

Course Details

Course Name:

Diploma in Practical Accounting

Course Duration:

20 Hours

Course Objective:

- To provide students with a fundamental understanding of accounting principles.
- To equip students with the practical skills required for daily bookkeeping tasks.
- To enable students to prepare accounting statements like trial balance, receipts, and payments.

Course Syllabus

Module 1: Introduction to Accounting

- Overview of Accounting
- The Importance of Accounting in Business
- Types of Accounts: Personal, Real, and Nominal Accounts
- Basic Accounting Terminologies

Module 2: Journal Entries

- Concept of Journal in Accounting
- How to Record Journal Entries
- Practical Examples of Journal Entries

Module 3: Practical Work on Ledger

- Understanding the Ledger and its Role
- How to Post Journal Entries to Ledger
- Balancing of Ledger Accounts
- Practical Examples of Ledger Posting

Module 4: Trial Balance

- Purpose of Trial Balance
- Format and Structure of Trial Balance
- How to Prepare a Trial Balance
- Practical Work on Trial Balance Preparation

Module 5: Daybook (Receipts and Payments)

- Concept of Daybook in Accounting
- Recording Receipts and Payments on a Daily Basis
- Practical Work on Daybook Entries

Module 6: Receipts & Payments Statements Preparation

- How to prepare Receipts & Payments Statements
- Practical Works

Module 7: Preparation of Financial Statements of Not-for-Profit Organization

- How to prepare Income and Expenditure Account
- How to Prepare Balance Sheet
- Practical Works

Certification

Upon successful completion of the course, participants will be awarded a **Diploma in Practical Accounting** certificate from Accountants Academy.

We believe this course will provide students with the essential practical accounting knowledge that will prove invaluable in their future careers. We would be honored to partner with Sreekrishna College, Guruvayoor, in offering this course to your students.

Please let us know if you need any further information or if you would like to arrange a meeting to discuss the proposal in more detail.

Thank you for your time and consideration.

Warm regards,

Shiji Praveen M Com, ACCA

Administrator
Accountants Academy