

SYLLABUS

ACPA [ADVANCE CERTIFIED PROFESSIONAL ACCOUNTING] COURSES

Module	Chapter	Topics	Hrs
1	Manual Accounting	Accounting Vouchers Double entry book keeping Ledger, Trial balance Final Reports Bank reconciliation statement Outstanding expenses Depreciation	15hrs
2	Tally Prime Gold	Prepare all the following works in Tally Prime. 1.Trading Concern 2.Manufacturing Concern 3.Service Concern 4.Hospital Accounts 5.Construction firm 6.Order Processing 7,Payroll Information	25 hrs
3	MS Excel	Explain Excel Home Screen: Home : formatting, Insert: chart, picture Page layout: print settings Formulas: If ,and ,or, text formula, Basic mathematics formulas Data: filtering , sorting, grand total Review: zooming, insert comment View: Arranging, Splitting, Freezing	10 hrs

References:

1. Financial Accounting Concepts- Sanjay K. Welkin
2. Taxmann's Financial Accounting- Bhushan Kumar Goyal, H.N. Tiwari
3. Accounting and Finance Essentials – A Self-Study Guide to Corporate Finance Paperback - Vibrant Publishers, Kalpesh Ashar
4. Financial Accounting: A Managerial Perspective Paperback – Big Book- R. Narayanaswamy
5. Tally Erp 9(with Cd) Paperback – SHRADDHA SINGH
6. Mastering Tally PRIME: Training, Certification & Job Paperback – Asok K Nadhani
7. Excel 2019 All-In-One: Master the new features of Excel 2019 / Office 365 Paperback – Lokesh Lalwani
8. Microsoft Excel : Shortcut keys and Formulas Paperback – Kabir Das