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

UNIT NO	TOPIC COVERED	TOTAL SUBTOPIC	OBJECTIVE	Theory	Practical	PEDAGOGY	TOTAL MINUTES
Unit 1	The Entrepreneurial Perspective	a. Nature of entrepreneurship b. Entrepreneurial action i. The Entrepreneurial Thinking ii. The Intention To Act Entrepreneurially iii. Entrepreneur Background and Characteristics iv. Sustainable Entrepreneurship"	The Entrepreneurial Perspective (point of view) introduces the entrepreneur and the entrepreneurial process from both a historical and research perspective.	50	50	Theory, industry examples, case studies, YouTube videos, Activities	4
Unit 2	Understanding Corporate Entrepreneurship and Intrapreneurship	a. Corporate Entrepreneurship b. Intrapreneurship	The objective of this section to make the prticipant aware of the different entrepreneurial types relevant in today's context.	50	50	Theory, industry examples, case studies, YouTube videos, Activities	2
Unit 3	Generating and Exploiting New Entries	a. Resources as a Source of Competitive Advantage b. Creating a resource bundle that is valuable, rare and inimitable c. Assessing the Attractiveness of a New Entry Opportunity d. Information on a New Entry e. Window of Opportunity	This section introduces a learner to the different ways to generate new ideas for entrepreneurship	50	50	Theory, industry examples, case studies, YouTube videos, Activities	2
Unit 4	Can I become an Entrepreneur?	5 min presentation by each student justifying their answer	Each participant will be speaking for the time provided on whether he/she can/can't be an entrepreneur and justify their choice.	50	50	Student presentation	2
							Total HRS - 10

UNIT NO	TOPIC COVERED	TOTAL SUBTOPIC	SUB TOPIC/TOPIC MIN	OBJECTIVE	Theory	Practical	PEDAGOGY	TOTAL MINUTES
			History of Finance					
			105					
			Modern Trends in Finance	Why Finance is important currently What are the career				
UNIT 1	Introduction to the world of Finance as a Whole system	2	105	options available for finance students as a fresher	100	0	Using PPTs and websites	3.3
			Corporate Finance					
			42					
			SSU - Surplus Spending Unit					
			42					
			DSU - Deficit Spending Unit					
			42					
			Characteristics of finance?					
			42					
			Why Finance is important?	Exact understanding about basic corporate finance,			Discussion about how to generate passive	
UNIT 1	What is finance?	5	42	connection with financial markets and Financial services	80	20	income?	3.3
			All branches of Indian financial system					
			42					
			As Money Markets					
			42					
			Capital Markets					
			42					
			Banks					
			42					
			Other financial services	Introduction and entire information on Indian financial				
UNIT 1	Indian Financial system	5	42	system	80	20	Using PPTs	3.3
			Introduction to Capital					
			Market					
			105 Securities Market and Stock					
			Market	Introduction and explanations about all types of fin.				
UNIT 1	Introuction to financial markets	2	105	markets	50	50	Using multiple PPTs	3.3
0.4.1.2		<u> </u>	importance of investments		50	- 50	- Company of the Comp	5.5
			using multiple options like					
			35					
			Money market instruments					
			bonds					
			35					
			Stocks 35					
			Commodities					
			35					
			Mutual funds					
			35					
			Real Estate too	Concept and working of various investments industries,			Case Studies, PPT, Live Project and Mocks	
UNIT 2	What are Investments?	6	35	scope and benefits	50	50	sessions	3.3
			Trading Membership					
			60					
			Trading on NSEs NEAT					
			Platform 60					
			Settlement Cycle					
			60					
			RMS and Compliance				Case Studies, PPT, Live Project and Mocks	
UNIT 2	Securities: Indian Stock Markets	4	60	Live tracking of markets through different websites	80	20	sessions	4
		· · · · · · · · · · · · · · · · · · ·	1					

		1	Role of Depositories and DP				, , , , , , , , , , , , , , , , , , ,	
			Participants					
			52					
			Investment Bankers 53					
			Registrars					
			52					
			Cusotdians etc	Live session on markets, order punching, Importance of			Case Studies, PPT, Live Project and Mocks	
UNIT 2	Depositories and Intermediaries	4	53	Stop loss	50	50	sessions	3.3
