

Certificate Course in Basics of Accounting and GST

Offered by Centre for Innovative Skill-Based Courses (CISBC)

Open Learning Development Centre (OLDC), University of Delhi

Duration: 2 Months

Course Hours: 16 Hours (2 Hours per week)

Mode: Offline

Eligibility: XIIth Pass

Course Fee: Rs.6000/-

Course Overview

This course combines foundational accounting principles with practical training in accounting software such as Busy and Tally, along with a detailed focus on Goods and Services Tax (GST). It is designed for beginners to intermediate learners who wish to develop core accounting knowledge and gain hands-on experience in financial management and tax compliance.

The course provides both theoretical understanding and practical exposure, enabling learners to manage financial transactions, generate reports, and handle GST-related tasks efficiently.

Course Objectives

- To develop a strong foundation in basic accounting principles
 - To provide hands-on training in accounting software (Busy & Tally)
 - To enable learners to manage financial transactions and reports
 - To build understanding of GST structure and compliance
 - To equip students with practical skills for accounting and taxation roles
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Course Content

Module 1: Fundamentals of Accounting

Basic Accounting Principles and Financial Statements

This module introduces participants to the core concepts and principles of accounting.

Topics

- Basic accounting framework
- Double-entry system
- Accounting equation
- Accrual accounting principles

Financial Statements

- Balance Sheet
- Profit & Loss Statement
- Cash Flow Statement

Learning Focus

- Preparation and analysis of financial statements
- Understanding financial performance of a business

Module 2: Accounting Software Training

Hands-On with Software for Financial Transaction Management and Reporting

This module focuses on practical learning using accounting software.

Topics

- Introduction to Accounting Software (Busy & Tally)
- Features and applications for day-to-day accounting

Transaction Management

- Recording business transactions:
 - Sales
 - Purchases
 - Payments
 - Receipts

Financial Reporting

- Generating real-time reports:
 - Profit & Loss Statement
 - Balance Sheet
 - Other financial reports
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Module 3: GST and Taxation

Introduction to GST, Registration, and Tax Management Using Software

This module provides essential knowledge of GST and its practical implementation.

Topics

- GST Fundamentals
 - CGST
 - SGST
 - IGST
 - Impact of GST on business transactions

GST Registration

- Process and requirements
- Maintaining GST compliance

Tax Management Using Software

- Practical GST application in accounting software
 - Filing and managing GST returns
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Module 4: Inventory and Payroll Management

Using Accounting Software

This module focuses on managing inventory and payroll operations.

Inventory Management

- Creating and categorizing stock items
 - Managing inventory levels
 - Generating stock reports
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- Handling purchase orders
- Managing stock transfers

Payroll Management

- Creating employee records
- Processing salary payments
- Generating payslips

Certification

Upon successful completion of the course, participants will receive a **Certificate of Completion** from the **Centre for Innovative Skill-Based Courses (CISBC), Open Learning Development Centre (OLDC), School of Open Learning, University of Delhi.**