

DIPLOMA IN CORPORATE FINANCIAL ACCOUNTING + e-ACCOUNTING (D.C.F.A.)

DURATION: 10-12 MONTHS (PART TIME), 5-6 MONTHS (FULL TIME)

MODULE 1: ADVANCE OFFICE MANAGEMENT (MS OFFICE)

- **MS-WORD (Documentation)**
 - Page Setup, Text formatting, Data Proofing, Paragraph setting, Header & footers
 - Mail Merge, Table (Applying Math formulas in table)
 - **Making PDF File, Live Projects** (Resume, Official Application, Letter, etc.)
- **MS-EXCEL (Basic + Advance Excel - Data Entry & Data Analysis)**
 - Basics of Excel, Workbook, Worksheet, Workspaces, Basics of Excel Calculations
 - Referencing, Functions & formulas, **Data Importing & Exporting (With Tally)**
 - What-If Analysis, Sorting and filtering, Data Validation, **H Lookup– V Lookup**
 - Macros, Goal Seek, Scenarios, Consolidation of Multiple Sheets
 - **Live Projects for analyzing Bulk data** (Banking, Insurance, Students, Employee data)
 - Pivot Table, Pivot Chart, Creating Data Reports, Mark sheets, Account Reports in Excel, etc.
 - Protecting Excel Workbook, Auditing, Freeze Panes, Naming Cell Range
 - Header & footer, Page Setup, Printing Excel sheet, **CSV & PDF** in Excel etc.
- **POWERPOINT (Presentation & Projects)**
 - Slide Layout, Slide Transition, Slide Show, Animation, Sound and Video Effects
 - Working with Advanced Tools and Masters, Inserting Illustrations
 - Objects and Media Clips Using Advanced Features, Enhancing Charts, etc. **(Live Projects)**
- **INTERNET**
 - E-Mail (Compose, File Attachment, CC, BCC, Draft Etc.)
 - Online Ticket Booking(Railway Reservation, Airline ticket, etc.)
 - Online FormSubmission (University, Govt. Jobs etc.)
 - Save your documents online through **Digital Locker**
 - Online **ADHAR CARD, Voter ID, Ration Card**, Online RTI, **MCD Online, PMO, PGMS**
- **COMPUTER HARDWARE BASICS**
 - PC Architecture, Hard Disk Partition, BIOS (C-MOS) Setup, Window Installation
 - Trouble Shooting & General fault finding in computer

EXAM

MODULE 2: INDUSTRIAL ACCOUNTING SOFTWARE

- **TALLY PRIME (with G.S.T.)**
 - Basics of accounting, Ledger Posting, Bill wise details , Cost center, Allow Invoice
 - Multiple Godown, Maintain stock categories, Integrated account and Inventory
 - Use tracking number, Ratio Analysis, **Profit and Loss statement, Balance Sheet**, etc.
- **BUSY 21 Rel 3.8 (withG.S.T.)**
 - Excise implementation, Pay Roll implementation, Advance POS (point of sales)
 - Data entry, Credit limit, Cost centers, purchase and sales challan, **MIS report**
 - Data configuration, etc.

EXAM

MODULE 3: DATABASE MANAGEMENT USING MS-ACCESS

- **MS-Access (All Documentation from Tally to Access)**
 - Table Creation (Designing View, Wizard, Setting Relationship)
 - Query Management, Form Building, Report & Label Creation
 - Importing – Exporting of data
 - Query Building (Cross Tab, Unique, Duplicate, Delete, Update, Append, etc.)
 - Setting up Relationships among multiple tables.

PROJECT

MODULE 4: INDUSTRIAL PRACTICAL ACCOUNTS

- **Bank Reconciliation Statement**, Depreciation, Invoice, Challan, Debit & Credit Note, Debit & Credit Vouchers, Maintain Batch Wise Details(set expiry dates for batches)
- Profit-Analyzing, Document Manager, Online Finalization, **Purchase Order & Sales Order**, Billing Software, FIFO/LIFO, Method of valuation of stock
- Budget & Scenario, Multi Currency, Data Export & Import, Delivery Goods
- Receipts Note, Rejection Inward / Outward Notes, Interest Calculation

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MODULE 5: DIRECT TAX

- Apply online for PAN Card [Form 49-A (PAN Card)], Online Correction in PAN card
- **Linking AADHAR with PAN Card**
- Computation of Income Tax, various Tax deduction sections (**24, 80C, 80D, 80G**, etc.)
- TDS/TCS (Computation of TDS under various categories), TDS in Payroll