			Calculating Brokerages					
			52					
			Future Values					
			53					
			Ratio Analysis					
			52					
			Understanding P & L					
			Statement in depth	Mathematical calculations, Calculating P/E and EPS, using			Case Studies, PPT, Live Project and Mocks	
UNIT 3	Introduction to Fundamental Analysis for Equities	4	53	website Screener.in	50	50	sessions	3.3
			Using technical Analysis					
			Tools and Multiple Charts					
			120					
			How to analyze any stock for					
			its future trend and how to	Using and interpreting charts, Candlestick charts, patterns,				
			find entry and exit levels	Oscillators, RSI, Moving averages and application part of			Case Studies, PPT, Live Project and Mocks	
UNIT 3	Introduction to Technical Analysis	2	120	Dow theory	20	80	sessions	4
		_	-	, , , ,				·
			Understanding Concept of					
			Contracts					
			70					
			Forward and Future					
			Contracts					
			70					
			Options and Various Indices	Understnding of derivatives, hedging, arbitrage and			Case Studies, PPT, Live Project and Mocks	
UNIT 3	Introduction to derivatives	3	70	speculations	80	20	sessions	3.3
OIVII 3	introduction to derivatives	3	Principal Of Insurance	Specialities:	- 00	-20	505510115	3.3
			70					
			IRDAI and future of					
			Insurance, Life insurance					
			70					
			Non Life insurance	Understanding the concept of Insurance and Mutual Funds			Case Studies, PPT, Live Project and Mocks	
UNIT 4	Insurance and Mutual Funds	3	70	in Detail	100	0	sessions	4.3
OIIII 4	insurance and ividead rands	,	wnat is Health insurance	in betain	100		363510113	4.5
			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					
				Describes health incomes 2000 2000 2000 2000				
			procedure and reasons for	Research on health insurance Preparing presentation on			Coop Charling DDT 11 a Davids at a	
	total of all of the Health Inc.		rejection of claim	health insurance Checking perosnal Health Insurance and			Case Studies, PPT, Live Project and	
UNIT 4	Introduction to Health Insurance	6	20	learning documentation	50	50	Gamification	3

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

UNIT NO	TOPIC COVERED	TOTAL SUBTOPIC	SUB TOPIC/TOPIC MIN	OBJECTIVE	Theory	Practical	PEDAGOGY	TOTAL MINUTES
UNIT 1	Introduction to Life Skills	1	-	In a constantly changing environment, having life skills is an essential part of being able to meet the challenges of everyday life. To cope with the increasing pace and change of modern life, students need new life skills such as the ability to deal with stress and frustration.	70	30	YouTube video, Word Document	1
UNIT 1	Self Awareness	1	-	Self-awareness plays an especially important role in strategic communications. Self-Awareness is having a clear understanding of your personality, your thoughts, emotions and ultimate behaviors. Knowing your strength and weaknesses.	70	30	YouTube video, Word Document	1
UNIT 1	Constructive Self Talk	1	-	Students will know that Positive self-talk is an inner monologue that makes you feel good about yourself and everything going on in your life. It's an optimistic voice in your head that encourages you to look at the bright side, pick yourself up when you fall and recognize when you fail.	70	30	YouTube video, Word Document	1
UNIT 2	Resilience	1	-	Resilience is important because it gives people the strength needed to process and overcome hardship. Those lacking resilience get easily overwhelmed, and may turn to unhealthy coping mechanisms. Resilient people tap into their strengths and support systems to overcome challenges and work through problems	70	30	YouTube video, Word Document	1
UNIT 2	Beliefs	1	-	Beliefs are important because behavior is important and your behavior depends on your beliefs. Everything you do can be traced back to beliefs you hold about the world— A belief is a mental attitude that some proposition is true. For every given proposition, every person either has or lacks the mental attitude that it is true	70	30	YouTube video, Word Document	1
