

LAPT

LONDON ACADEMY OF PROFESSIONAL TRAINING

CERTIFICATE

Code-1565 Diploma In Financial Accounting (hdfa)



LAPT — London Academy of Professional Training

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Reference 1565 • Hospitality Centres

UKPRN 10067351 • Registered in England and Wales, company 4984798

10	125	1021	650	60%	Lifetime
SUBJECTS	CHAPTERS	CLASSES	TOTAL MARKS	PASS MARK	VALIDITY

AT A GLANCE

REFERENCE	1565
AWARD	Certificate
ASSESSMENT	650 marks — 390 to pass (60%)
PREREQUISITES	None
VALIDITY	Lifetime
AWARDING BODY	LAPT — London Academy of Professional Training

CURRICULUM

• **Chapter 51 — Advanced Excel Fundamentals** — 6 classes

- › 51.1 Advanced Workbook Management
- › 51.2 Advanced Formatting
- › 51.3 Excel Tables
- › 51.4 Named Ranges
- › 51.5 Advanced Data Entry
- › 51.6 Worksheet Management

• **Chapter 52 — Logical Functions** — 6 classes

- › 52.1 IF Function
- › 52.2 Nested IF
- › 52.3 AND Function
- › 52.4 OR Function
- › 52.5 NOT Function
- › 52.6 IFERROR

• **Chapter 53 — Conditional Functions** — 6 classes

- › 53.1 SUMIF
- › 53.2 SUMIFS
- › 53.3 COUNTIF
- › 53.4 COUNTIFS
- › 53.5 AVERAGEIF
- › 53.6 AVERAGEIFS

• **Chapter 54 — Lookup Functions** — 7 classes

- › 54.1 VLOOKUP
- › 54.2 HLOOKUP
- › 54.3 XLOOKUP
- › 54.4 INDEX
- › 54.5 MATCH
- › 54.6 INDEX-MATCH
- › 54.7 Lookup Error Handling

• **Chapter 55 — Text Functions** — 10 classes

- › 55.1 LEFT
- › 55.2 RIGHT
- › 55.3 MID
- › 55.4 LEN
- › 55.5 TRIM
- › 55.6 UPPER
- › 55.7 LOWER
- › 55.8 PROPER
- › 55.9 CONCAT
- › 55.10 TEXTJOIN

• **Chapter 56 — Date and Time Functions** — 9 classes

- › 56.1 TODAY
- › 56.2 NOW
- › 56.3 DATE
- › 56.4 DAY
- › 56.5 MONTH
- › 56.6 YEAR
- › 56.7 Date Difference
- › 56.8 Due Date Calculation
- › 56.9 Ageing Calculation

• **Chapter 57 — Data Management** — 7 classes

- › 57.1 Sorting
- › 57.2 Filtering
- › 57.3 Advanced Filter
- › 57.4 Remove Duplicates
- › 57.5 Text to Columns
- › 57.6 Data Validation
- › 57.7 Drop-down Lists

• **Chapter 58 — Conditional Formatting** — 7 classes

- › 58.1 Conditional Formatting
- › 58.2 Highlight Cell Rules
- › 58.3 Duplicate Values
- › 58.4 Data Bars
- › 58.5 Colour Scales
- › 58.6 Icon Sets
- › 58.7 Financial Reporting Applications

• **Chapter 59 — PivotTables** — 8 classes

- › 59.1 Introduction to PivotTables
- › 59.2 Creating PivotTables
- › 59.3 Rows and Columns
- › 59.4 Values
- › 59.5 Filters
- › 59.6 Grouping
- › 59.7 Calculated Analysis
- › 59.8 PivotCharts

• **Chapter 60 — Excel Charts** — 7 classes

- › 60.1 Column Charts
- › 60.2 Bar Charts
- › 60.3 Line Charts
- › 60.4 Pie Charts
- › 60.5 Combo Charts
- › 60.6 Chart Formatting
- › 60.7 Financial Charts

• **Chapter 61 — What-If Analysis** — 5 classes

- › 61.1 What-If Analysis
- › 61.2 Goal Seek
- › 61.3 Scenario Analysis
- › 61.4 Data Tables
- › 61.5 Financial Applications

• **Chapter 62 — Excel for Accounting** — 10 classes

- › 62.1 Sales Register
- › 62.2 Purchase Register
- › 62.3 Expense Register
- › 62.4 Cash Book
- › 62.5 Bank Book
- › 62.6 Customer Outstanding
- › 62.7 Supplier Outstanding
- › 62.8 Ageing Analysis
- › 62.9 GST Calculation
- › 62.10 Profit Analysis

