
Diploma in Financial Accounting (DFA)

Duration: 6 Months

Course Overview

The Diploma in Financial Accounting (DFA) is designed to equip students with essential computer skills, office productivity tools, financial accounting knowledge, and exposure to modern AI-based tools. This course blends computer fundamentals, MS Office, Tally Prime, and practical applications to prepare learners for careers in accounting, finance, and office administration. Students will gain strong hands-on training in business accounting software along with digital skills to work efficiently in today's professional environment.

Course Objectives

1. To build a strong foundation in computer fundamentals and operating systems.
 2. To develop proficiency in MS Office applications for business and office work.
 3. To provide comprehensive training in financial accounting using Tally Prime.
 4. To introduce AI-based tools relevant to accounting and office productivity.
 5. To prepare learners for employment opportunities in finance, accounting, and office management.
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Course Outcomes

After successful completion of this course, students will be able to:

1. Operate computers and manage files effectively using Windows OS.
2. Create, edit, and manage documents, spreadsheets, and presentations using MS Office.
3. Understand fundamental accounting concepts and apply them using Tally Prime.
4. Manage business transactions, taxation, payroll, and reports in Tally Prime.
5. Utilize AI tools to automate tasks, improve accuracy, and enhance productivity in financial accounting.
6. Be job-ready for roles such as accountant, office assistant, data entry operator, or finance executive.

Course Syllabus

Module 1: Computer Fundamentals (2 Weeks)

- Introduction to Computers – Hardware, Software, Input/Output Devices
- Computer Networks & Internet Basics
- Computer Security & Safe Practices

Module 2: Windows Operating System (2 Weeks)

- Introduction to Windows Environment
- File & Folder Management
- System Settings & Customization
- Basic Troubleshooting

Module 3: MS-Office (6 Weeks)

- **MS Word** – Document Creation, Formatting, Tables, Mail Merge
- **MS Excel** – Formulas, Functions, Charts, Data Management, Pivot Tables
- **MS PowerPoint** – Creating Professional Presentations, Animations, Transitions
- **MS Outlook/Email Handling** – Email Writing, Attachments, Scheduling

Module 4: Financial Accounting with Tally Prime (12 Weeks)

- Introduction to Accounting Concepts
- Company Creation & Chart of Accounts
- Voucher Entries (Sales, Purchase, Payment, Receipt, Journal)
- Inventory Management (Stock Groups, Items, Godowns)
- **Cost Centers & Cost Categories** – Creating, Allocating, and Reporting Expenses/Income by Department, Project, or Division
- **Order Processing** – Sales Orders, Purchase Orders, Tracking & Reports
- GST & Taxation in Tally Prime
- Bank Reconciliation
- Payroll Management
- Financial Statements & Reports (Balance Sheet, P&L, Trial Balance)

- Data Backup & Security in Tally

Module 5: AI Tools for Productivity in Accounting (2 Weeks)

- Introduction to AI & Its Applications in Accounting
- Using AI Tools for:
 - Automated Data Entry & Error Checking
 - Invoice & Report Generation
 - Excel AI Add-ons for Data Analysis
 - AI-based Document/Email Drafting
- Practical Lab on AI Tools

Module 6: Project Work & Assessment (2 Weeks)

- Practical Project: Preparing Complete Accounts of a Small Business in Tally Prime
- Implementing **Cost Centers & Order Processing** in the project
- Generating GST Returns, Payroll, and Financial Reports
- Integrating MS Office & AI Tools for Report Presentation
- Final Viva/Assessment

☒ By the end of the course, students will have **hands-on experience with Tally Prime, MS Office, and AI tools**, making them industry-ready for accounting and office-related careers.