Topic	Details
Course	**Diploma in Accounting and Taxation (DAT)**
Overview	**Diploma Accounting and Taxation (DAT)** comprises the study of the sector in the niche. The course renders candidates a platform for instilling in themselves the required skills and understanding of the subject in depth. Candidates are given a prominent intricate overview of the subject wherein they gain knowledge of the current scenario of the economy of our country. The program empowers students in gaining an overview of the Indian tax regime, fundamentals and principles of accounting, taxation, VAT system, Calculation of GST and its various brackets. They are supposed to have good calculation skills and a basic understanding of commerce which can help them instill in them the advanced principles of the subject. Diploma Finance Accounting and Taxation is covered in the form of modules which is divided through 8 months or 1 year. Herein, the primary topics dealt with include working on MS Office Suite, preparing balance sheets on Excel, Tally, Cost Accounting and Financial Accounting, fundamentals of Direct and Indirect Taxes as well as GST. With the increase in the number of taxes and the dearth of experts in the field who can take forward the regime and understand its applicability in different areas, this course deems in setting forth a platform for students who are inclined to pursue their career in Accounting. The overall course structure is thus designed with the aim of letting students gain the utmost knowledge of the field, and apply it in their career. When pursued after graduation, Certificate Course in Finance Accounting and Taxation program builds an added advantage for students who can select their niche areas in financial sectors, taxation, international and national tax, Indian economy and much more. Whereas, taking up this course after 12th will lend them a good base for taking up Bachelor's and Master's degree in the field as well as start their career from the intern or junior level in financial sectors.
You will learn about:	1. Basics Computer Skills 2. MS Office Applications 3. Internet Basics 4. E-Business 5. Software Hacking & IT security 6. PC Assembly and Troubleshooting 7. Software Engineering 8. Web Designer 9. Graphic Designer
Career Options	1. Accountant 2. Tax Policy Analyst 3. Financial Analyst 4. Internal Auditors and External Auditors 5. Employment Tax Specialist

Diploma in Accounting and Taxation (DAT)

Contents

Section-1   Office Expert

1. History of Computer
2. MS Word
3. MS Excel
4. MS Power Point
5. Internet Concept & Outlook Express
6. Practical Exercise

Section-2   Advance Excel

1. Advanced Functions & Formulas
2. V Look Up & H Look Up
3. Working with Data Ranges
4. Pivot Tables, Charts
5. Analyzing and Organizing Data
6. Working with Web External Data
7. Macros, Customizing Excel
8. Freeze Panes

Section-3   Manual Accounting

1. Journal Entries and Books of Accounts
2. Inventory valuation and Depreciation
3. Bank Reconciliation. ROE
4. E – Transactions and Misc. Banking
5. Financial Statements
6. Transactions and Operations.
7. Real life Projects on Manual Accounting
8. Recording Transactions
9. Creation Company
10. Inventory in Tally.ERP
11. Voucher Entry in Tally.ERP
12. Bank Reconciliation
13. Order Processing, Reorder Levels
14. Value Added Tax
15. GST, TDS, Payroll capabilities
16. Practical Exercise

Section-4   Tally.ERP

1. Creation, Modification, and Deletion of Company, Ledgers, and Groups.
2. Security Control, Back Up and Restore Process
3. Accounting Vouchers and Inventory entries
4. Advanced Inventory Management
5. Multiple currencies,

6. Interest calculation
7. Bank Reconciliation
8. Zero value entries and discount

Section-5 Graphic Design

1. Goods and service tax GST- Accounting entries in Tally.ERP 9
2. Cost Centre – Creation and Allocation
3. Branch Transfer, CNVAT credit
4. Company merger and splitting
5. Accounting, Inventory, and Taxation
6. Adjustments of Invoices And Debit And Credit Notes
7. Adjustments of Credit Purchases and Sales.
8. Adjustments of Outstanding and Prepaid Transactions
9. Reserves, Provisions, and Adjustments of Provisions For
10. Depreciation, Bad Debts, And Taxes.
11. Preparation of Financial Statements
12. Online Finalization of Financial Statements.
13. Concept& provision of PF & ESI & Taxes
14. GST theoretical and implementation in tally
15. TDS & TCS theoretical and implementation
16. Payroll Processing through Tally.ERP 9
17. Documentation and e-filing of FP & ESI
18. Advance Job order processing in tally

Section-6 Quick Book

1. Intro to Quick Book Data Files
2. Working with list and items
3. Working with Bank account
4. Entering Sales Information
5. Receiving Payments & Deposits
6. Entering & Paying bills
7. Analyzing Financial Data
8. Payroll, Estimating & progress Invoicing

Section-7 Business Communication Skills

1. Self-Presentation
2. Professional Etiquette
3. Interviewing Essential and Skills
4. Real Life Projects for Personality

Section-8 Income Tax

1. Residential Status
2. Income from Salaries
3. Income from House Property
4. Profit and Gains of Business

5. Profession.,Capital Gains
6. Income from Other Sources
7. Calculation of Income Tax
8. Filing Of Income Tax Returns

Section-9 Real Life Projects

1. E-FILING of various Returns
2. GST Computation, Preparation,and Filing of Returns.
3. TDS, E-Filing of TDS Returns.
4. TCS, Filing of TDS Returns.
5. ESI payment Procedure online
6. INCOME TAX AND E-FILING OF INCOME TAX RETURNS.
7. PF Payment Procedure online
8. PF and ESI calculation
9. Advance Job Order Processing in tally.erp 9
10. Share Market Online Trading

Section-10 Corporate Communication

1. Official Correspondences.
2. Online Correspondences.
3. Mastering various deeds (Partnership deeds, Joint Venture Agreements, MOU, Gift deeds)

Section-11 SAP FICO

1. Create Company and code
2. Alter company
3. Credit control Area
4. Function Area
5. Profit Center
6. Posting period & Variant
7. Fiscal year & Fiscal year variant
8. Tolerance group
9. Number Range
10. Blocking A/C, Document Types