• **Chapter 63 — Financial MIS and Dashboard** — 8 classes

- › 63.1 Meaning of MIS
- › 63.2 Sales Dashboard
- › 63.3 Purchase Dashboard
- › 63.4 Expense Dashboard
- › 63.5 Profit Dashboard
- › 63.6 Receivables Dashboard
- › 63.7 Payables Dashboard
- › 63.8 KPI Reports

• **Chapter 64 — AI and Excel** — 6 classes

- › 64.1 AI-Assisted Formula Creation
- › 64.2 AI-Assisted Data Analysis
- › 64.3 Formula Error Identification
- › 64.4 Data Summarisation
- › 64.5 AI-Assisted Report Creation
- › 64.6 AI-Assisted Excel Automation

• **Chapter 65 — Advanced Excel Project** — 7 classes

- › 65.1 Financial Data Collection
- › 65.2 Data Cleaning
- › 65.3 Formula Development
- › 65.4 Pivot Analysis
- › 65.5 Dashboard Creation
- › 65.6 Management Report
- › 65.7 Final Practical Project

• **Chapter 36 — Introduction to BUSY** — 8 classes

- › 36.1 Introduction to BUSY
- › 36.2 Accounting Software
- › 36.3 BUSY Interface
- › 36.4 Company Menu
- › 36.5 Masters
- › 36.6 Transactions
- › 36.7 Reports
- › 36.8 Configuration

• **Chapter 37 — Company Creation** — 8 classes

- › 37.1 Creating a Company
- › 37.2 Company Name
- › 37.3 Financial Year
- › 37.4 Company Address
- › 37.5 GST Details
- › 37.6 Financial Configuration
- › 37.7 Company Backup
- › 37.8 Company Restore

• **Chapter 38 — Accounting Masters** — 9 classes

- › 38.1 Account Groups
- › 38.2 Ledger Accounts
- › 38.3 Customer Ledgers
- › 38.4 Supplier Ledgers
- › 38.5 Cash Ledger
- › 38.6 Bank Ledger
- › 38.7 Expense Ledgers
- › 38.8 Income Ledgers
- › 38.9 Capital Accounts

• **Chapter 39 — Inventory Masters** — 7 classes

- › 39.1 Item Groups
- › 39.2 Item Categories
- › 39.3 Stock Items
- › 39.4 Units of Measurement
- › 39.5 Warehouses/Godowns
- › 39.6 Opening Stock
- › 39.7 Stock Configuration

• **Chapter 40 — Voucher Entry** — 9 classes

- › 40.1 Voucher Concept
- › 40.2 Contra Voucher
- › 40.3 Payment Voucher
- › 40.4 Receipt Voucher
- › 40.5 Journal Voucher
- › 40.6 Purchase Voucher
- › 40.7 Sales Voucher
- › 40.8 Debit Note
- › 40.9 Credit Note

• **Chapter 41 — Purchase Accounting** — 7 classes

- › 41.1 Purchase Transactions
- › 41.2 Cash Purchase
- › 41.3 Credit Purchase
- › 41.4 Purchase Invoice
- › 41.5 Purchase Return
- › 41.6 Supplier Ledger
- › 41.7 Purchase Reports

• **Chapter 42 — Sales Accounting** — 7 classes

- › 42.1 Sales Transactions
- › 42.2 Cash Sales
- › 42.3 Credit Sales
- › 42.4 Sales Invoice
- › 42.5 Sales Return
- › 42.6 Customer Ledger
- › 42.7 Sales Reports

• **Chapter 43 — GST Configuration** — 8 classes

- › 43.1 Introduction to GST
- › 43.2 GST Registration
- › 43.3 GSTIN

• **Chapter 44 — GST Transactions** — 8 classes

- › 44.1 CGST
- › 44.2 SGST
- › 44.3 IGST
- › 44.4 Intra-State Transactions
- › 44.5 Inter-State Transactions
- › 44.6 Input GST
- › 44.7 Output GST
- › 44.8 GST Tax Invoice

• **Chapter 45 — Inventory Management** — 7 classes

- › 45.1 Stock Inward
- › 45.2 Stock Outward
- › 45.3 Stock Transfer
- › 45.4 Stock Adjustment
- › 45.5 Stock Valuation
- › 45.6 Stock Reports
- › 45.7 Godown Reports

