

Course Code	: A002	Registration Fee	: ₹ 200
Course Name	: Advance Diploma in Financial Account (Tally)	Exam Fee	: ₹ 800
Duration	: 12 Months	Fee	: ₹ 12000
Number of Exam	: 4	Total	: ₹ 13000
EMI	: 1 ST : ₹6599+ ₹1000 2 ND : ₹6599		

SNO	Topic	Content	Duration
1	MS Paint	The Tools- Selection tool, Eraser, Pencil, Fill, Magnifying, Rectangle, Circle, Line, Paint Brush, Text, Curve, Polygon, Rounded Rectangle. The Color Palette. Activity- Drawing with MS-Paint	3 Days
2	Notepad	Create File, Edit File, Save File. How to cut, copy, paste text. Format text. Find and Replace Text	2 Days
3.	MS Word	Create a new document, Open, save and print a document, Edit and format text, Change the page layout, background and borders, Insert headers and footers, Insert and edit tables, Shapes, Proofing, Protection. Insert clip art and pictures to documents, Perform a mail merge.	15 Days
4.	MS Excel (Basic)	Navigating with the Mouse and Keyboard, Entering Text and Numbers, Entering Dates, Editing Text Dates and Numbers, Editing within a Cell: Copying, Moving, Pasting and Inserting Cells. Deleting and Clearing Cells: Deleting and Inserting Rows, Deleting and Inserting Columns, Finding and Replacing Text as well as Numbers; Selecting, Inserting, Deleting, Renaming, Moving and Copying Worksheets. Sorting Data; Filtering Data using Auto Filter. Date and Text functions. Creating a Chart Sheet in a Workbook; Selecting Items in a Chart; Adding Data Labels, Titles, and Other Items to a Chart Validation, Conditional Formatting, Protection, Proofing, Goal Seek.	21 Days
5.	Advance MS Excel(Level 1)	Advance Excel with Formulas, Excel Application Setting, Paste with Calculation Advance Custom Formatting, Use Formulas in Conditional Formatting, Excel Protection System, Data Filling with Flash Fill, Data Sorting, Filter and Selection Concept, Data Analyzing with Pivot, Recognized Pivot Table, Relational Pivot, Reporting with Chart, Insert Other Application in Excel Sheet Concept of Formulas Inserting, Logical Formulas Use, Working with Text Formulas, Working With Date & Time Formulas, Data Lookup with VLookup, HLookup, Match, Index, using Array, Mathematics Calculation, Database Formulas, Informational Formulas, Financial Formulas, Array formulas, Formulas Nesting, Formulas Tricks, Data Import Other Database, Data Import Access Database, Data Connection with SQL Server, Data Import from Webs, Data Clean and Advance Filter, Validation and What-if-Analysis, SubTotal	60 Days

6.	Advance MS Excel (Level 2)	Advance Conditional Formatting, Array Formulas, Formulas Nesting, Miscellaneous Formula Techniques, Performing With Array Formulas, Report Automation Sample, Understanding the Series Formulas, Creating Links to Cells For Title,Axis,Labels and Text, Charting Progress Toward a Goal, Creating a Gauge Chart, Displaying the Conditional Colors, Creating Comparative Histogram, Creating a Grant Chart, Creating a Box Plot, Handling Missing Data Chart with Access and SQL, Chart with Form Control Buttons, Interactive Dashboards using PowerPoint and Excel Introduction to Dashboards Dashboard Background, Dashboard Elements, Interactive Dashboards, Type of Reporting in India, Reporting Analyst, Indian print media reporting, audit report, Accounting MIS Reports, HR Mis Reports, MIS Report Preparation Supplier, Exporter, Data analysis, Costing Budgeting Mis Reporting, MIS Report for Manufacturing Company, MIS Reporting For Store and Billing, Product Performance Report, Member Performance Report, Customer-wise Sales Report, Collections Report, Channel Stock Report, Prospect Analysis Report Calling Reports, Expenses Report, Stock controller MIS reporting	30 Days
7.	MS Power Point	Create a new presentation, Modify presentation themes, Add and edit text to slides, Add new slides to a presentation, Insert clipart images and shapes to slides, Insert and modify tables and charts, Add sound and video to a slide presentation, Insert and edit animations and slide transitions, Display a speaker-lead and self-running presentation.	5 Days
8.	MS Access	Understand the Access Program Screen, Add, Edit and Delete Records in Table View, Add, Edit and Delete records in Forms Open and run a query, Open and run a report, Understand Primary Keys, Understand data types, Create a database, Create a table Create a query, Create a form, Use the form wizard, Sort records Filter records, Understand table relationships, Create relationships between tables	5 Days
9.	Tally	Basic of Accounting, Accounting Principles, Computerized Accounting, Tally Fundamentals, Company Creations, Features(F11)/Configuration(F12), Ledger, Group, Accounting Vouchers, Sales - Purchase, Cash - Bank, Contra - J.V., Invoicing, Sales - Purchase Register, Group Summary, Receivable/ Payable Summary, Bank Reconciliation, Trial Balance/ P& L / Balance Sheet	45 Days

