



MAA SARASWATI EDUCATION

BALAJI COMPUTER

& TECHNICAL INSTITUTE – GUTHANI (SIWAN) 841435.

COMPUTER

Duration :- 03 Month

Tally With GST

(CFA :- Certificate in Financial Accounting)

Module :- I Computer Operating

- ❖ Computer Fundamentals
- ❖ MS-Windows 7/8/10 (Notepad or WordPad)
- ❖ Internet & Project Work

Module :- II Accounting Introduction

Financial Accounting Concept, Type of Accounting, CR or DR, Create / Delete or Alter of Company, Accounting Principles or Standards, Accounting System, Recording Transaction in Journal, Ledger, Trial Balance.

Module :- III Accounts Only

Accounting Introduction, Groups, Ledgers, Balance Sheet, Profit & Loss A/c, Voucher Types, Contra, Payment, Receipt, Journal, Sales, Purchase, Debit Note, Credit Note, Memo, Day Book, Sales Register, Purchases Register, Statements of Accounts, Ratio Analysis.

Module :- IV Accounts with Inventory

Stock Groups, Stock Items, Unit, Unit of Measure, Voucher Types, Stock Journal.

Module :- V Payroll

Pay Heads, Employee Groups, Employee, Units – Work, Attendance, Production Types, Payroll Vouchers.

Module :- VI Taxation

Excise, VAT, GST, Service Tax, TDS, Tax Collected at Source & FBT.

Module :- VII Other

Liabilities, Assets, Stock Summary, Account Book, Inventory Books, Budgets.

❖ Project Work & Assignment.

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