• **Chapter 46 — Outstanding Invoices** — 10 classes

- › 46.1 Meaning of Outstanding Invoices
- › 46.2 Customer Outstanding
- › 46.3 Supplier Outstanding
- › 46.4 Invoice-wise Outstanding
- › 46.5 Bill-wise Details
- › 46.6 Ageing of Outstanding Invoices
- › 46.7 Overdue Invoices
- › 46.8 Receipt Adjustment
- › 46.9 Payment Adjustment
- › 46.10 Outstanding Reports

• **Chapter 47 — Banking** — 7 classes

- › 47.1 Bank Transactions
- › 47.2 Bank Ledger
- › 47.3 Cheque Transactions
- › 47.4 Bank Reconciliation
- › 47.5 Bank Statement
- › 47.6 Unreconciled Entries
- › 47.7 Bank Reports

• **Chapter 48 — GST Reports** — 8 classes

- › 48.1 GST Summary
- › 48.2 Input Tax Credit
- › 48.3 Output Tax
- › 48.4 Tax Liability
- › 48.5 HSN Summary
- › 48.6 GST Sales Report
- › 48.7 GST Purchase Report
- › 48.8 GST Reconciliation

• **Chapter 49 — Financial Reports in BUSY** — 9 classes

- › 49.1 Day Book
- › 49.2 Ledger
- › 49.3 Trial Balance
- › 49.4 Profit and Loss Account
- › 49.5 Balance Sheet
- › 49.6 Cash Flow Information
- › 49.7 Stock Reports
- › 49.8 Receivable Reports
- › 49.9 Payable Reports

• **Chapter 50 — Practical BUSY Project** — 12 classes

- › 50.1 Company Creation
- › 50.2 Master Creation
- › 50.3 Opening Balances
- › 50.4 Purchase Entries
- › 50.5 Sales Entries
- › 50.6 GST Entries
- › 50.7 Inventory Entries
- › 50.8 Banking Entries
- › 50.9 Outstanding Management
- › 50.10 Financial Reports
- › 50.11 GST Reports

• Chapter 73 — Communication Fundamentals — 8 classes

- › 73.1 Meaning of Communication
- › 73.2 Communication Process
- › 73.3 Sender
- › 73.4 Message
- › 73.5 Channel
- › 73.6 Receiver
- › 73.7 Feedback
- › 73.8 Communication Barriers

• Chapter 74 — Verbal Communication — 7 classes

- › 74.1 Speaking Skills
- › 74.2 Vocabulary
- › 74.3 Grammar
- › 74.4 Pronunciation
- › 74.5 Tone
- › 74.6 Clarity
- › 74.7 Professional Language

• Chapter 75 — Non-Verbal Communication — 6 classes

- › 75.1 Body Language
- › 75.2 Facial Expressions
- › 75.3 Eye Contact
- › 75.4 Posture
- › 75.5 Gestures
- › 75.6 Personal Space

• Chapter 76 — Listening Skills — 6 classes

- › 76.1 Importance of Listening
- › 76.2 Active Listening
- › 76.3 Asking Questions
- › 76.4 Understanding Instructions
- › 76.5 Taking Notes
- › 76.6 Giving Feedback

• Chapter 77 — Business Communication — 5 classes

- › 77.1 Professional Conversation
- › 77.2 Telephone Communication
- › 77.3 Customer Communication
- › 77.4 Workplace Communication
- › 77.5 Professional Etiquette

• Chapter 78 — Email Communication — 7 classes

- › 78.1 Professional Email Structure
- › 78.2 Subject Line
- › 78.3 Email Opening
- › 78.4 Email Body
- › 78.5 Email Closing
- › 78.6 Attachments
- › 78.7 Email Etiquette

• Chapter 79 — Written Communication — 6 classes

- › 79.1 Business Letters
- › 79.2 Notices
- › 79.3 Applications
- › 79.4 Reports
- › 79.5 Business Messages
- › 79.6 Professional Writing

• Chapter 80 — Customer Service Communication — 6 classes

- › 80.1 Understanding Customer Requirements
- › 80.2 Handling Enquiries
- › 80.3 Handling Complaints
- › 80.4 Difficult Customers
- › 80.5 Professional Responses
- › 80.6 Follow-up Communication

• Chapter 81 — Workplace Communication — 7 classes

- › 81.1 Teamwork
- › 81.2 Meetings
- › 81.3 Discussion Skills
- › 81.4 Conflict Management
- › 81.5 Negotiation
- › 81.6 Problem Solving
- › 81.7 Professional Behaviour

