



## Syllabus: Certificate In Computerised Accounting And Finance

- **Duration:** 4 Months
- **Eligibility:** 12th Pass (Commerce background preferred)

### Evaluation Scheme

- **Full Marks:** 200
- **Theory:** 100 Marks
- **Practical/Project Works:** 80 Marks
- **Internal Assessment/Viva (Oral Test):** 20 Marks

### Course Syllabus

This course provides students with in-depth knowledge of manual and computerized accounting systems, focusing on practical skills in financial accounting, taxation, and analysis using industry-standard software.

#### Module 1: Principles of Financial Accounting

- Introduction to Accounting: Concepts, Conventions, and Principles.
- The Accounting Cycle: Journal, Ledger, Trial Balance.
- Preparation of Final Accounts: Trading Account, Profit & Loss Account, and Balance Sheet.
- Concepts of Inventory and Depreciation.

#### Module 2: Computerised Accounting using Tally Prime

- Company Setup: Creating, Altering, and Managing a Company.
- Masters Creation: Ledgers, Groups, Stock Items, and Units.
- Voucher Entry: Recording all types of accounting and inventory transactions.
- Banking Module: Bank Reconciliation, Cheque Printing, and Deposit Slips.

#### Module 3: Taxation & Compliance in Tally Prime

- **Goods & Services Tax (GST):** Enabling GST, recording GST-compliant transactions, and generating GSTR-1 and GSTR-3B reports.
- **Tax Deducted at Source (TDS):** Understanding TDS concepts, configuring TDS in Tally, and recording TDS transactions.

#### Module 4: Financial Analysis & Reporting



- Generating MIS Reports in Tally: Cash Flow, Fund Flow, Ratio Analysis.
- **Advanced MS Excel:** Using financial functions, creating charts for analysis, and using data tools like Sorting, Filtering, and PivotTables for financial data.

### Module 5: Final Project

- Students will handle the complete accounting cycle for a simulated company for a financial period.
- **Example Project:** Create a new company in Tally, pass opening balances, record various business transactions (including GST and TDS), and generate the final Balance Sheet and P&L statement. Prepare an analysis report in MS Excel based on the Tally data.

