

# Diploma in Accounting and Finance Management (DAFM)

Registration Charges: Rs. 5000/-  
 Total Course Fees: Rs. 24000/-  
 Study Material Charges: Rs. 0/-  
 Total Examination Charges: Rs. 2400/-  
 Grand Total: Rs.31400/- + GST

Course Duration: 12 Months

<b>MODULE-I</b> <b>IT TOOLS &amp; BUSINESS SYSTEM</b> <b>(Course On Computer Concepts)</b>	<b>MODULE-II</b> <b>ADVANCE EXCEL WITH MIS</b> <b>(Corporate Excel Course)</b>
<ul style="list-style-type: none"> <li>❖ Introduction to Computer</li> <li>❖ Computer &amp; Basic Concepts Computer Hardware &amp; Software (Fundamentals of Computer)</li> <li>❖ Computer Organization, Number System &amp; Operating System</li> <li>❖ Typing</li> <li>❖ MS DOS (Microsoft Disk Operating System)</li> <li>❖ Paint (A small Graphic package)</li> <li>❖ Word Pad (A small writing Package)</li> <li>❖ Note Pad (A small writing Package)</li> <li>❖ MS-Word (Word Processing)</li> <li>❖ MS-Excel (Spreadsheet)</li> <li>❖ MS-Power Point (Presentations Graphics)</li> <li>❖ MS-Access ( Database Management System)</li> <li>❖ Introduction to Internet (Workshop)                         <ul style="list-style-type: none"> <li>• Introduction to WWW</li> <li>• Basic Concept of Internet &amp; Web Browsers</li> <li>• Search Engines, Map &amp; Any Location</li> <li>• E mail Create &amp; Using/Maintain</li> <li>• Blogs, Concept of Cloud Storage</li> <li>• Chatting &amp; Video Chatting</li> <li>• Social Networking Concepts</li> <li>• Online Ticket, Online Form fill &amp; Online Payment</li> <li>• Introduction to Internet Security</li> </ul> </li> <li>❖ E-mail, Social Networking, E-Commerce &amp; Digital Networking</li> <li>❖ Digital Financial Tools &amp; Application</li> <li>❖ Overview of Future skills &amp; Cyber Security</li> <li>❖ Printout</li> <li>❖ Image &amp; Photo scan</li> <li>❖ Printer Soft, Installation</li> <li>❖ Presentation</li> <li>❖ Project making</li> <li>❖ Module Test</li> </ul>	<ul style="list-style-type: none"> <li>❖ Advance Excel with MIS                         <ul style="list-style-type: none"> <li>• Advance Formula &amp; Functions</li> <li>• Sorting &amp; Filter</li> <li>• Data Analytics &amp; Visualization</li> <li>• Lookup Formula</li> <li>• Data Lookup</li> <li>• Working with Dates</li> <li>• Date &amp; Time calculation</li> <li>• MIS Reporting</li> <li>• Advance Data Validation</li> <li>• Pivot Tables &amp; Pivot Charts</li> <li>• Advance Charting Techniques</li> <li>• Scenario Manager &amp; what IF Analysis</li> <li>• Subtotal</li> <li>• Power Query &amp; Power Pivot</li> <li>• Data Consolidation &amp; Linking</li> <li>• Advance Excel Tips and Tricks</li> <li>• Mathematical Calculation</li> <li>• Math With Condition</li> <li>• Macros Editing &amp; Macros and Automation</li> <li>• Logical Statements &amp; Formula</li> <li>• Text Formulas</li> <li>• Data Cleaning</li> <li>• What if Analysis</li> <li>• Essential Shortcuts</li> <li>• VBA Concept</li> <li>• VBA Code Writing</li> <li>• Looking Condition</li> </ul> </li> </ul>
<b>MODULE-IA</b> <b>SOFT SKILLS</b>	
<ul style="list-style-type: none"> <li>❖ Presentation of any Current Topic Related to IT Industry</li> <li>❖ Manual Accounting</li> <li>❖ Financial Accounting</li> <li>❖ Positive Attitude</li> <li>❖ Extempore</li> <li>❖ Mock Interview</li> <li>❖ Presentation &amp; GD</li> <li>❖ Personality Development                         <ul style="list-style-type: none"> <li>• Manners and Etiquettes</li> <li>• Building Confidence</li> <li>• Developing Presentation Skill</li> <li>• Dress code and Color Pattern</li> </ul> </li> </ul>	