• Chapter 82 — Presentation Skills — 8 classes

- › 82.1 Presentation Planning
- › 82.2 Presentation Structure
- › 82.3 Public Speaking
- › 82.4 Voice and Delivery
- › 82.5 Body Language
- › 82.6 Visual Aids
- › 82.7 Handling Questions
- › 82.8 Presentation Practice

• Chapter 1 — Introduction to Computers — 10 classes

- › 1.1 Meaning of Computer
- › 1.2 Characteristics of Computers
- › 1.3 Advantages of Computers
- › 1.4 Limitations of Computers
- › 1.5 Applications of Computers
- › 1.6 Computers in Business
- › 1.7 Computers in Accounting
- › 1.8 Types of Computers
- › 1.9 Desktop, Laptop and Tablet Computers
- › 1.10 Digital Devices and Smart Devices

• Chapter 2 — Computer Hardware — 22 classes

- › 2.1 Meaning of Hardware
- › 2.2 Central Processing Unit
- › 2.3 Arithmetic Logic Unit
- › 2.4 Control Unit
- › 2.5 Motherboard
- › 2.6 Processor
- › 2.7 RAM
- › 2.8 ROM
- › 2.9 Cache Memory
- › 2.10 Hard Disk
- › 2.11 SSD
- › 2.12 Input Devices
- › 2.13 Keyboard
- › 2.14 Mouse
- › 2.15 Scanner
- › 2.16 Webcam
- › 2.17 Microphone
- › 2.18 Output Devices
- › 2.19 Monitor
- › 2.20 Printer
- › 2.21 Speaker
- › 2.22 Projector

• Chapter 3 — Memory and Storage — 12 classes

- › 3.1 Meaning of Computer Memory
- › 3.2 Bit and Byte
- › 3.3 Kilobyte, Megabyte and Gigabyte
- › 3.4 Terabyte and Higher Storage Units
- › 3.5 Primary Memory
- › 3.6 Secondary Memory
- › 3.7 Hard Disk and SSD
- › 3.8 Pen Drive
- › 3.9 Memory Card
- › 3.10 Optical Storage
- › 3.11 Cloud Storage
- › 3.12 Data Backup

• Chapter 4 — Keyboard and Mouse — 13 classes

- › 4.1 Keyboard Introduction
- › 4.2 Alphabet Keys
- › 4.3 Number Keys
- › 4.4 Function Keys
- › 4.5 Control Keys
- › 4.6 Navigation Keys
- › 4.7 Special Keys
- › 4.8 Mouse Buttons
- › 4.9 Single Click
- › 4.10 Double Click
- › 4.11 Right Click
- › 4.12 Drag and Drop
- › 4.13 Scroll and Navigation

• Chapter 5 — Files and Folders — 13 classes

- › 5.1 Meaning of File
- › 5.2 Meaning of Folder
- › 5.3 File Names
- › 5.4 File Extensions
- › 5.5 Creating Files
- › 5.6 Creating Folders
- › 5.7 Renaming Files
- › 5.8 Copying Files
- › 5.9 Moving Files
- › 5.10 Deleting Files
- › 5.11 Restoring Files
- › 5.12 Searching Files
- › 5.13 File Organisation

• Chapter 6 — Computer Security — 11 classes

- › 6.1 Computer Security
- › 6.2 Computer Virus
- › 6.3 Malware
- › 6.4 Spyware
- › 6.5 Ransomware
- › 6.6 Antivirus
- › 6.7 Password Security
- › 6.8 Strong Passwords
- › 6.9 Two-Factor Authentication
- › 6.10 Data Backup
- › 6.11 Safe Computing Practices

• Chapter 7 — Basic Troubleshooting — 8 classes

- › 7.1 Hardware Troubleshooting
- › 7.2 Software Troubleshooting
- › 7.3 Printer Problems
- › 7.4 Keyboard and Mouse Problems
- › 7.5 Display Problems
- › 7.6 Storage Problems
- › 7.7 Internet Connectivity Problems
- › 7.8 Basic Maintenance

• Chapter 16 — Internet Fundamentals — 8 classes

- › 16.1 Meaning of Internet
- › 16.2 World Wide Web
- › 16.3 Websites
- › 16.4 Web Pages
- › 16.5 Web Servers
- › 16.6 Internet Service Providers
- › 16.7 Internet Services
- › 16.8 Uses of Internet in Business