UNIT 2	Manifestation	1	-	We need to realize that whether we believe it or not, we ultimately receive what we put out into the world. Hence, we need to manifest all of our goals, big or small, practical or impractical. Anything and everything we wish to make our own, whether it is a lifestyle, an object or a career, we need to say it out loud.	70	30	YouTube video, Word Document	1
UNIT 3	Creativity	1	-	Creativity helps you see things differently and better deal with uncertainty. Studies show that creative people are better able to live with uncertainty because they can adapt their thinking to allow for the flow of the unknown.	70	30	YouTube video, Word Document	1
UNIT 3	Goal Setting	1	-	Setting goals helps trigger new behaviors, helps guides your focus and helps you sustain that momentum in life. Goals also help align your focus and promote a sense of self-mastery. Setting goals not only motivates us, but can also improve our mental health and our level of personal and professional success.	70	30	YouTube video, Word Document	1
UNIT 4	Mindfulness	1	-	Mindfulness is when the mind is fully attending to what is happening, to what you're doing and to what you're thinking. It's when you are being aware of each and every moment. benefits of mindfulness include lowering stress, improving memory, and strengthening your relationships, among other things.	70	30	YouTube video, Word Document	1
UNIT 4	Journalling	1	-	Students will learn the methods of journaling. Journaling accelerates your ability to manifest your goals. Journaling clears your emotions. Journaling makes you better at understanding yourself	70	30	YouTube video, Word Document	1
								Total HRS - 10

UNIT NO	TOPIC COVERED	TOTAL SUBTOPIC	SUB TOPIC/TOPIC MIN	OBJECTIVE	Thoons	Practical	PEDAGOGY	TOTAL MINUTES
UNITINO	TOPIC COVERED	SUBTOPIC	SUB TUPIC/TUPIC WIIN		Theory	Practical	PEDAGOGY	IVIIINUTES
				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 & Wrap 3.7 Apply Formatting. Border, Shades, Text				
			Introduction	Colors, Text format 3.8 Conditional Formating: Rows /				
			30	Column & Custom formula base conditions 4.1 Naming				
			Entering, Editing and Formatting Data 30	and Moving Worksheets 4.2 Copying Worksheets 4.3 Adding, Deleting and Hiding Worksheets/Rows/Columns				
			Formatting Numbers, Text, Date	4.4 Grouping Worksheets 4.5 Moving, Copying, Deleting				
			30	and Hiding Grouped Worksheets/Rows/Column 5.1				
			Managing Worksheets / Sheets / Column / Row	Workbook Views 5.2 Zoom Features 5.3 Freeze Panes 5.4				
			30 Changing Views	Split Windows 5.5 Viewing Multiple Windows 5.6 Minimize The Ribbon				
UNIT 1	Introduction	5	30		50	50	PDF, Practical Excel Sheets, Youtube Videos	2.1
				CA Course and Harrison CA Cout Date CA C. 111 His				
				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				
			Sort, Filter, and Subtotal	Sorting and Filtering 6.7 Sorting with Custom Lists 6.8				
			130	Subtotal 7.1 Chart Types 7.2 Update Chart 7.3 Adjust				
			Introduction to Charts 130	Chart Size 7.4 Simple Charts 7.5 Pivot Charts 8.2 Creating PivotTables 8.3 Choosing Fields 8.4 PivotTable Layout 8.5				
	Data Handling &		PivotTables	Filtering PivotTables 8.6 Modifying PivotTable Data 8.7				
UNIT 1	Analysis	3	130	Pivot Charts 8.8 Dashboard	25	75	PDF, Practical Excel Sheets, Youtube Videos	6.3
			Assessment & Revision on Previous Topics(80%)MCQ + Practical	Understanding till date knowledge of the students about				
UNIT 2	Assessment 01	1	180	Excel	20	80	MCQ + Practical	3
				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 & Nested IF) 9A.9 Using logical functions (AND, OR, NOT) 9A.10 Bultin Functions & Array formula 9A.11 V-				
			Working with Formulas	lookup/H-lookup 9A.12 Text Formulas 9B.1 Multiple Sheet				
	Advance		285	References 9B.2 Consolidating Data - With or Without				
UNIT 2	Formulas &	2	Referencing Formulas 285	Links 9B.3 Trace the Precedents and Dependents 9B.4 Using the Watch Window	40	60	DDE Dreatical Event Chapte Voyatuba Videos	9.3
UNII Z	Functions		285 Data Tools	Using the Watch Window 10.1 Data Validation 10.2 Drop-Down Lists 10.3 Removing	40	00	PDF, Practical Excel Sheets, Youtube Videos	9.5
			90	Duplicates 10.4 Text To Columns 10.5 WhatIf Analysis 11.1				
LINUT 3	T1- 0 C ''	2	Worksheet Protection	Sheet Level Protection 11.2 Workbook Level Protection	40	60	DDE Desetion Francische att Vertebra 17	
