Diploma in Accounting Software

⏳ Duration

- 6 Months (Basic)
- 1 Year (Advanced – Recommended)

🎯 Eligibility

- 10+2 (Commerce Preferred)
- Basic Computer Knowledge

📚 Course Structure (Basic + Advanced Combined – 1 Year)

📘 PART 1 – Accounting Fundamentals

Module 1: Basics of Accounting

- Meaning of Accounting
- Accounting Principles
- Types of Accounts
- Golden Rules of Accounting

Module 2: Journal & Ledger

- Journal Entries
- Ledger Posting
- Trial Balance
- Final Accounts

Module 3: Banking & Reconciliation

- Bank Reconciliation Statement
- Debit / Credit Notes
- Bills Receivable / Payable

📗 PART 2 – Computerized Accounting

Module 4: Introduction to Accounting Software

- Features of Accounting Software
- Company Creation
- Ledger Creation
- Voucher Entry

Module 5: Tally Prime / Tally ERP

- Accounting Vouchers
- Inventory Management
- GST Configuration
- Payroll Setup
- Reports Generation

Module 6: GST (Goods & Services Tax)

- GST Basics CGST,
- SGST, IGST GST
- Return Filing
- E-way Bill

Module 7: MS Excel for Accounting

- Basic Excel Formulas
- Accounting Templates
- Pivot Tables
- MIS Reports

📕 PART 3 – Advanced Accounting Software

Module 8: Advanced Tally
- Cost Centers
- Budgeting
- Multi- Currency
- Advanced Inventory

Module 9: Busy Accounting Software (Optional)

- Company Setup
- Billing
- GST Reports

Module 10: Payroll & Taxation

- Salary Structure
- PF & ESI Basics
- TDS Calculation

🛠️ Practical Training

- 100+ Accounting Entries
- GST Return Practice Live
- Company Project
- Final Practical Project

📝 Examination Pattern

- Theory – 100 Marks
- Practical – 200 Marks
- Project – 100 Marks
- Viva – 50 Marks

💼 Career Opportunities

- Accounts Executive
- Billing Executive
- GST Assistant
- Tally Operator
- Accounts Assistant