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MODULE 6: INDIRECT TAX (GST)

- GST Registration (Apply Online for GST Registration)
- **Goods and Service Tax (IGST, CGST, SGST)**, GST Rates (0%, 3%, 5%, 12%, 18%, 28%)
- GST Preparation (**R1 to R10**), Sale & Purchase GST, **e-WAY** Bill
- Preparation of TDS GST, Preparation of Job work GST
- Reserve Charge Mechanism (RCM) under GST

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MODULE 7: NET BANKING & ONLINE RETURNS (e-ACCOUNTING)

- **Internet Banking**
 - Corporate User (Current Account), Individual User (Retail/Saving Account)
 - Customizing Account
 - Changing Login / Transaction Password, ATM PIN, etc.
 - Adding/Modifying Nominee Details
 - Downloading, managing Account Statement (Spreadsheet, PDF, TXT file)
 - Mobile Banking, Accessing Popular Apps (SBI Quick, mPassBook, PNB ONE, etc.)
 - Beneficiary Management (Add, Delete, Modify Beneficiary, Setting transaction Limits)
- **Utility Payment through Net Banking**
 - Debit Card, IMPS, e-Wallet (PAYTM, PhonePe, BHIM, UPI, IMPS, etc.)
 - **Utilities Online**
 - Aadhar Card, Driving License, ESIC Card, Voter ID, Ration Card, etc.
 - Online Shopping through various e-payment mediums
 - Online Insurance Policies (Health Insurance, Vehicle Insurance etc.)

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- **ONLINE e-TAX payment**
 - **e-Filing of Income Tax**
 - **Filing Income Tax Return [Form 16-A] ITR-1, ITR-2, e-Filing TDS and GST, etc.**
 - Filing Revised Income Tax Returns, Online Income Tax Payment (Challan No. 280)
 - **Tax Deduction at Source- Tax Collection at Source (TDS/TCS)**
 - Apply Online for TAN Number (TDS Registration)
 - Online TDS Payment (**Challan No. 281**),
 - Filing TDS return, Filing revised TDS returns
 - **Goods & Service Tax (GST)**
 - **e-WAY Bill (Online)**
 - Filing of **GSTR-3B** Return, Filing of **GSTR-1**, Annual Return GSTR-9
 - Modification of Invoice, Download GST 2-A Summary, Preparation of **TDS GST**

MODULE 8: MSME UDYAM REGISTRATION, MCA (MINISTRY OF CORPORATE AFFAIRS)

- **Knowledge of Ministry of Micro, Small, Medium Enterprises (MSME)**
 - Online UDYAM Registration for New Business under MSME
- **Company Details Checking**
 - CIN (Corporate Identity Number)
 - View Company's Master Data (Directors, Signing authority, etc.)
 - View index of charges, Check Annual e-filing Status
- **DIN (Director Identification Number) Services**
 - Purpose of DIN, How to apply, Form DIR-3 (for allotment of DIN)
 - Checking DIN status, Verify DIN/DIN-PAN Details of Director
- **Digital Signature Certificate (D.S.C.)**
 - What is D.S.C., Uses & limitations, How to apply for D.S.C.
- **An introduction about various Company Related Forms/Documents**
 - DIR-12 (Appointment, Removal of Director), Form-18 (Change of location of regd. office)
 - Form 32 (Appointment/Changes in Designation of Director)

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MODULE 9: INDUSTRIAL LAW & PAYROLL, BANKING SYSTEM

- **Industrial Law – ESI, PPF, Gratuity (Gratuity Calculator)& Bonus**
- **Payroll(HRA, TA, DA, Net & Gross Salary, Overtime & Compensation)**
 - Employee Time-Tracking and benefits
 - Payroll Deductions, Taxes and Tax Remittances, Payroll Reports and Recordkeeping
- Bank Demand Draft, Overdraft Limit
- RBI tools to control Inflation and Growth
 - Base Rate and PLR, Repo Rate and Reverse Repo Rate, CRR and SLR
- Bank Loan EMI Calculation (Home Loan, Personal Loan, etc.), Loan Calculator
- An introduction of Investment Banking & Financial Securities
 - Demat Account
 - Financial Securities
 - Equity (such as stocks, shares), Sensex (BSE), Nifty (NSE)
 - Debts (such as bonds, debentures)
 - Introduction to Digital Currency (Cryptocurrency (Bitcoin), etc.)

PROJECT