

# DBA+

## Diploma In Business Accounting Plus

Course Duration: - 1 Year

Type :- Diploma

### Seven Major Topics

#### Computer Application

1. Introduction to Computer
2. Introduction to Operating System
3. Notepad
4. WordPad
5. Ms-Paint
6. Ms-Word
7. Ms-Excel
8. Ms-Power Point
9. Internet

#### Fundamental Accounting

1. Introduction of Accounting
2. Accounting Fundamentals:
  - Basic Accounting Principles
  - Journal Ledger
  - Trial Balance
  - Bank Reconciliation
3. Final Accounts
4. Computerized Accounting in Tally & Busy
  - Practical Exposure of Account
  - Finalization in Tally & Busy.
5. Taxation:
  - Basic knowledge of TDS, VAT, Income Tax, Service Tax.
6. Taxation in Tally:
  - VAT, TDS, Service Tax in tally
  - Balance Sheet Finalization in Tally
  - PayRoll
  - MIS
  - Project

7. Income Tax & 'e' Filing of ITR'S,  
CST, VAT & E-Filing of Returns, TDS & E-Filing  
TDS Returns.
  - Service Tax & E-Filing of Service  
Tax Returns, Overview of Excise.

#### Advance Excel

1. Introduction to Excel
  - Basic Understanding Menu and Toolbar
  - Introduction to different category of functions like Basics, Mathematical and Statistical, Text and Information, Date and Time, Logical, Lookup and References.
2. Other Functions
  - Data Collection Method With Data Quality
  - Single/Multidimensional Analysis
  - Advanced Chart Techniques
  - Custom Sort
  - Filters (Conditional, Copy, Advance)
  - Advanced Conditional Formatting
  - Data Validation
  - Data Consolidation
  - What if Analysis (Goal Seek, Scenarios Manager, Data Table)
  - Formula Auditing/Calculation Option
  - Define Name and Creates Selection
  - Basic Macro Recording
  - Pivot Table and Charts, Import and Export data
  - Report Development-(Live Project)

## Tally Software

1. Tally.ERP 9 with GST

More Details:-

1. Company Info Menu
2. Accounting Information
3. Inventory Information
4. Voucher Entries
5. Advanced Accounting Features
6. Quick Setup
7. Taxation
8. Data Management & Administration
9. Reports
10. Online Taxation Return
11. Introduction to GST
12. Implementation of GST  
(Goods & Services Tax)

## Busy Software

1. Busy with GST Implimentation

More Details:-

1. Company Info Menu
2. Accounting Information
3. Inventory Information
4. Voucher Entries
5. Advanced Billing Features
6. Taxation
7. Data Management & Administration
8. Reports

## Soft Skill & Online Banking

1. Personality Development
2. Resume Building

## ERP - FI-CO

1. Introduction of ERP
2. Asap Methodology
3. SAP Navigation
4. Organizational Structure of an Enterprise  
in the SAP R/3 System
5. General Ledger Configuration
6. GL Postings
7. Accounts Payable Configuration
8. AP Invoice, Payment And Other POS
9. Accounts Receivable Configuration
10. Other Postings