<b>MODULE-III</b> <b>PROFESSIONAL TALLY ERP-9 &amp; PRIME A/C WITH GST</b> <b>(Basic to Advance)</b>	<b>MODULE-V</b> <b>GST</b> <b>(GOOD &amp; SERVICES TAX)</b>
<ul style="list-style-type: none"> <li>❖ <b>Introduction to Tally ERP9 &amp; Prime</b> <ul style="list-style-type: none"> <li>• Installing Tally ERP9 &amp; Prime Software</li> <li>• Introduction to Accounting</li> <li>• Types of Accounting (Financial, Cost, Management)</li> <li>• Creating A Company</li> <li>• Company Configuration</li> <li>• Setting up a New Company</li> <li>• Alteration &amp; Delete Command</li> <li>• Creating Master</li> <li>• Ledger/ Creating Groups</li> <li>• Account Heads/ Voucher Entry</li> <li>• Payment/ Receipt Voucher Contra Entry</li> <li>• Purchase/ Sales register</li> <li>• Creating Cost Centers</li> <li>• Profit &amp; Loss Account</li> <li>• Balance Sheet</li> <li>• Bank Reconciliation</li> <li>• Interest Calculation, Printing of Account</li> <li>• Bank &amp; cash Books</li> <li>• Display of Account Cost Ratio</li> <li>• Analysis, Creating Trial Balance</li> <li>• Viewing Statement of Account</li> <li>• Company Configuration &amp; Controls</li> </ul> </li> <li>❖ <b>Accounting Info.</b> <ul style="list-style-type: none"> <li>• Ledgers, Group, Cost Centers</li> <li>• Maintain Balance Bill-by-bill</li> <li>• Creation &amp; Alteration</li> </ul> </li> <li>❖ <b>Inventory Info</b> <ul style="list-style-type: none"> <li>• Creating Stock Group &amp; Category</li> <li>• Unit of Measurement &amp; Godowns</li> <li>• Creating stock items with full details</li> </ul> </li> <li>❖ <b>Voucher Entries/Transactions</b> <ul style="list-style-type: none"> <li>• Passing Voucher Entries in Tally ERP9 &amp; Prime</li> <li>• Payment, Receipt, Contra &amp; Journal</li> <li>• Method of Adjustments of Bills, Credit</li> <li>• Purchase and Accounting adjustments</li> <li>• View /After Transaction in Daybook</li> <li>• Viewing Financial Reports and Balances</li> <li>• Viewing Stock Register and Other Reports</li> </ul> </li> <li>❖ <b>Voucher Entries/Transactions</b> <ul style="list-style-type: none"> <li>• Cost Centres &amp; Cost Categories</li> <li>• Enable Centres &amp; Categories in Company Features</li> <li>• Passing Transactions with cost centres</li> <li>• Cost Centres &amp; Category Reports</li> </ul> </li> <li>❖ <b>Order Processing &amp; Challans (Purchase/Sales)</b></li> <li>❖ <b>TDS in Tally ERP9 &amp; Prime</b></li> <li>❖ <b>Tally ERP9 &amp; Prime- MIS &amp; Final Report</b></li> <li>❖ <b>Tally ERP9 &amp; Prime -PAYROLL</b></li> <li>❖ <b>Project Making</b></li> <li>❖ <b>Module Test</b></li> </ul>	<ul style="list-style-type: none"> <li>❖ <b>Introduction to GST (Good &amp; Service)</b> <ul style="list-style-type: none"> <li>• About Indirect Taxes &amp; Goods &amp; Services Tax (GST)</li> <li>• GST Introduction &amp; Registration</li> <li>• Detailed Information about GST-CGST/SGST/IGST</li> <li>• GST Rates, Categories and Classification (HSN)</li> <li>• Configuring GST in Tally ERP9 &amp; Prime</li> <li>• Activating GST Feature &amp; Setup in F11</li> <li>• Creating GST related all Ledgers &amp; Inventory/Stock</li> <li>• Passing GST Transactions in Double Entry Mode</li> <li>• Passing GST Bill/Invoices with complete GST Details and Format</li> <li>• Input Tax Credit and Payment</li> <li>• Printing GST Bill with Print Configurations.</li> <li>• Making GST Tax Invoice and Bill of Supply.</li> <li>• Making Inter-estate Invoices.</li> <li>• Viewing and Printing GST Reports.</li> </ul> </li> <li>❖ <b>Frame work of GST</b></li> <li>❖ <b>GST Returns Filling</b></li> <li>❖ <b>GST Updates</b></li> <li>❖ <b>E-Way Bill in GST</b> <ul style="list-style-type: none"> <li>• Introduction of E-WAY Bill</li> <li>• Validity</li> <li>• Format</li> <li>• How to Generate E-Bill</li> <li>• Invoice</li> <li>• Process to Manage E-WAY Bill</li> </ul> </li> <li>❖ <b>Project Making</b></li> <li>❖ <b>Module Test</b></li> </ul>
	<b>MODULE-VII</b> <b>Online Banking</b>
	<ul style="list-style-type: none"> <li>❖ <b>Internet Banking</b></li> <li>❖ <b>Using e-Wallets</b></li> <li>❖ <b>Digi Payments</b></li> <li>❖ <b>Online Shopping</b></li> <li>❖ <b>Project</b></li> <li>❖ <b>Module Test</b></li> </ul>
	<b>MODULE-VI</b> <b>TAX (ITR)</b>
	<ul style="list-style-type: none"> <li>❖ <b>Introduction to Tax</b></li> <li>❖ <b>Introduction to Income Tax</b></li> <li>❖ <b>Tax Calculation &amp; Preparing Returns</b></li> <li>❖ <b>Income Tax Return Filling</b></li> <li>❖ <b>Tax Deduction at Source</b></li> <li>❖ <b>TDS Payment &amp; Returns</b></li> <li>❖ <b>Tax Collection At Source</b></li> </ul>
<b>MODULE-IV</b> <b>BUSY ACCOUNTING</b>	<b>MODULE-VIII</b> <b>SQL</b>
<ul style="list-style-type: none"> <li>❖ <b>Financial Accounting (Multi-Currency)</b></li> <li>❖ <b>Inventory Management (Multi-Location)</b></li> <li>❖ <b>Production</b></li> <li>❖ <b>Bill of Material</b></li> <li>❖ <b>Sales Order Processing</b></li> <li>❖ <b>Purchase Order Processing</b></li> <li>❖ <b>Fully User-Configure</b></li> <li>❖ <b>Project Making</b></li> <li>❖ <b>Module Test</b></li> </ul>	<ul style="list-style-type: none"> <li>❖ <b>Introduction of Oracle (SQL)</b></li> <li>❖ <b>Project Making</b></li> <li>❖ <b>Module Test</b></li> </ul>