rejections Out Voucher
 - Stock Journal Voucher
 - Godown Transfer Journal Voucher
 - Physical Stock Voucher
- **Advanced Concepts in Tally.ERP 9**
 - Memorandum Vouchers
 - Optional Vouchers
 - Reversing Journals

- Post-dated Vouchers
- **Manufacturing and Assembling**
 - Bill of Material
 - Manufacturing Stock Journal Voucher
- Different Actual and Billed Quantities
- Batch-wise Details
- Manufacturing and Expiry Dates
- Voucher Types and Voucher Numbering
- Voucher Class
- **Cost Centres**
 - Allocating Expenses and Incomes to Cost Centres
 - Multiple Cost Categories
 - Cost Centre Class
- Budgeting in Tally.ERP 9
- Credit Limits
- Multi-Currency and Forex Gains / Losses
- Price Levels and Price Lists
- **Reporting & MIS**
 - Basic Concepts of Reporting in Tally.ERP 9
 - Report Configuration and Filtering
 - Balance Sheet
 - Profit & Loss Account
 - Trial Balance
 - Sales Register
 - Purchase Register
 - Journal Register
 - Day Book
 - Cash Book
 - Bank Book
 - Bank Reconciliation
 - Group Summary
 - Outstandings - Receivables and Payables with Ageing Analysis
 - List of Vouchers by Voucher Type
 - Group Vouchers and Ledger Vouchers
 - List of Accounts
 - Statistics - All Accounting and Inventory Masters and Vouchers
 - Stock Summary
 - Display - Stock Item
 - Stock Group Summary
 - Stock Category Summary
 - Stock Location / Godown Summary
 - Stock Query
 - Purchase Orders Book
 - Sales Orders Book
 - Reorder Status
 - Movement Analysis
 - Batch-wise Reports
 - Stock Ageing Analysis
 - Purchase Bills Pending
 - Sales Bills Pending

- Stock Transfers Register
- Physical Stock Register
- Cash Flow and Funds Flow
- Cost Center Reports
- Ratio Analysis
- Exception Reports
- Account Confirmation Statements
- Payment Reminder Letters
- **Printing from Tally.ERP 9**
- **Expert Level**
 - Custom Configuration of Tally.ERP 9
 - Group Companies and Consolidation
 - Exporting Data from Tally.ERP 9 in various formats
 - Emailing from Tally.ERP 9
 - **Managing TDS in Tally.ERP 9**
 - **Managing VAT & CST in Tally.ERP 9**
 - **Managing Service Tax in Tally.ERP 9**
 - **Managing Excise Tax in Tally.ERP 9**
 - **Managing TCS Tax in Tally.ERP 9**

JavaScript

- ❖ Introduction to JavaScript
- ❖ Understanding variables
- ❖ Working with operators
- ❖ Conditions
 - If – else
 - Nested if - else
- ❖ Functions
- ❖ Working with alert, confirm and prompt
- ❖ Switch statement
- ❖ Understanding loop

- While loop
- Do – while loop
- For loop

❖ Arrays

- Single Dimensional array

❖ Forms

Grammar

English

Grammar

- Tenses
- Sentence Formation
- Preposition
- Verb Structure
- Uses of Get
- Modals

Vocabulary

- New Words
- Ornamental Words
- Phrases
- Idioms

Pronunciation

- Speaking with correct accent

Fluency

- Group Discussion
- Debates
- Prepared Speeches
- Extempore Speeches
- News Reading
- Character Play