• Chapter 17 — Web Browsers — 9 classes

- › 17.1 Meaning of Web Browser
- › 17.2 Google Chrome
- › 17.3 Microsoft Edge
- › 17.4 Browser Windows
- › 17.5 Browser Tabs
- › 17.6 Bookmarks
- › 17.7 Browsing History
- › 17.8 Downloads
- › 17.9 Browser Settings

• Chapter 18 — Search Engines — 7 classes

- › 18.1 Search Engines
- › 18.2 Google Search
- › 18.3 Search Keywords
- › 18.4 Effective Searching
- › 18.5 Search Operators
- › 18.6 Finding Business Information
- › 18.7 Evaluating Online Information

• Chapter 19 — Internet Connectivity — 8 classes

- › 19.1 Internet Connection
- › 19.2 Broadband
- › 19.3 Wi-Fi
- › 19.4 Mobile Internet
- › 19.5 Router
- › 19.6 Modem
- › 19.7 IP Address
- › 19.8 Basic Network Troubleshooting

• Chapter 20 — Email Fundamentals — 9 classes

- › 20.1 Meaning of Email
- › 20.2 Creating Email Account
- › 20.3 Email Address
- › 20.4 Inbox
- › 20.5 Sent Mail
- › 20.6 Drafts
- › 20.7 Spam
- › 20.8 Trash
- › 20.9 Email Search

• Chapter 21 — Professional Email — 11 classes

- › 21.1 To Field
- › 21.2 CC
- › 21.3 BCC
- › 21.4 Subject Line
- › 21.5 Email Body
- › 21.6 Attachments
- › 21.7 Reply
- › 21.8 Reply All
- › 21.9 Forward
- › 21.10 Email Signature
- › 21.11 Professional Email Etiquette

• Chapter 22 — Cloud Services — 9 classes

- › 22.1 Cloud Computing
- › 22.2 Cloud Storage
- › 22.3 Google Drive
- › 22.4 OneDrive
- › 22.5 Uploading Files
- › 22.6 Downloading Files
- › 22.7 File Sharing
- › 22.8 Online Collaboration
- › 22.9 Cloud Backup

• Chapter 23 — Internet and Email Security — 8 classes

- › 23.1 Phishing
- › 23.2 Spam
- › 23.3 Suspicious Links
- › 23.4 Fake Websites
- › 23.5 Password Security
- › 23.6 Two-Factor Authentication
- › 23.7 Safe Downloads
- › 23.8 Data Privacy

• Chapter 24 — MS Word Fundamentals — 8 classes

- › 24.1 Introduction to MS Word
- › 24.2 Word Interface
- › 24.3 Creating Documents
- › 24.4 Opening Documents
- › 24.5 Saving Documents
- › 24.6 Save As
- › 24.7 Templates
- › 24.8 Printing Documents

• Chapter 25 — Word Formatting — 10 classes

- › 25.1 Font Formatting
- › 25.2 Font Size
- › 25.3 Bold, Italic and Underline
- › 25.4 Text Colour
- › 25.5 Paragraph Alignment
- › 25.6 Line Spacing
- › 25.7 Indentation
- › 25.8 Bullets
- › 25.9 Numbering
- › 25.10 Styles

• Chapter 26 — Word Tables and Page Layout — 9 classes

- › 26.1 Creating Tables
- › 26.2 Inserting Rows and Columns
- › 26.3 Table Formatting
- › 26.4 Page Margins
- › 26.5 Page Orientation
- › 26.6 Page Size
- › 26.7 Headers
- › 26.8 Footers
- › 26.9 Page Numbers

• Chapter 27 — Professional Documents — 7 classes

- › 27.1 Business Letters
- › 27.2 Official Notices
- › 27.3 Reports
- › 27.4 Applications
- › 27.5 Office Documents
- › 27.6 Invoice Formats
- › 27.7 Document Templates

• Chapter 28 — Mail Merge — 8 classes

- › 28.1 Meaning of Mail Merge
- › 28.2 Main Document
- › 28.3 Data Source
- › 28.4 Recipient List
- › 28.5 Merge Fields
- › 28.6 Creating Merged Letters
- › 28.7 Labels
- › 28.8 Envelopes

• Chapter 29 — Excel Fundamentals — 10 classes

- › 29.1 Introduction to Excel
- › 29.2 Workbook
- › 29.3 Worksheet
- › 29.4 Rows
- › 29.5 Columns
- › 29.6 Cells
- › 29.7 Cell References
- › 29.8 Data Entry
- › 29.9 Formatting Cells
- › 29.10 Saving Workbooks

