



Enlightens Your Path

BRILLIANT MAKERS

(A Centre for I.T, Tally and Spoken English)

Geeta Nagar, Near SBI Bank, Rishikesh www.brilliantmakers.org

DFA

(Diploma in Financial Accounting)

Duration – 12 Months

Course Contents:

Daily Classes – 1.5 H

Module 1

- Computer Fundamental** (Basics of Computer, Important Definitions, Keyboard Shortcuts, Multi User Handling, File handling, Notepad, Wordpad, Paint, Windows Accessories, Backup & Restore)
- MS Word** - Documentation, Letter Writing, Resume, Etc.
- MS Excel** -Data cleaning, 50+ functions, Graphic & charting, Pivot table, Import & Export Data etc.
- MS PowerPoint** -Photo Album, Animated Presentation, Slide Transitions, Data Presentation, Product Designing etc.
- MS Onenote** – School & Office Notes, Research, Plans, Organize Notes, etc.
- MS Publisher** - Pamphlets, Banners, Book Cover, Advertisement & Festive Post, Birthday & Greeting Card etc.
- Software Installation.**
- Excel For Accounting** – Preparing Cash Book, Trial Balance, Final Account, Invoice, Sales Register, Purchase Register, Accounting Dashboard etc.
- Internet** – Email, Search Engine, Social Media, Video Calling, Google Form, Ticket Booking, Web Browsing, PAN Card Services, Govt Portal Service- EPFO, E-Shram, Umang, Digilocker, Parivahan; Form Filling Etc.

Module 2

- Basic Accounting, Maintaining Ledger & Cash Book, Summarizing Accounts.**
- Accounting Standards & Deductions.**
- Introduction to GST** – Basics of GST, ITC Set Off, Recording B2B, B2C, Credit Note Invoices in Tally Prime, Composition Scheme etc.
- Basics of Income Tax** - Calculate Gross and Net Income, Exempt Incomes, Deductions, Standard Deductions, Calculate Tax as Per Slab Etc.
- Computerized Accounting** – Ledger Creation, Matching Reports, Interest, Cost Centre, Inventory, Payroll, Order Processing, POS, Invoicing, Batch wise, Receivable and Payable Management, Bank Reconciliation etc.
- Taxation in Tally Prime** –TDS & TCS
- Spoken English** – Tenses, Sentence Making, Conversation, GD, Debates, Public Speaking etc.

Special Features

Online Monthly Tests, Mock Sessions, Assignments, PDF Books, Excel Files, Resume Writing