UNIT 3	Tools & Security	2	90	11.2 Unlocking Cells 12.1 Introduction and Macro Security 12.2 Recording a	40	60	PDF, Practical Excel Sheets, Youtube Videos	3
				Macro 12.3 Assign a Macro to a Button or Shape 12.4 Run				
	Working with		Working with Macros	a Macro upon Opening a Workbook 12.5 How to Inspect				
UNIT 3	Macros	1	90	and Modify a Macro	50	50	PDF, Practical Excel Sheets, Youtube Videos	1.3
				13.1 Using external data sources 13.2 Using data				
				consolidation feature to consolidate data 13.3 Show Value				
	Reports &		Session 13: Working with Reports	As (% of Row, % of Column, Running Total, Compare with Specific Field) 13.4 Viewing Subtotal under Pivot 13.5				
UNIT 4	Dashboard	1	120	Creating Slicers (Version 2010 & Above) 13.8 Dashboard	50	50	PDF, Practical Excel Sheets, Youtube Videos	3
	Assessment &							
	Revision on							
	Previous Topics(80%)MC		Assessments	Understanding till date knowledge of the students about			MCQ + Practical	
UNIT 4	Q+ Practical	1	120	Excel	20	80		2
			·	·			·	Total HRS - 30

UNIT NO	TOPIC COVERED	TOTAL SUBTOPIC	SUB TOPIC/TOPIC MIN	OBJECTIVE	Theory	Practical	PEDAGOGY	TOTAL MINUTES
				Students will understand the Basics about Audit				
UNIT 1	Introduction - Participants & Trainers	1	Ice-breaker15		85	15	Theory with Examples	2
			"Expectation of the participants from Training / Trainer /					
			Peers Trainer sets their expectation with the batch and					
			introduces CoC (Code of Conduct)"	Student will understand the overall info about the subject				
UNIT 1	Expectation Setting	1	45	Audit	85	15	Theory with Examples	1
				Students will learn the introduction about the Term & Subject				
UNIT 1	Introduction in Audit	4	Errors & Frauds in Auditing75Principles of Auditing75Types of	Auditing Audit	85	15	Theory with Examples	6
				Students will understand the different terms like Audit				
UNIT 2	Audit Planning, Procedures & Documentations	4	ing45Audit Program45Audit Working Papers45Audit Notebook	Planning, Procedures & Documentations	85	15	Theory with Examples	3
				Students will understand Auditing Techniques And Internal				
UNIT 2	Auditing Techniques And Internal Audit Introduction	4	heck45Audit Sampling45Internal Control45Internal Audit45	Audit Introduction	85	15	Theory with Examples	3
UNIT 3	Auditing Techniques: Vouching	2	Audit of Income60Audit of Expenses60	Students will learn Auditing Techniques: Vouching	85	15	Theory with Examples	3
			Audit of Assets, Book Debts / Debtors, Stocks					
			60					
			Audit of Liabilities					
UNIT 3	Auditing Techniques: Verification	2	60	Students will learn Auditing Techniques: Verification	85	15	Theory with Examples	3
UNIT 4	Varieties In Audit	3	mpanies35Audit of Banking Companies35Audit of Insurance (Students will learn the different varieties in Audit	85	15	Theory with Examples	3
			Introduction to Cost Audit, HR Audit, Forensic Audit etc					
			45					
			Audit in EDP Environment					
UNIT 4	New Areas Of Auditing	2	45	Students will understand New Areas Of Auditing	85	15	Theory with Examples	3
			Introduction, Meaning & Applicable Acts etc	Lastly and very important students will learn Professional				
UNIT 4	Professional Ethics & Misconduct	1	45	Ethics & Misconduct	85	15	Practicals/Live	3
								30

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

UNIT	TOPIC COVERED	TOTAL	SUB TOPIC/TOPIC MIN	OBJECTIVE	Th		PEDAGOGY	TOTAL
NO	TOPIC COVERED	SUBTOPIC	What is Accounting	OBJECTIVE	Theory	Practical	PEDAGOGY	MINUTES
			10					
			What is Business 10					
UNIT 1	Introduction to Accounting	5	Types of Business Entities	Need to learn the Introduction of	85	15	Theory with Examples	5.8
OMII 1	introduction to Accounting		20 Need for Financial Statements	Accounting	83	13	Theory with Examples	3.6
			10					
			User of Financial Statements 20					
			What is Double Entry System of Accounting 10					
			Why Double Entry System of Accounting					
UNIT 1	Double Entry system of Accounting	4	10 Concept of Duality	To learn Double Entry system of Accounting	85	15	Theory with Examples	1.2
	-		10	-				
			Examples of Double Entry System of Accounting 50					
