Certificate course in Basics of Accounting and GST

This course combines foundational accounting principles with practical training in both Busy and Tally software, along with a detailed focus on GST. It is ideal for beginners to intermediate learners who want to develop core accounting skills and gain practical knowledge of accounting software and tax compliance.

Course Syllabus

Module 1:

Fundamentals of Accounting - Basic Accounting Principles and Financial Statements
In this module, participants will be introduced to the core concepts and principles of accounting. They will learn the basic accounting framework, including the double-entry system, the accounting equation, and the principles of accrual accounting. The module will cover how to prepare and analyse key financial statements, such as the Balance Sheet, Profit & Loss Statement, and Cash Flow Statement, to evaluate a company's financial performance.

Module 2:

Accounting Software Training: Hands-On with Software for Financial Transaction Management, and Reporting

This module focuses on hands-on learning with **accounting software** to manage financial transactions, generate reports, and ensure tax compliance:

- **Introduction to Accounting Software**: Understanding the features of accounting software like **Busy** and **Tally** for managing day-to-day accounting tasks.
- **Transaction Management**: Recording various business transactions (e.g., sales, purchases, payments, receipts) and generating entries in the system.
- **Financial Reporting**: Generating Profit & Loss Statements, Balance Sheets, and other financial reports in real-time.

Module 3:

GST and Taxation: Introduction to GST, Registration, and Tax Management Using Software

This module offers an introduction to GST (Goods and Services Tax) and covers essential skills to manage tax compliance:

- **GST Fundamentals**: Understanding the structure of GST, including CGST, SGST, and IGST, and how GST affects various transactions.
- **GST Registration**: The process and requirements for GST registration and maintaining a GST-compliant business.
- **Tax Management Using Software**: Practical application of GST-related processes in accounting software to ensure proper tax management and timely filing of returns.

Module 4:

Inventory and Payroll Management Using Software

In this module, participants will gain practical knowledge of managing inventory and payroll using accounting software. The focus will be on efficiently tracking and managing inventory levels, from creating and categorizing stock items to generating stock reports, handling purchase orders, and managing stock transfers. Participants will also learn to effectively manage payroll, including setting up employee records, processing salary payments, and generating payslips

Certification

Upon successful completion of the course, participants will receive a certificate of completion from the Centre for Innovative Skill-Based Courses under the Open Learning Development Center, School of Open Learning, University of Delhi.

Course Fee

Rs. 6000

Additional Information:

- **Course Duration:** 2 Months
- **Course Hours:** 16 Hours (2 Hours Class per week)
- **Eligibility:** XIIth Pass