• Chapter 30 — Excel Formulas — 8 classes

- › 30.1 Formula Fundamentals
- › 30.2 Mathematical Operators
- › 30.3 SUM
- › 30.4 AVERAGE
- › 30.5 MIN
- › 30.6 MAX
- › 30.7 COUNT
- › 30.8 Basic Accounting Calculations

• Chapter 31 — PowerPoint — 10 classes

- › 31.1 Introduction to PowerPoint
- › 31.2 Creating Presentations
- › 31.3 Slides
- › 31.4 Slide Layouts
- › 31.5 Themes
- › 31.6 Images
- › 31.7 Tables
- › 31.8 Charts
- › 31.9 Transitions
- › 31.10 Slide Show

• Chapter 32 — Introduction to Artificial Intelligence — 7 classes

- › 32.1 Meaning of AI
- › 32.2 Generative AI
- › 32.3 AI Assistants
- › 32.4 AI in Office Work
- › 32.5 AI in Accounting
- › 32.6 Benefits of AI
- › 32.7 Limitations of AI

• Chapter 33 — AI Prompting — 8 classes

- › 33.1 Meaning of Prompt
- › 33.2 Writing Clear Instructions
- › 33.3 Giving Context
- › 33.4 Defining the Role
- › 33.5 Specifying Output Format
- › 33.6 Prompt Refinement
- › 33.7 Business Prompts
- › 33.8 Accounting Prompts

• Chapter 34 — AI for MS Office — 7 classes

- › 34.1 AI-Assisted Word Documents
- › 34.2 AI-Assisted Excel Analysis
- › 34.3 Formula Assistance
- › 34.4 Data Summarisation
- › 34.5 Presentation Assistance
- › 34.6 Email Drafting
- › 34.7 Report Generation

• Chapter 35 — Responsible AI Use — 7 classes

- › 35.1 Verification of AI Output
- › 35.2 Accuracy
- › 35.3 Confidential Information
- › 35.4 Data Privacy
- › 35.5 AI Hallucinations
- › 35.6 Human Review
- › 35.7 Ethical Use of AI

• Chapter 8 — Operating System Fundamentals — 8 classes

- › 8.1 Meaning of Operating System
- › 8.2 Functions of Operating System
- › 8.3 Types of Operating Systems
- › 8.4 Windows Operating System
- › 8.5 Linux Operating System
- › 8.6 Mobile Operating Systems
- › 8.7 System Software
- › 8.8 Application Software

• Chapter 9 — Windows Desktop — 9 classes

- › 9.1 Windows Desktop
- › 9.2 Start Menu
- › 9.3 Taskbar
- › 9.4 Desktop Icons
- › 9.5 Notification Area
- › 9.6 Search
- › 9.7 Windows
- › 9.8 Minimise, Maximise and Close
- › 9.9 Switching Between Applications

• Chapter 10 — File Management — 10 classes

- › 10.1 File Explorer
- › 10.2 Drives and Folders
- › 10.3 Creating Folders
- › 10.4 File Copying
- › 10.5 File Moving
- › 10.6 File Renaming
- › 10.7 File Deletion
- › 10.8 Recycle Bin
- › 10.9 File Search
- › 10.10 File Properties

• Chapter 11 — Windows Settings — 9 classes

- › 11.1 Windows Settings
- › 11.2 Display Settings
- › 11.3 Sound Settings
- › 11.4 Date and Time
- › 11.5 Language Settings
- › 11.6 Network Settings
- › 11.7 Printer Settings
- › 11.8 Device Settings
- › 11.9 Personalisation

• Chapter 12 — User Accounts and Security — 8 classes

- › 12.1 User Accounts
- › 12.2 Administrator Account
- › 12.3 Standard User
- › 12.4 Guest Access
- › 12.5 Password Management
- › 12.6 User Permissions
- › 12.7 Windows Security
- › 12.8 Privacy Settings

• Chapter 13 — Software and Applications — 6 classes

- › 13.1 Installing Software
- › 13.2 Uninstalling Software
- › 13.3 Software Updates
- › 13.4 Application Management
- › 13.5 Default Applications
- › 13.6 File Associations

• Chapter 14 — System Maintenance — 8 classes

- › 14.1 Windows Updates
- › 14.2 Storage Management
- › 14.3 Temporary Files
- › 14.4 Disk Space Management
- › 14.5 Backup
- › 14.6 Restore
- › 14.7 Antivirus
- › 14.8 Basic System Troubleshooting

