

## Diploma in Accounting and Finance Syllabus

Sr. No.	Modules Name	HRS
1	Audit	30
2	Financial Markets	50
3	Life Skills	10
4	Business Analytical Tool (Excel)	30
5	GST	30
6	Financial Accounting	30
7	Sales Management and Negotiation Skill	30
8	Business and Corporate Communication Skill	30
9	Entrepreneurial Development Skill	10
		250

## Diploma in Accounting and Finance Syllabus

[illegible]

UNIT NO	TOPIC COVERED	TOTAL SUBTOPIC	SUB TOPIC/TOPIC MIN	OBJECTIVE	Theory	Practical	PEDAGOGY	TOTAL MINUTES
UNIT 1	Introduction to the world of Finance as a Whole system	2	History of Finance 105 Modern Trends in Finance 105	Why Finance is important currently What are the career options available for finance students as a fresher	100	0	Using PPTs and websites	3.3
UNIT 1	What is finance?	5	Corporate Finance 42 SSU - Surplus Spending Unit 42 DSU - Deficit Spending Unit 42 Characteristics of finance? 42 Why Finance is important? 42	Exact understanding about basic corporate finance, connection with financial markets and Financial services	80	20	Discussion about how to generate passive income?	3.3
UNIT 1	Indian Financial system	5	All branches of Indian financial system 42 As Money Markets 42 Capital Markets 42 Banks 42 Other financial services 42	Introduction and entire information on Indian financial system	80	20	Using PPTs	3.3
UNIT 1	Introuction to financial markets	2	Introduction to Capital Market 105 Securities Market and Stock Market 105	Introduction and explanations about all types of fin. markets	50	50	Using multiple PPTs	3.3
UNIT 2	What are Investments?	6	Importance of investments using multiple options like 35 Money market instruments bonds 35 Stocks 35 Commodities 35 Mutual funds 35 Real Estate too 35	Concept and working of various investments industries, scope and benefits	50	50	Case Studies, PPT, Live Project and Mocks sessions	3.3
UNIT 2	Securities: Indian Stock Markets	4	Trading Membership 60 Trading on NSEs NEAT Platform 60 Settlement Cycle 60 RMS and Compliance 60	Live tracking of markets through different websites	80	20	Case Studies, PPT, Live Project and Mocks sessions	4

UNIT 2	Depositories and Intermediaries	4	Role of Depositories and DP Participants 52 Investment Bankers 53 Registrars 52 Custodians etc 53	Live session on markets, order punching, Importance of Stop loss	50	50	Case Studies, PPT, Live Project and Mocks sessions	3.3
UNIT 3	Introduction to Fundamental Analysis for Equities	4	Calculating Brokerages 52 Future Values 53 Ratio Analysis 52 Understanding P & L Statement in depth 53	Mathematical calculations, Calculating P/E and EPS, using website Screener.in	50	50	Case Studies, PPT, Live Project and Mocks sessions	3.3
UNIT 3	Introduction to Technical Analysis	2	Using technical Analysis Tools and Multiple Charts 120 How to analyze any stock for its future trend and how to find entry and exit levels 120	Using and interpreting charts, Candlestick charts, patterns, Oscillators, RSI, Moving averages and application part of Dow theory	20	80	Case Studies, PPT, Live Project and Mocks sessions	4
UNIT 3	Introduction to derivatives	3	Understanding Concept of Contracts 70 Forward and Future Contracts 70 Options and Various Indices 70	Understanding of derivatives, hedging, arbitrage and speculations	80	20	Case Studies, PPT, Live Project and Mocks sessions	3.3
UNIT 4	Insurance and Mutual Funds	3	Principal Of Insurance 70 IRDAI and future of Insurance, Life insurance 70 Non Life insurance 70	Understanding the concept of Insurance and Mutual Funds in Detail	100	0	Case Studies, PPT, Live Project and Mocks sessions	4.3
UNIT 4	Introduction to Health Insurance	6	What is Health Insurance 20 History and Structure of Health Insurance 20 Types of Health Insurance 20 Online VS Offline - Health Insurance 20 How to select appropriate insurance 20 How to check the claim procedure and reasons for rejection of claim 20	Research on health insurance Preparing presentation on health insurance Checking personal Health Insurance and learning documentation	50	50	Case Studies, PPT, Live Project and Gamification	3