UNIT		2	Steps in Accounting Cycle 20	To Understand the process of				0.35
1	Process of Accounting	-	Important Rules of Accounting 15	Accounting	85	15	Theory with Examples	0.35
			What is Account					
			10 What are Types of Accounts					
			15 Where does Accounts appear	To learn the Accounts & Rules of				
UNIT 1	Accounts & Rules of Accounts	5	15	Accounts	85	15	Theory with Examples	1.1
			Golden Rules of Accounts 20					
			Examples 10					
			What are Financial Statements					
UNIT 2	Financial Statements	3	10 How to Read Financial Statements	To learn about Financial	85	15	Th	0.35
UNII 2	Financial Statements	3	10 Examples for interpretation of Financial Statements	Statement	85	15	Theory with Examples	0.35
			15					
			What is Trial Balance 10					
			Format of Trial Balance 15					
			Why Trial Balance Does not Tally					
UNIT 2	Trial Balance	6	15 Trial Balance Limitations	To know what is Trail Balance	85	15	Theory with Examples 2) Problem Solving	3.8
			15 Items not appearing in Trial Balance				-	
			15					
			Detection of errors in Trial Balance 10					
			What is Balance Sheet 15					
			Parts of Balance Sheet					
			15 Format of Balance Sheet					
UNIT 2	Balance Sheet & Profit and Loss	6	15 What is Income Statement	To learn Balance Sheet & Profit and Loss	85	15	Theory with Examples 2) Problem Solving	1.4
			15	und coss			Troucin Solving	
			Parts of Income Statements 15					
			Format of Income Statements 15					
			What is BRS 15					
			Necessity of BRS					
			10 Importance of BRS					
			10 Why the Difference in two balances					
UNIT 2	Bank Reconciliation Statements	8	15	To learn Bank Reconciliation	85	15	Theory with Examples	1
	(BRS)		Ways of Doing BRS 10	Statements (BRS)				
			When to prepare BRS 10					
			BRS Procedure					
			10 Format of BRS					
			10 What is Depreciation					
			15 Why there is need for depreciation					
			15					
UNIT	Depreciation	6	Depreciation as per Companies Act 15	To Understand the concept	85	15	Theory with Examples	2.4
3	Бергесия	"	Depreciation as per Income Tax Act	called Depreciation	0.5	13	Theory was examples	1.4
			Methods of Depreciation 20					
			Presentation of Depreciation Schedule					
			20 What are Ratios					
UNIT			15 Importance of Ratio Analysis	To Understand what is Ratio				
3	Ratio Analysis	3	15	Analysis	85	15	Theory with Examples	0.5
			What are types of Ratios 15					
			What do you mean by Cash Flow Statement 15					
			What is the need of Cash Flow Statement					
UNIT 3	Cash Flow Statements	4	10 Classification of Cash Flow Statement	To learn Cash Flow Statements	85 0	15 100	Theory with Examples	1
			15 Format, Adjustments and Examples					
\vdash		_	20 What is TDS					
			15					
[.	What is TCS 15	T				
UNIT 3	TDS & TCS	4	Different Sections of TDS & TCS	To learn what is TDS and TCS	85	15	Theory with Examples	1
			Applicability & Cut-off Amounts for TDS					
\vdash			15 Introduction			 		
			30 Company Creation					
			30					
UNIT 4	Introduction to Tally ERP 9	5	Company Features & Configuration 30	To Understand the Concept of Tally ERP 9	15	85	Theory with Practicals	2.5
			Ledgers - Create/ Alter / Display/ Delete 40					
			Groups - Create/ Alter / Display/ Delete					
\vdash			40 Introduction					
			30 Business Transactions					
UNIT 4	Recording Day-To-Day	4	30	To learn how to record Day to	15	85	Thomas and the	2.3
	Transactions		Accounting Vouchers - Sales / Purchase / Receipts 45	Day Transactions			Theory with Practicals	
			Payments/Contra/Journal/Debit Note/Credit Note 45					
			Introduction 30					
UNIT 4	Accounts Receivable & Payable	3	Maintaining Bill wise Details-New Ref/Against Ref	To know what is Accounts Receivable & Payable	15	85		1.4
[4	Management		35 Advance/On Account etc	Management	.,	~	Theory with Practicals	
\vdash		\vdash	35 Introduction			-		
			35					
	APP 0		Advantages of MIS 35	To beauty the to be a		0.5		
UNIT 4	MIS Reports	4	MIS Reports - Trial Balance/P&L /Balance Sheet 45	To know what is MIS Reports	15	85	Theory with Practicals	2.4
			Cash Flow Statement /Ratio Analysis/Books & Reports					
\vdash			45 Introduction					
			30 Activation/Configuration of TDS Features					