• Chapter 15 — Windows Keyboard Shortcuts — 7 classes

- › 15.1 Copy and Paste Shortcuts
- › 15.2 Cut and Undo
- › 15.3 Save and Print
- › 15.4 Windows Navigation
- › 15.5 File Explorer Shortcuts
- › 15.6 Application Switching
- › 15.7 Screen and Window Management

• **Chapter 83 — Introduction to Accounting** — 7 classes

- › 83.1 Meaning of Accounting
- › 83.2 Objectives of Accounting
- › 83.3 Importance of Accounting
- › 83.4 Bookkeeping
- › 83.5 Accounting vs Bookkeeping
- › 83.6 Accounting Cycle
- › 83.7 Users of Accounting Information

• **Chapter 84 — Accounting Concepts and Principles** — 8 classes

- › 84.1 Business Entity Concept
- › 84.2 Going Concern Concept
- › 84.3 Money Measurement Concept
- › 84.4 Accounting Period
- › 84.5 Accrual Concept
- › 84.6 Matching Concept
- › 84.7 Consistency Concept
- › 84.8 Prudence Concept

• **Chapter 85 — Accounting Equation** — 7 classes

- › 85.1 Assets
- › 85.2 Liabilities
- › 85.3 Capital
- › 85.4 Revenue
- › 85.5 Expenses
- › 85.6 Accounting Equation
- › 85.7 Effect of Transactions on Accounting Equation

• **Chapter 86 — Debit and Credit** — 7 classes

- › 86.1 Meaning of Debit
- › 86.2 Meaning of Credit
- › 86.3 Personal Accounts
- › 86.4 Real Accounts
- › 86.5 Nominal Accounts
- › 86.6 Rules of Debit and Credit
- › 86.7 Modern Approach to Debit and Credit

• **Chapter 87 — Journal** — 8 classes

- › 87.1 Meaning of Journal
- › 87.2 Journal Format
- › 87.3 Journalising Transactions
- › 87.4 Simple Journal Entries
- › 87.5 Compound Journal Entries
- › 87.6 Narration
- › 87.7 Opening Entries
- › 87.8 Adjustment Entries

• **Chapter 88 — Ledger** — 7 classes

- › 88.1 Meaning of Ledger
- › 88.2 Ledger Accounts
- › 88.3 Posting from Journal
- › 88.4 Balancing Ledger Accounts
- › 88.5 Debit Balance
- › 88.6 Credit Balance
- › 88.7 Ledger Control

• **Chapter 89 — Cash Book** — 7 classes

- › 89.1 Meaning of Cash Book
- › 89.2 Single Column Cash Book
- › 89.3 Double Column Cash Book
- › 89.4 Three Column Cash Book
- › 89.5 Contra Entries
- › 89.6 Petty Cash Book
- › 89.7 Cash Book Balancing

• **Chapter 90 — Subsidiary Books** — 7 classes

- › 90.1 Purchase Book
- › 90.2 Sales Book
- › 90.3 Purchase Return Book
- › 90.4 Sales Return Book
- › 90.5 Bills Receivable Book
- › 90.6 Bills Payable Book
- › 90.7 Journal Proper

• **Chapter 102 — Sales Accounting** — 7 classes

- › 102.1 Cash Sales
- › 102.2 Credit Sales
- › 102.3 Sales Invoice
- › 102.4 Sales with Inventory
- › 102.5 Sales Return
- › 102.6 Customer Adjustment
- › 102.7 Sales Reports

• **Chapter 103 — Inventory Management** — 10 classes

- › 103.1 Inventory Fundamentals
- › 103.2 Stock Groups
- › 103.3 Stock Categories
- › 103.4 Stock Items
- › 103.5 Units of Measurement
- › 103.6 Godowns
- › 103.7 Opening Stock
- › 103.8 Stock Transfer
- › 103.9 Stock Adjustment
- › 103.10 Stock Reports

• **Chapter 104 — GST Fundamentals** — 8 classes

- › 104.1 Meaning of GST
- › 104.2 Objectives of GST
- › 104.3 GST Structure
- › 104.4 CGST
- › 104.5 SGST
- › 104.6 IGST
- › 104.7 Intra-State Supply
- › 104.8 Inter-State Supply

• **Chapter 105 — GST Configuration in Tally** — 8 classes

- › 105.1 GST Enablement
- › 105.2 GST Registration Details
- › 105.3 GSTIN
- › 105.4 State Configuration
- › 105.5 GST Rates
- › 105.6 HSN
- › 105.7 SAC
- › 105.8 Tax Ledgers