UNIT 4	Introduction to Life Insurance	3	What is Life Insurance 40 History and Structure of Life Insurance 40 Types of Life Insurance 40	Research on health insurance Preparing presentation on health insurance	50	50	Research on health insurance Preparing presentation on health insurance	2
UNIT 4	Mutual Funds	2	Structure of mutual fund industry in India 105 Charactrstics and benefits 105	MF industry of India Using AMFI website in detail	80	20	Case Studies, PPT, Live Project and Mocks sessions	3.3
UNIT 4	Various Types of Mutual Fund Schemes	7	Money Market Funds 26 Growth Funds 26 Equity Funds 26 Income Funds 26 Hybrid Funds 26 Phedge Funds 25 Gilt Funds 25	How to check perfomance of MF schemes.	50	50	Case Studies, PPT, Live Project and Gamification	3

[illegible]

UNIT NO	TOPIC COVERED	TOTAL SUBTOPIC	SUB TOPIC/TOPIC MIN	OBJECTIVE	Theory	Practical	PEDAGOGY	TOTAL MINUTES
UNIT 1	Introduction	5	<p>Introduction 30</p> <p>Entering, Editing and Formatting Data 30</p> <p>Formatting Numbers, Text, Date 30</p> <p>Managing Worksheets / Sheets / Column / Row 30</p> <p>Changing Views 30</p>	<p>1.1 Interface 1.2 Tabs and Ribbons 1.3 Document Windows 1.4 Navigation Tips 1.5 Office Button and Save 2.1 Entering Data 2.2 Fonts, Fills, and Alignment 2.3 Cut, Copy, and Paste 2.4 Paste Special 2.5 Undo and Redo 2.6 Moving, Finding, and Replacing a Value 2.8 Comments 3.1 Currency Format 3.2 Format Painter 3.3 Formatting Dates 3.4 Custom and Special Formats 3.5 Text Alignments 3.6 Merge &amp; Wrap 3.7 Apply Formatting. Border, Shades, Text Colors, Text format 3.8 Conditional Formatting: Rows / Column &amp; Custom formula base conditions 4.1 Naming and Moving Worksheets 4.2 Copying Worksheets 4.3 Adding, Deleting and Hiding Worksheets/Rows/Columns 4.4 Grouping Worksheets 4.5 Moving, Copying, Deleting and Hiding Grouped Worksheets/Rows/Column 5.1 Workbook Views 5.2 Zoom Features 5.3 Freeze Panes 5.4 Split Windows 5.5 Viewing Multiple Windows 5.6 Minimize The Ribbon</p>	50	50	PDF, Practical Excel Sheets, Youtube Videos	2.1
UNIT 1	Data Handling & Analysis	3	<p>Sort, Filter, and Subtotal 130</p> <p>Introduction to Charts 130</p> <p>PivotTables 130</p>	<p>6.1 Group and Ungroup 6.2 Sort Data 6.3 Sort Multiple Levels 6.4 Filter Data 6.5 Advanced Filter 6.6 Conditional Sorting and Filtering 6.7 Sorting with Custom Lists 6.8 Subtotal 7.1 Chart Types 7.2 Update Chart 7.3 Adjust Chart Size 7.4 Simple Charts 7.5 Pivot Charts 8.2 Creating PivotTables 8.3 Choosing Fields 8.4 PivotTable Layout 8.5 Filtering PivotTables 8.6 Modifying PivotTable Data 8.7 Pivot Charts 8.8 Dashboard</p>	25	75	PDF, Practical Excel Sheets, Youtube Videos	6.3
UNIT 2	Assessment 01	1	Assessment & Revision on Previous Topics(80%)MCQ + Practical 180	Understanding till date knowledge of the students about Excel	20	80	MCQ + Practical	3
UNIT 2	Advance Formulas & Functions	2	<p>Working with Formulas 285</p> <p>Referencing Formulas 285</p>	<p>9A.1 Using Operations 9A.2 Creating Formulas 9A.3 AutoSum 9A.4 Common Formulas 9A.5 Searching for Formulas 9A.6 Copying Formulas 9A.7 Using Relative and Absolute References 9A.8 Writing conditional expressions (using IF &amp; Nested IF) 9A.9 Using logical functions (AND, OR, NOT) 9A.10 Bultin Functions &amp; Array formula 9A.11 V-lookup/H-lookup 9A.12 Text Formulas 9B.1 Multiple Sheet References 9B.2 Consolidating Data - With or Without Links 9B.3 Trace the Precedents and Dependents 9B.4 Using the Watch Window</p>	40	60	PDF, Practical Excel Sheets, Youtube Videos	9.3
UNIT 3	Tools & Security	2	<p>Data Tools 90</p> <p>Worksheet Protection 90</p>	<p>10.1 Data Validation 10.2 Drop-Down Lists 10.3 Removing Duplicates 10.4 Text To Columns 10.5 Whatif Analysis 11.1 Sheet Level Protection 11.2 Workbook Level Protection 11.2 Unlocking Cells</p>	40	60	PDF, Practical Excel Sheets, Youtube Videos	3
UNIT 3	Working with Macros	1	Working with Macros 90	<p>12.1 Introduction and Macro Security 12.2 Recording a Macro 12.3 Assign a Macro to a Button or Shape 12.4 Run a Macro upon Opening a Workbook 12.5 How to Inspect and Modify a Macro</p>	50	50	PDF, Practical Excel Sheets, Youtube Videos	1.3
UNIT 4	Reports & Dashboard	1	Session 13: Working with Reports 120	<p>13.1 Using external data sources 13.2 Using data consolidation feature to consolidate data 13.3 Show Value As ( % of Row, % of Column, Running Total, Compare with Specific Field) 13.4 Viewing Subtotal under Pivot 13.5 Creating Slicers ( Version 2010 &amp; Above) 13.8 Dashboard</p>	50	50	PDF, Practical Excel Sheets, Youtube Videos	3
UNIT 4	Assessment & Revision on Previous Topics(80%)MCQ+ Practical	1	Assessments 120	Understanding till date knowledge of the students about Excel	20	80	MCQ + Practical	2