UNIT 4	Recording Vouchers with TDS	4	25	To learn how to Record Vouchers	15	85	***************************************	1.5
			TDS Statutory Masters 25	with TDS			Theory with Practicals	
			TDS Reports 25					
								Total HRS - 30

Self-accessed and programmed and the self-accessed and programmed and the configuration contributions and contributions	UNIT NO	TOPIC COVERED	TOTAL SUBTOPIC		OBJECTIVE	Theory	Practical	PEDAGOGY	TOTAL MINUTES
UNT 2 Introduction in Authors communication, but large appear and interest of the communication of the communicati	UNIT 1	Self-Awareness , Self esteem	4	What is self image 45 What is self esteem 45 Tips to Improve 45	Self-awareness plays an especially important role in strategic communications. Self-Awareness is having a clear understanding of your personality, your thoughts, emotions and ultimate behaviours. Knowing your strengththen and weaknesses.	50	50	YouTube video, Word Document	3
Months Sections (Composed of tillings) Composed of tillings (Compo	UNIT 1	Introduction to business communication, Body language	4	45 Its components 45 Verbal non Verbal Communication Egs of Verbal 45 Non Verbal Communication	Winning Communication strategy ,how to use official communication ,mock meetings	50	50	YouTube video, Word Document	3
Setures will be be the decision making is a created composed of sectors a remove profession for the properties of section of the properties of the properties of section of the properties of th	UNIT 2	Perception Listening Skills	3	What is listening 60 Components of listening 60 How to improve listeting 60	message: not just the content, but the motivation behind what's being said, the circumstances around which they're conversing,	50	50	YouTube video, Word Document	3
UNIT 2 Mindset, finishend in effergence 6 Components of B Tasks of B 30 19 19 19 19 19 19 19 19 19 19 19 19 19	UNIT 2	Problem Solving and Decision Making, Critical thinking	6	30 Meaning defination 30 What is critical thinking 30 Meaning and defination 30 6 hats of critical thinking 30 How to improve problem solving and critical thinking 30 How to improve problem solving and critical thinking	make in our day-to-day lives and careers are most often responses to problems or opportunities we may be presented with,	50	50	YouTube video, Word Document	3
How to make a poverpoint presentation (a) How to make a poverpoint presentation (b) How to speak effectively in powerpoint presentation (c) How to speak effectively in powerpoint presentation (d) Rules of presentation (d) Rules of presentation (d) Rules of presentation (d) Rules of presentation (d) Rules of presentation (d) Rules of presentation (d) Rules of presentation (d) Rules of the speak of circle writing How to improve circle writing How to improve circle writing How to improve circle writing How to improve circle writing How to improve circle writing How to improve circle writing How to improve circle writing How to improve circle writing How to improve circle writing How to improve circle writing How to write perfect email 90 Multi at time management 1 or ganiting your day so that you find the best use for every moment. Time Management plays a very important rolle not only in organizations or the lives of entrepreneur but also in our presonal live. The importance of time management to management comes down to how much it impacts your personal infe. UNIT 4 Interview skills 3 Tips for giving interviews (d) How to dress up in a interview (d) How	UNIT 2	Mindset, Emotional intellegence	6	30 Components of EI 30 Tests of EI 30 How to improve Ei 30 What is mindset 30 How to to improve mindset		50	50	YouTube video, Word Document	3
UNIT 3 Cv writing , Email writing 6 What are the noline resources for cv writing 30 How to improve cv writing 30 6 what is email 30 How to write perfect email 30 What is management 45 Tools for effective time management 45 How to princille your tasks 45 Johan window UNIT 4 Interview skills 3 Top for giving interviews 60 How to dress up in a interview 60 What is a same of time with time of the time of time with time of the time of time with time of the time of the time with time of time with time of time with time of time with time of time with time of time with time with time of time with time	UNIT 3	Presentaion skills	3	How to make a powerpoint presentaion 60 How to speak effectively in powerpoint presentaion 60 Rules of presentaion 60	Dos and donts in communication , tips on creating and presentaion of content	50	50	YouTube video, Word Document	3
