

ANNEXURE – VII

Certificate Course in Financial Accounting

Objective of the Course

Computer is an integral part of today's business environment accounting practices in different kind of business activities are being computerized to ensure efficiency. Computerization has created now opportunities to those who become skilled in computerization accounting but objective of the course goes beyond the skill addition and focus on competency development of a person in relation to financial decision making. It includes capital budgeting, portfolio, operation, and investment planning and other related area.

Outline of the Course

S. No.	Topic	Minimum no. of Hours
1.	Accounting Fundamentals	05 Hrs.
2.	Financial management	04 Hrs.
3.	Inventory control	07 Hrs.
4.	Statutory Return	04 Hrs.
5.	Introduction to Tally	08 Hrs.
6.	The Technology Advantage of Tally	06 Hrs.
7.	Best for advanced Inventory/stock	06 Hrs.
	Total	40 Hrs.
	Lectures	=40 Hrs.
	Practical	= 40 Hrs.
	Total	= 80 Hrs.

Detailed Syllabus

- 1. Accounting Fundamentals** **05Hrs.**

Introduction to accounting, classification of accounts, complete bookkeeping, Book register and statement of account, basic accounting terminologies, trading account, profit & loss, trial balance.
- 2. Financial management** **04Hrs.**

Memo voucher, Post dated vouchers, User defined voucher type, Interest calculation, Daily balances & transaction values
- 3. Inventory control** **07Hrs.**

Inventory control, objectives of inventory control, inventory reports, inventory control techniques, ABC plan, Order cycling system, stock valuation methods, FIFO, LIFO, AVCO Periodic inventory. Flexible invoicing, Purchase invoice, Voucher class with pre defined rules and information, Physical stock verification, Stock categories ,Design to Simplify VATS, Service Tax and TDS, VAT enable with state specific Statutory Return, Service Tax enabled with generates Returned/Challans, TDS enabled with E-TDS capability, Printing of Certificates/Challans.
- 4. Statutory Return** **04Hrs.**

Design to Simplify VATS, Service Tax and TDS, VAT enable with state specific Statutory Return, Service Tax enabled with generates Returned/Challans, TDS enabled with E-TDS capability, Printing of Certificates/Challans.
- 5. Introduction to Tally** **08Hrs.**

Company information, create, display alter, backup, restore, recovery of data, quit, gateway of tally, ledgers, ledger alteration, ledger display, budgets, groups, cost centers, voucher entry, voucher types.
- 6. The Technology Advantage of Tally** **06Hrs.**

Data Security, Tally Audit, User defined Security levels, Simple and rapid Installation, Internal backup/ Restore, Removal of data into separate company, Import/Export Data, Direct Internet Access, Print Preview, Server/ Client Modules.
- 7. Advanced Inventory/stock** **06Hrs.**

Stock items classification as Raw Materials, Work in Progress, Finished Goods, Bill of Materials, Excise/VAT Analysis on Invoices.