Total HRS - 30

[illegible]



UNIT NO	TOPIC COVERED	TOTAL SUBTOPIC	SUB TOPIC/TOPIC MIN	OBJECTIVE	Theory	Practical	PEDAGOGY	TOTAL MINUTES
UNIT 1	Introduction to GST	4	Introduction 30 Indirect Taxation before GST 20 GST Implementation in India 15 Structure of GST in India - CGST, SGST, IGST, UTGST 45	To Understand the students mindset about their career and to make them understand the detailed intro of GST	85	15	Theory with Examples	1.5
UNIT 1	Registration & Cancellation	5	PAN/GSTIN 35 Business Entities 20 Voluntary & Compulsory 15 Process of Registration 40 Cancellation & Suspension 15	To understand the concepts of Registrations Cancellation	85	15	Theory with Examples	2.05
UNIT 1	Types of Registration	3	Regular & Others 40 Composition 40 Exports & Refunds 40	To understand the Types of Registration	85	15	Theory with Examples	4
UNIT 2	Supply of Goods & Services	5	Scope & Nature of Supply 30 Time of Supply 30 Value of Supply 30 Place of Supply 30 Mixed & Composite Supply 30	To Understand the Supply of Goods & Services	85	15	Theory with Examples	2.3
UNIT 2	Invoicing	3	Tax Invoice 35 Bill of Supply 25 Credit Note/Debit Note / Supplementary Invoice 25	To Understand what is Invoicing	85	15	Theory with Examples	1.25
UNIT 2	ITC	3	Available & Eligible 35 ITC Set-off 35 Rules & Process of Claiming ITC 35	To know what is ITC	85	15	Theory with Examples	1.45
UNIT 3	GST Returns	2	Various Forms & Returns 45 Due Dates 35	To Learn what are GST Returns	85	15	Theory with Examples	1.2
UNIT 3	Payment Modes	2	Various Payment Modes 30 Challan 30	To learn what are personal Payment Modes	85	15	Theory with Examples	1
UNIT 3	E-Way Bills	2	Components & Conditions to generate 35 Validity & Revocations 35	To Learn what are E-Way Bills	85	15	Theory with Examples	1.1
UNIT 3	RCM & Advance Receipts	5	RCM Rules & Regulations 35 RD & URD 20 RCM Services 45 Advance Receipts & Tax Thereon 45 Advance Adjustment Rules 40	To Learn about RCM & Advance Receipts	85	15	Theory with Examples	3.05
UNIT 4	Payment of tax, late fees, penalties under GST	4	Payment of GST Liability 35 TDS and TCS 35 Late Fees, Interest & Penalty 35 Prosecution 25	To understand Payment of tax, late fees, penalties under GST	85	15	Theory with Examples	2.1
UNIT 4	Electronic Ledgers & Accounting Entries	3	Electronic Ledgers 25 Accounting Entries applicable 50 Set-off and Adjustments 25	To Learn about Electronic Ledgers & Accounting Entries	85	15	Theory with Examples	2.4
UNIT 4	Web Tour	3	GST website 30 E-Way Bill Website 10 E-invoicing 10	To give a Practical Exposure on Web Tour	0	100	Practicals/Live	0.5
UNIT 4	Getting Started with GST	5	Introduction 15 Enabling GST and Defining Tax Details 20 GST Reports 45 ITC set Off 20 Exporting GSTR-1/3B and Uploading in GST portal 30	Getting Started with GST	15	85	Theory with Practicals	6.1