SNO	Topic	Content
1	Basics of Accounting	Types of Accounts, Golden Rules of Accounting, Accounting Principles, Concepts and Conventions, Double Entry System of Book Keeping, Mode of Accounting, Financial Statements, Transactions, Recording Transactions
2.	Fundamentals of Tally.ERP 9	Getting Functional with Tally.ERP 9, Creation / Setting up of Company in Tally.ERP 9
3.	Accounting Masters in Tally.ERP 9	F11:Features, F12 : Configurations, Setting up Account Heads
4.	Inventory in	Stock Groups, Stock Categories, Godowns / Locations, Units of Measure, Stock

	Tally.ERP 9	Items, Creating Inventory Masters for National Traders
5.	Voucher Entry in Tally.ERP 9	Accounting Vouchers, Inventory Vouchers, Invoicing
6.	Advanced Accounting in Tally.ERP 9	Bill-wise Details, Cost Centres and Cost Categories, Voucher Class and Cost Centre Class, Multiple Currencies, Bank Reconciliation, Interest Calculations, Budgets & Controls, Scenario Management
7.	Advanced Inventory in Tally.ERP 9	Order Processing, Reorder Levels, Tracking Numbers, Batch-wise Details, Additional Cost Details, Bill of Materials (BoM), Price Levels and Price Lists, Stock Valuation, Zero Valued Entries, Inventory Ageing Analysis, Different Actual and Billed Quantities
8.	Value Added Tax (VAT)	Configuring VAT in Tally.ERP 9, Creating Masters, Entering Transactions, Accounting for Return of Goods, Rate Difference in Purchase / Sales, Accounting for Interstate Transactions, Exempt Transactions under VAT, Purchases from Unregistered Dealers, Claiming ITC on Capital Goods, Interstate Branch Transfers, VAT Reports, VAT for Composite Dealers
9.	Central Sales Tax (CST)	Basics of Central Sales Tax (CST), Enabling CST in Tally.ERP 9, Recording Interstate Transactions in Tally.ERP 9, Payment of CST, CST Reports
10.	Point of Sale (PoS)	Features of Point of Sale (PoS) in Tally.ERP 9, Configuring Point of Sale in Tally.ERP 9, Entering POS Transactions, POS Reports
11.	Job Costing	Configuring Job Costing In Tally.ERP 9, Creating Masters for Job Costing, Recording Transactions, Job Costing Reports
12.	Multilingual Capabilities	Configuring Tally.ERP 9 for Multilingual Capabilities, Creating Masters, Entering Transactions in Multiple Languages, Transliteration, Generating Reports
13.	Technological Advantages of Tally.ERP 9	TallyVault, Security Control, Tally Audit, Backup and Restore, Split Company Data, Export and Import of Data, ODBC Connectivity, Web Enabled, Print Preview and Online Help, Printing of Reports and Cheques,
14.	Tally.NET and Remote Capabilities	Overview of Tally.NET, Configure Tally.NET Features, Connect Company on Tally.NET, Create Remote Users, Authorise Remote Users, Remote Access
15.	Application Management and Controls	Concept of Control Centre, Installing & Activating Tally.ERP 9, Logging to Control Centre, Managing Accounts using Control Centre
16.	Service Tax	Basics of Service Tax, Configuring Tally.ERP 9 for Service Tax, Creating Masters, Entering Transactions, Accounting for Advance Receipts, Accounting for Opening Service Tax Credit, Payment of Service Tax, Service Tax Reports
17.	Tax Deducted at Source	Basic concepts of TDS, Configuring TDS in Tally.ERP 9, Creation of Masters, Processing Transactions, TDS Reports
18.	Tax Collected at Source	Basic Concepts of TCS, Configuring Tally.ERP 9 for TCS, Creating Masters, Entering Transactions, TCS Reports
19.	Excise for Dealers	Basic Concepts, Salient Features of Dealer Excise, Enabling Dealer Excise in Tally.ERP 9, Creating Masters, Entering Transactions, Excise Reports, Sales & Purchase Extract
20.	Excise for Manufacturers	Basic Concepts of Excise Duty, Configuring Excise in Tally.ERP 9, Creation of Masters, Processing Transactions, Excise Reports
21.	Payroll Accounting and Compliance	Configuring Payroll in Tally.ERP 9, Creating Payroll Masters, Processing Payroll in Tally.ERP 9, Accounting for Employer PF Contributions, Accounting for Employer ESI Contributions, Payment of Professional Tax, Generating Payroll Reports