



**DIPLOMA IN COMPUTERIZED ACCOUNTING PACKAGES**  
**DCAP**

**DURATION: 8 MONTHS/ 288 HRS.**



# OBJECTIVE



A Diploma program to make you an expert in manual and computerized accounting. The course strides through the very computer basics, MS Office and then leads to Manual accounting and ends with computerized accounting.

# COURSE OUTLINE

- ❖ Computer Basics
- ❖ Fundamental of Operating system Windows
- ❖ MS Office
- ❖ Introduction to Accounting Standards (Manual Accounting)
- ❖ Tally ERP 9
- ❖ Sage 50 Accounting
- ❖ QuickBooks Premier Accounting
- ❖ Dacey Sage



**e-accounting**

# COMPUTER BASICS








## Hardware & Software | Basic Applications of Computer | Components of a computer system



# OS & OFFICE APPLICATIONS



- Introduction to Windows
- Operating windows
- Desktop Management.
- Files & Folders
- Basic components of Windows

-  Introduction To Microsoft Word
-  Tools And Windows
-  Creating A New Word Document
-  Saving A Word Document
-  Applying Basic Formatting
-  Applying Styles
-  Applying Bulleted And Numbered List
-  Printing A Word Document
-  Working With Graphics And Tables
-  Designing And Reviewing A Word Document
-  Mail Merge





- ❏ Creating a new Excel Workbook
- ❏ Saving an Excel workbook
- ❏ Cells, Columns and Rows
- ❏ Rows and Columns Operations
- ❏ Inserting, Deleting, Cut, Copy and Paste
- ❏ Working with Tables and Charts
- ❏ Formulas and functions

- ❏ Creating and saving a presentation
- ❏ Basics of presentation
- ❏ Setting up and running a slide show
- ❏ Packaging a presentation
- ❏ Enhancing PowerPoint presentations
- ❏ Layouts of a slide
- ❏ Basic graphical objects and media clips that can be added to the slide
- ❏ Creating photo album.



# MANUAL ACCOUNTING












- Understanding Fundamentals of Accounting
- Book Keeping & Accounting
- Basic terms used in Accounting
- Principles or Rules of Accounting
- Journal Transactions
- Ledger Posting
- Adjustment entries
- Account Finalization

## TALLY ERP 9



*Tally*

**POWER OF SIMPLICITY**

-  Company Creation Techniques
-  Account Information
-  Inventory Management
-  Transaction through vouchers
-  Payroll Management
-  Job Costing
-  Statutory Taxation
-  Tally Features
-  Tally Configuration
-  Company information

## SAGE 50 ACCOUNTING

- Company creation techniques
- Accounts and inventory management
- Order management
- Payroll Management
- Job costing process
- Statutory Taxation
- Manufacturing Process
- Reconciliation Process
- Back up/ Restore & Import / Export Process
- Closing current year process



sage 50

# QUICKBOOKS



- Company creation techniques
- Accounts and inventory management
- Order management
- Set Credit & Set Discount features
- Statutory Taxation
- Manufacturing Process
- Reconciliation Process
- Multiple Price level
- Apply Finance Charge
- Back up/ Restore & Import / Export Process
- Closing current year process

## DACEASY SAGE

- Company creation techniques
- Accounts and inventory management
- Order management
- Receivable & Payable Ledger
- Statutory Taxation
- Manufacturing Process
- Reconciliation Process
- Master Stock Item & Ware houses
- Apply Serial Number
- Back up/ Restore & Import / Export Process
- Closing current year process

sage DacEasy

# EXIT PROFILE



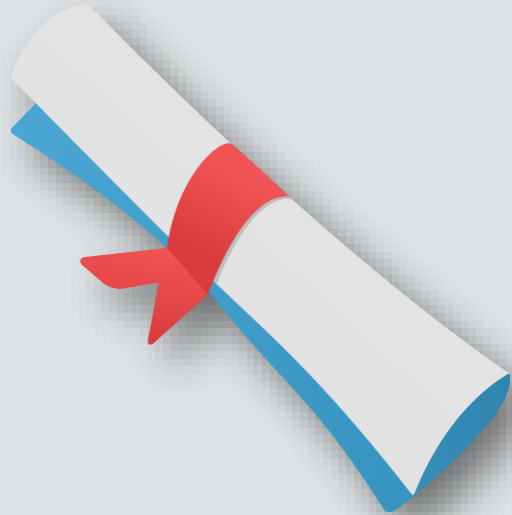
- **Able to do computer operation smoothly**
- **Able to prepare Account books manually**
- **Get a thorough knowledge in accounting software such as Tally or Peachtree or QuickBooks or Daceasy**
- **Able to give training in the software**

# CAREER PATH

- **Become a Professional Accountant**
- **IT Educator- Accounting Division**
- **Accounting Executive**
- **Gulf Job as Accountant**



# MANDATORY CERTIFICATE



Thank  
you!