What is time management 4 Time Management 4 Time Management 4 Time Management 4 Time Management 4 Time Management 4 Time Management 4 Time Management 4 Time Management 4 Time Management 4 Time management 4 Time management 4 Time management is organizations or the lives of entrepreneurs but also in our personal lives. The importance of time 4 Time management is organizations or the lives of entrepreneurs but also in our personal lives. The importance of time 4 Time management is organizations or the lives of entrepreneurs but also in our personal lives. The importance of time 4 Time management is organizations or the lives of entrepreneurs but also in our personal lives. The importance of time 4 Time management is organizing your day so that you find the best use for every moment. Time Management plays a very importance of time 4 Time management is organizing your day so that you find the best use for every moment. Time Management plays a very importance of time 50 YouTube video, Word Document 60 Tips for giving interviews 60 What is interview 60 What is ordifict 60 What is servitiveness 60 What is servitiveness 60 What is servitiveness 60 What is servitiveness 60 What is servitiveness 60 What is servitiveness 60 What is servitiveness 60 What is servitiveness 60 What is servitiveness 60 What is netwice 6	UNIT 3	Cv writing , Email writing	6	30 What are the rules of cv writing 30 How to improve cv writing 30 What are the online resources for cv writing 30 6 what is email 30 How to write perfect email	Cv writing , evaluation ,tips and tricks	50	50	YouTube video, Word Document	3
UNIT 4 Interview skills 3 Tips for giving interviews 60 How to dress up in a interview 60 How to dress up in a interview 60 So What is conflict 60 Conflict is a part of life. But well-managed conflict can produce benefits and positive changes both in productivity and relationships. Conflict resolution is a process of managing a conflict and negotiating a solution. Assertiveness is a skill regularly referred to in social and communication skills students will learn Being assertive means being able to stand up for your own or other peoples rights in a calm and positive way without being either aggressive.	UNIT 4	Time Management	4	What is time mangement 45 Tools for effective time management 45 How to prioratize your tasks 45	important role not only in organizations or the lives of entrepreneurs but also in our personal lives. The importance of time	50	50	YouTube video, Word Document	3
UNIT 4 Conflict Resolution and Assertiveness 3 What is a sertiveness 60 Conflict is a part of life. But well-managed conflict can produce benefits and positive changes both in productivity and relationships. Conflict resolution is a process of managing a conflict and negotiating a solution. Assertiveness is a skill regularly referred to in social and communication skills students will learn Being assertive means being able to stand up for your own or other peoples rights in a calm and positive way without being either aggressive.	UNIT 4	Interview skills	3	60 Tips for giving interviews 60 How to dress up in a interview 60	Focus on deliverables and value addition , indiviual interviews and feedback	50	50	YouTube video, Word Document	3
	UNIT 4	Conflict Resolution and Assertiveness	3	60 What is asertiveness 60	relationships. Conflict resolution is a process of managing a conflict and negotiating a solution. Assertiveness is a skill regularly referred to in social and communication skills students will learn Being assertive means being able to stand up for your own or	50	50		3 Total HRS - 30

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	
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 genration 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	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

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