Total HRS - 30

UNIT NO.	TOPIC COVERED	TOTAL SUBTOPIC	SUB TOPIC/TOPIC MIN	OBJECTIVE	Theory	Practical	PEDAGOGY	TOTAL MINUTES
UNIT 1	Introduction to Accounting	5	What is Accounting 10 What is Business 10 Types of Business Entities 20 Need for Financial Statements 10 User of Financial Statements 20	Need to learn the Introduction of Accounting	85	15	Theory with Examples	5.8
UNIT 1	Double Entry system of Accounting	4	What is Double Entry System of Accounting 10 Why Double Entry System of Accounting 10 Concept of Duality 10 Examples of Double Entry System of Accounting 50	To learn Double Entry system of Accounting	85	15	Theory with Examples	1.2
UNIT 1	Process of Accounting	2	Steps in Accounting Cycle 20 Important Rules of Accounting 15	To Understand the process of Accounting	85	15	Theory with Examples	0.35
UNIT 1	Accounts & Rules of Accounts	5	What is Account 10 What are Types of Accounts 15 Where does Accounts appear 15 Golden Rules of Accounts 20 Examples 10	To learn the Accounts & Rules of Accounts	85	15	Theory with Examples	1.1
UNIT 2	Financial Statements	3	What are Financial Statements 10 How to Read Financial Statements 10 Examples for interpretation of Financial Statements 15	To learn about Financial Statement	85	15	Theory with Examples	0.35
UNIT 2	Trial Balance	6	What is Trial Balance 10 Format of Trial Balance 15 Why Trial Balance Does not Tally 15 Trial Balance Limitations 15 Items not appearing in Trial Balance 15 Detection of errors in Trial Balance 10	To know what is Trial Balance	85	15	1) Theory with Examples 2) Problem Solving	3.8
UNIT 2	Balance Sheet & Profit and Loss	6	What is Balance Sheet 15 Parts of Balance Sheet 15 Format of Balance Sheet 15 What is Income Statement 15 Parts of Income Statements 15 Format of Income Statements 15	To learn Balance Sheet & Profit and Loss	85	15	1) Theory with Examples 2) Problem Solving	1.4
UNIT 2	Bank Reconciliation Statements (BRS)	8	What is BRS 15 Necessity of BRS 10 Importance of BRS 10 Why the Difference in two balances 15 Ways of doing BRS 10 When to prepare BRS 10 BRS Procedure 10 Format of BRS 10	To learn Bank Reconciliation Statements (BRS)	85	15	Theory with Examples	1
UNIT 3	Depreciation	6	What is Depreciation 15 Why there is need for depreciation 15 Depreciation as per Companies Act 15 Depreciation as per Income Tax Act 15 Methods of Depreciation 20 Presentation of Depreciation Schedule 20	To Understand the concept called Depreciation	85	15	Theory with Examples	2.4
UNIT 3	Ratio Analysis	3	What are Ratios 15 Importance of Ratio Analysis 15 What are types of Ratios 15	To Understand what is Ratio Analysis	85	15	Theory with Examples	0.5
UNIT 3	Cash Flow Statements	4	What do you mean by Cash Flow Statement 15 What is the need of Cash Flow Statement 10 Classification of Cash Flow Statement 15 Format, Adjustments and Examples 20	To learn Cash Flow Statements	85	0 15 100	Theory with Examples	1
UNIT 3	TDS & TCS	4	What is TDS 15 What is TCS 15 Different Sections of TDS & TCS 15 Applicability & Cut-off Amounts for TDS 15	To learn what is TDS and TCS	85	15	Theory with Examples	1
UNIT 4	Introduction to Tally ERP 9	5	Introduction 30 Company Creation 30 Company Features & Configuration 30 Ledgers - Create/ Alter / Display/ Delete 40 Groups - Create/ Alter / Display/ Delete 40	To Understand the Concept of Tally ERP 9	15	85	Theory with Practicals	2.5
UNIT 4	Recording Day-To-Day Transactions	4	Introduction 30 Business Transactions 30 Accounting Vouchers - Sales / Purchase / Receipts 45 Payments/Contra/Journal/Debit Note/Credit Note 45	To learn how to record Day to Day Transactions	15	85	Theory with Practicals	2.3
UNIT 4	Accounts Receivable & Payable Management	3	Introduction 30 Maintaining Bill wise Details-New Ref/Against Ref 35 Advance/On Account etc 35	To know what is Accounts Receivable & Payable Management	15	85	Theory with Practicals	1.4
UNIT 4	MIS Reports	4	Introduction 35 Advantages of MIS 35 MIS Reports - Trial Balance/P&L/Balance Sheet 45 Cash Flow Statement/Ratio Analysis/Books & Reports 45	To know what is MIS Reports	15	85	Theory with Practicals	2.4
UNIT 4	Recording Vouchers with TDS	4	Introduction 30 Activation/Configuration of TDS Features 25 TDS Statutory Masters 25 TDS Reports 25	To learn how to Record Vouchers with TDS	15	85	Theory with Practicals	1.5

