

# Financial Accounting Course Syllabus

**Total Duration: 180hrs**

## **Module 1: Computer Fundamentals, MS Office, Internet**

### **Chapter 1: Introduction to Computers**

- What is a Computer?
- Block Diagram and Components
- Generations and Classifications of Computers
- Applications, Characteristics, and Limitations

### **Chapter 2: Hardware and Software**

- Input Devices
- Output Devices
- Storage Devices (Primary, Secondary, Cloud Storage)
- Computer Memory (RAM, ROM, Cache)
- System Software vs Application Software
- Utility Software Overview

### **Chapter 3: Number Systems and Data Representation**

- Binary, Decimal, Octal, Hexadecimal Systems
- Number System Conversions
- Introduction to ASCII and Unicode Encoding

### **Chapter 4: Operating Systems (Windows 7 and 10 Overview)**

- What is an Operating System?

- Features and Functions
- User Interface Management
- File, Folder, and System Management
- Customization (Desktop, Display, Date/Time, Themes)
- Windows 7 vs Windows 10 Differences

## **Chapter 5: Microsoft Word - Professional Documentation**

- Interface Overview (Ribbon, Tabs, Groups)
- Formatting Documents, Pages, and Sections
- Working with Tables, Charts, Illustrations
- Mail Merge (Letters, Envelopes)
- References, Citations, Table of Contents
- Reviewing, Proofing, and Document Protection
- Introduction to Macros in Word

## **Chapter 6: Microsoft Excel - Data Management and Analysis**

- Introduction to Spreadsheet Concepts
- Cell Formatting, Conditional Formatting
- Basic and Advanced Formulas (SUM, IF, VLOOKUP)
- Sorting, Filtering, and Data Validation
- Charts, Pivot Tables, Data Consolidation
- Page Layout, Printing Setup
- Introduction to Excel Macros

## **Chapter 7: Microsoft PowerPoint - Business Presentations**

- PowerPoint Interface and Design Principles
- Creating Effective Slides and Layouts
- Adding Multimedia (Audio, Video, Images)
- Slide Transitions, Animations, Motion Paths
- Custom Slide Shows, Timing, and Recording
- Proofing, Reviewing, and Presentation Modes

## **Chapter 8: Internet Fundamentals**

- What is Internet and How It Works
- Web Browsers, Search Engines
- Understanding Websites and Domain Names
- Basics of E-Commerce and Online Transactions
- Email Account Creation and Management
- Introduction to Cloud Storage (Google Drive, Dropbox)

## **Chapter 9: Digital Citizenship and Cyber Security**

- Cyber Threats: Phishing, Malware, Ransomware
- Safe Browsing Practices
- Password Management Best Practices
- Network Basics (LAN, WAN, Topologies)
- Online Privacy and Data Protection Awareness

## **Module 2: Tally ERP 9, Accounting Concepts (Payroll)**

### **Chapter 10: Principles of Accounting**

- What is Accounting?
- Bookkeeping Process
- Objectives, Advantages, and Limitations of Accounting
- Introduction to Accounting Standards

### **Chapter 11: Basic Accounting Terminology**

- Assets, Liabilities, Capital, Income, Expenses
- Debtors and Creditors
- Types of Accounts: Personal, Real, Nominal

### **Chapter 12: Accounting Principles and Golden Rules**

- Classification of Accounts
- Meaning of Debit and Credit
- Application of Golden Rules
- Practical Journal Entries

### **Chapter 13: Ledger and Trial Balance**

- Ledger Posting and Balancing
- Preparation of Trial Balance
- Error Detection and Rectification

## **Chapter 14: Final Accounts**

- Preparation of Trading Account
- Preparation of Profit and Loss Account
- Balance Sheet Concepts

## **Chapter 15: Introduction to Tally ERP9**

- Installing and Configuring Tally ERP9
- Company Creation, Alteration, Deletion
- Security Control Setup and Gateway of Tally Navigation

## **Chapter 16: Accounting Features in Tally**

- Ledger and Group Creation
- Voucher Entry (Payment, Receipt, Purchase, Sales, Journal, Contra)
- Debit Notes and Credit Notes
- Managing Cost Centers and Budgets

## **Chapter 17: Inventory Management in Tally**

- Creating Stock Groups and Stock Items
- Setting Units of Measurement
- Managing Purchase Orders, Sales Orders
- Delivery Notes, Receipt Notes

## **Chapter 18: Payroll Management in Tally**

- Payroll Basics in Tally

- Creating Employee Groups and Employee Masters
- Salary Structure Configuration
- Payroll Processing and Reporting

## **Chapter 19: Advanced Internet Applications**

- Introduction to Digital Payment Systems (UPI, Net Banking)
- Safety Measures for Online Banking and Shopping
- Basics of Digital Marketing Awareness
- Cloud Collaboration Tools (Google Docs, Sheets, Forms)

## **Chapter 20: Freelancing and Online Career Opportunities**

- Overview of Freelancing Platforms (Upwork, Fiverr, Freelancer)
- Creating a Professional LinkedIn Profile
- Building an Online Resume
- Tips for Remote Work Success