

DIPLOMA COURSE

DEPARTMENT OF COMMERCE

COURSE NAME: LFCCCOM02 Diploma in Accounting & Taxation

Objectives:

1. To identify the emerging trends in accounting & taxation.
2. Learn the practical applications of accounting through popular accounting software like Tally and Peachtree.
3. To get a deep knowledge about various accounting concepts.
4. Learn the characteristics, advantages and need for GST taxation.
5. To learn the basic professional skills and knowledge for a qualified accountant.

Duration: 1 year

Syllabus:

MODULE-1(40HRS)

1. Basics of accounting
2. Journal entries
3. Ledger book
4. Trial balance
5. Final accounts
6. Adjustments
7. Contract
8. Bank reconciliation statements
9. Partnership
- 10 .Income tax and GST
11. Mini projects
12. Project

MODULE-2(40HRS)

1. Introducing Tally
2. Creation of company
3. Features
5. Configuration
6. Voucher entry
7. Cost centres and category
8. Manufacturing
9. Reports
10. ERP
11. Tally tips

MODULE-3(20HRS)

1. MS Excel
2. Peachtree accounting

Reference:

1. Shukla and Grewal, Advanced Accountancy.
2. Gupta and Radhaswamy, Advanced Accountancy.
3. Dr. Vinod K Singhania, Direct Taxes – Law and Practiced.
4. Dr. Malhotra and Dr. Goyal, Direct Taxes – Law and Practiced.
5. Narmata Agarwal, Tally 6.3, 2004 Edition.