[illegible]

UNIT NO	TOPIC COVERED	TOTAL SUBTOPIC	SUB TOPIC/TOPIC MIN	OBJECTIVE	Theory	Practical	PEDAGOGY	TOTAL MINUTES
UNIT 1	Creating selling(Growth Mind set) and What is Selling?	3	Selling concepts, concept of market, Product and services. 120 Detailed types of markets and multiple selling concepts 240 Importance of Go getter attitude and burning desire, Avoid Procrastination, Applying Right attitude 180	Students will understand the importanc eof growth mindset and how burning desire is a pre requisite for success In sales, historical and modern sales techniques, types of selling concepts and how it is different from marketing, students will understand applying positive attitude, with burning desire, and with balanced approach towards life	40 80 50	60 20 50	Activities based on.1. Finding out current minds set. 2. Shifting of mind set fom fixed to growth,3. behavioral exercise.  Majority PPTs and activities.  PPT and activities	9
UNIT 2	Segmentation, Targeting and Positioning. What is target audience? How to generate leads? Tele calling-A Powerful Aid in Financial services training Practical session on calling	3	Selling in terms of financial products, Understanding customers needs, wants and desires 240 Tele calling practical rounds 240 Actual calling session for lead generation 120	Students will understand actual sales steps like pre approach, approach and post approach and how to qualify a prospect for selling of financial products. Understanding the concept of product positioning, by applying client risk profiling. Can use tele calling effectively for appointment generations. Can independently book an appointment with prospects	80 0	20 100	Mock Sessions  Practicals  Mock Sessions	10
UNIT 3	Sales funnel, digital selling, Sales meetings from lead generation to meetings Applying sales funnel online and offline Types of Digital Sales	2	Digital Sales SEO, SMM, Email campaign, Google ad words etc. 120 Steps from lead generation to meetings in person, Online Banner Creation 180	Students will understand the importance of digital selling In this post covid era. Sales funnel steps and importance of the system Applying sales funnel, online and offline ways Can create own sales funnel of any business Digital selling : virtual Application part of SEO and SMM Can start online selling	80	20	PPT and Multiple mocks Mock sessions  Practicals using Many SMM sites Digital platform	5
UNIT 4	Common Objections in sales Negotiations techniques Closing techniques and After sales services	3	Handling common objections effectively overcoming objections like time, price, not for me etc.by using innovative methods 120 How to negotiate effectively What is negotiation and how to handle it effectively? 120 Multiple closing techniques and Customer Service Sales Closures 120	Students will understand what are the common sales objections and how to handle them successfully & the common negotiations and how to handle them successfully with different strategies with Successful closures of sales	80	20	PPT and Multiple mocks  Multiple mocks, in various industries  Practicals using Many SMM sites	6
Total HRS - 30								

Ms. Sangeeta Kore