

Module 1: Introduction to Financial Accounting

- Meaning and scope of financial accounting
- Importance of accounting in business
- Basic accounting terms (assets, liabilities, equity, revenue, expenses)
- Accounting principles and concepts (GAAP, double-entry system)

Module 2: Accounting Process

- Journal entries and ledger posting
- Trial balance preparation
- Adjustments and rectification of errors
- Preparation of final accounts (Trading, Profit & Loss, Balance Sheet)

Module 3: Computer Fundamentals for Accounting

- Introduction to computers in business
- Operating systems and file management basics
- MS Excel for accounting (formulas, functions, charts, pivot tables)
- Importance of databases in accounting

Module 4: Accounting Software Applications

- Introduction to popular accounting software (Tally, QuickBooks, Zoho Books)
- Creating and managing company accounts
- Recording transactions (sales, purchases, receipts, payments)
- Generating financial reports (balance sheet, P&L, cash flow)

Module 5: Specialized Accounting Topics

- Depreciation methods and accounting treatment
- Inventory management and valuation
- Bank reconciliation statements
- Payroll accounting basics

Module 6: Accounting Controls & Security

- Internal controls in computerized accounting
- Data backup and recovery
- Cybersecurity basics for financial data
- Legal and ethical aspects of accounting

Module 7: Advanced Computerized Accounting

- GST/VAT accounting and compliance
- E-filing of tax returns
- Budgeting and forecasting using software tools
- Introduction to ERP systems (SAP, Oracle Financials overview)

Module 8: Practical Projects & Assessment

- Prepare accounts for a small business using accounting software
- Create financial statements in Excel
- Perform bank reconciliation in software
- Final project: Complete accounting cycle for a simulated company

Learning Outcomes

By the end of this course, learners will:

- Understand financial accounting principles and processes
- Record and manage transactions using accounting software
- Prepare financial statements and reports digitally
- Apply Excel and database tools for accounting tasks
- Ensure data security and compliance in computerized accounting
- Handle real-world accounting scenarios with confidence