Diploma in E-Accounting

Duration: 12 Months

MODULE-I (Computer Operating)
Fundamental, Window, Ms-Office (Word, Advance Excel
Access, PowerPoint) , Internet.

MODULE-II (Tally Prime (Enterprises Resource Planning)
Accounting Feature, Inventory Feature,
Statutory & Taxation Feature, TSS Feature

MODULE-III (Busy)

BUSY (Business Accounting Software)
Creating Masters, Accounting Transactions,
Material Centre, Standard Narration,
Cash/Bank Book, Subsidiary books

MODULE-IV (Statutory & Taxation)

GST (Cgst,Sgst,Igst,Utgst),Service Tax, TDS
(Tax Deducted at Source),TCS (Tax Collected At Source)

MODULE-V (Statutory & Taxation Online)
GST FORM- GSTR-1 GSTR-2 GSTR-3, GSTR4 up to 8
Income tax return form - ITR-1, ITR-2, ITR-3, ITR-4, ITR-5
TDS From- TDS/TCS Challan, TDS 24Q, TDS 26Q

MODULE-VI (How to use PC Devices)
Scanning, Printing, Networking,
P.C. Utility, Soft Utility