

Vista Academy



**Diploma in Financial Accounting, Tally and Banking
with Chartered Accountancy.**



Simplifying IT

Get secured , experience & most innovative Career .

Value for Money

Career Options:

- Accounts Assistance
- Finance Executive
- Logistic Manager
- Commercial manager
- Secretary
- Accounts Manager
- Sr. Accounts Executive
- Back Office Executive
- Purchase Manager

LEVEL 1

M1 – MICROSOFT OFFICE APPLICATION

- Windows 7
- Ms Office2010(Word, Power Point ,Excel , Outlook)
- Internet ,E – Commerce
- Real Life Project on Project on Word and Excel

M2 – Manual Accounting

- Journal Entries and Books of Accounts.
- Inventory valuation and Depreciation.
- Bank Reconciliation. ROE
- Financial Statements.
- E- Transactions and Misc. Banking Transactions and Operations.
- Real life Projects on Manual Accounting.

M-3 – TALLY .ERP (COMPUTERIZED ACCOUNTING)

PART1

- Creation, Modification and Deletion of Company , Ledgers and Groups.
- Security Control , Back Up and Restore Process
- Accounting Vouchers and Inventory entries
- Advance Inventory Management
- Mutipple currency,
- Interest calculation
- Bank Reconciliation
- Zero value entries and discount .

PART 2

- VAT & CST- Accounting entries in Tally.ERP 9
- Cost Centre – Creation and Allocation
- Branch Transfer, CNVAT credit
- Company merger and splitting
- Accounting , Inventory and Taxation

M4- BUSINESS COMMUNICATION SKILL

- Self-Presentation
- Professional Etiquette
- Interviewing Essential and Skills.
- Real Life Projects for Personality.

LEVEL 2

M-5 FINALISATION AND RECONCILIATION OF ACCOUNTS

PART 1

- Projects on Reconciliation of Debtors and Creditors.
- Projects on Branch Reconciliation.
- Projects on Ledger Scrutiny.
- Projects on Profit Scrutiny.

LEVEL II BANKING AND FINANCE

Module 1 Basic of Business Math's

Calculation of Interest

- Base II Accord – An Overview
- Calculation of YTM
- Capital Budgeting
- Depreciation
- Foreign Exchange Arithmetic

Bills of Exchange

- Introduction
- Types and due date of a bill
- Certain Important Terms
- Accounting entries to be passed

Depreciation Accounting

- Meaning of Depreciation
- Causes of Depreciation
- Need for Depreciation
- Factor of Depreciation
- Accounting entries
- Method of Depreciation

Partnership Accounts

- Introduction to Partnership
- Distinction between partnership and other forms of business
- Partnership capital and loans Accounts
- Goodwill and Method of its Valuation

Special Accounts

- Company's Financial Statements.
- Calculation Of Depreciation and Accounting Treatment.
- Company's Final Accounts as per Schedule Vi.
- Ratio Analysis
- Cash Flow Statements.

Module II

Financial System

- Banking Regulation
- Retail Banking ,whole sale and international Banking
- Role and function of Capital Market, securities and Exchange board of India
- Role and function of Mutual Funds, Bancassurance and Insurance Regulatory and IRDA
- Risk Management
- Factoring , Forfeiting Service and Off Balance Items.

Function Of Banks

- Bankers Customer Relationship
- Bankers Special Relationship
- Payment and Collection of Cheque and other negotiable instruments
- Micro ,small and medium enterprises in India
- Credit Card Home Loan, Personal Loan Consumer loan
- modes of Charging Securities, types of Collateral and their Characteristic.
- Non-Performing Assets

Banking Technologies

- Bank Computerization
- Payment systems and electronic Banking
- Data communication network and ETF system
- Role of Technology

Support service

- Marketing
- Consumer Behavior
- Pricing, Distribution

Channel Management

- Promotion, Role of DSA
- MIS

TALLY .ERP (COMPUTERIZED ACCOUNTING)

Part 3

Adjustments Of Invoices And Debit And Credit Notes.

- Adjustments of Outstanding and Prepaid Transactions.
- Adjustments of Credit Purchases and Sales.
- Reserves, Provisions and Adjustments of Provisions For Depreciation, Bad Debts And Taxes.
- Preparation of Financial Statements.
- Online Finalisation of Financial Statements.

PART 4 Concept and provision of PF and ESI and Taxes

- Service Tax
- TDS & TCS
- Payroll Processing through Tally.ERP 9
- Documentation and e filing of FP & ESI Real Life Projects on

E-FILING OF VARIOUS RETURNS

- Vat Computation, Preparation and Filing of Returns.
- TDS, E-Filing of TDS Returns.
- TCS, Filing Of TDS Returns.
- Service Tax, Computation, Preparation and Filing of Returns.
- Central Sales Tax (CST), Preparation and Filing of Returns.
- Excise Duty-Manufacturers and Dealers, Computation and Filing of Returns.
- Income Tax and E-Filing Of Income Tax Returns.
- PF and ESI
- Job Order Processing

CORPORATE COMMUNICATION

- Official Correspondences.
- Online Correspondences..
- Mastering various deeds (Partnership deeds , Joint Venture Agreements, MOU ,Gift deeds)

INCOME TAX

- Residential Status.
- Income from Salaries.
- Income from House Property.
- Profit and Gains of Business and Profession.
- Capital Gains.
- Income from Other Sources.
- Calculation of Income Tax as Per Law.
- Filing Of Income Tax Returns.

ICWAI COMMON PROFICIENCY TEST SYLLABUS

- **Section A: Fundamentals of Accounting**
- **Section B: Mercantile Laws**
- **Section C: General Economics**
- **Section D: Quantitative Aptitude**
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Institute of Chartered Accountants of India will be holding the Common Proficiency Test

Note: all the above content has features of Charter Accountancy

A Course is designed as per need of the industry .

Extraordinary Career for Extra Ordinary People

Methodology

- English speaking and writing
- Presentation skills
- Interview skills
- Personality development
- Vigorous Training



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