• **Chapter 106 — GST Purchase Transactions** — 7 classes

- › 106.1 Local Purchase
- › 106.2 Interstate Purchase
- › 106.3 Input CGST
- › 106.4 Input SGST
- › 106.5 Input IGST
- › 106.6 GST Purchase Invoice
- › 106.7 Purchase Return with GST

• **Chapter 107 — GST Sales Transactions** — 7 classes

- › 107.1 Local Sales
- › 107.2 Interstate Sales
- › 107.3 Output CGST
- › 107.4 Output SGST
- › 107.5 Output IGST
- › 107.6 GST Sales Invoice
- › 107.7 Sales Return with GST

• **Chapter 108 — Input Tax Credit** — 7 classes

- › 108.1 Meaning of Input Tax Credit
- › 108.2 Eligible Input Tax
- › 108.3 Input CGST
- › 108.4 Input SGST
- › 108.5 Input IGST
- › 108.6 ITC Adjustment
- › 108.7 GST Liability

• **Chapter 109 — GST Credit and Debit Notes** — 6 classes

- › 109.1 Credit Note
- › 109.2 Sales Return
- › 109.3 Debit Note
- › 109.4 Purchase Return

• 1 Chapter 1 — Fundamentals of Financial Accounting in Hospitality

— 6 classes

- › 1.1 Understanding Financial Accounting Concepts in Hospitality
- › 1.2 Exploring the Role of Financial Statements in Hospitality
- › 1.3 Analyzing Revenue and Expenses in the Hospitality Sector
- › 1.4 Applying Basic Accounting Principles to Hospitality Scenarios
- › 1.5 Identifying Key Financial Ratios for Hospitality Businesses
- › 1.6 Evaluating Financial Performance in Hospitality Operations

• 2 Chapter 2 — Financial Statements and Reporting for Hospitality Entities

— 6 classes

- › 2.1 Understanding the Structure of Financial Statements in Hospitality
- › 2.2 Analyzing the Income Statement for Hospitality Entities
- › 2.3 Exploring the Balance Sheet: Assets, Liabilities, and Equity
- › 2.4 Examining the Cash Flow Statement in Hospitality Operations
- › 2.5 Interpreting Financial Ratios for Hospitality Performance
- › 2.6 Applying Financial Reporting Requirements in the Hospitality Industry

• 3 Chapter 3 — Cost Management and Budgeting in Hospitality

— 6 classes

- › 3.1 Understanding Cost Management in Hospitality
- › 3.2 Identifying Key Cost Drivers in Hospitality Operations
- › 3.3 Exploring Budgeting Techniques for Hospitality Businesses
- › 3.4 Analyzing Variances in Hospitality Budgets
- › 3.5 Implementing Cost Control Strategies in Hospitality
- › 3.6 Applying Budgeting Tools to Enhance Hospitality Profitability

• 4 Chapter 4 — Taxation and Financial Regulations for Hospitality Management

— 6 classes

- › 4.1 Understanding Taxation in Hospitality Management
- › 4.2 Exploring Financial Regulations Affecting Hospitality
- › 4.3 Identifying Key Tax Obligations for Hospitality Businesses
- › 4.4 Analyzing VAT and Its Impact on Hospitality Operations
- › 4.5 Applying Compliance Strategies in Financial Regulations
- › 4.6 Evaluating the Role of Audits in Hospitality Financial Management

• 5 Chapter 5 — Ethical and Sustainable Financial Practices in Hospitality

— 6 classes

- › 5.1 Understanding Ethical Principles in Hospitality Finance
- › 5.2 Identifying Environmental Impacts of Financial Decisions
- › 5.3 Exploring Sustainable Financial Models in Hospitality
- › 5.4 Assessing Social Responsibility in Financial Practices
- › 5.5 Implementing Ethical Guidelines in Financial Management
- › 5.6 Evaluating Case Studies on Sustainable Practices

• Chapter 66 — Keyboard Fundamentals

— 6 classes

- › 66.1 Keyboard Layout
- › 66.2 Alphabet Keys
- › 66.3 Number Keys
- › 66.4 Function Keys
- › 66.5 Control Keys
- › 66.6 Navigation Keys

• Chapter 67 — Touch Typing

— 6 classes

- › 67.1 Home Row
- › 67.2 Finger Placement
- › 67.3 Upper Row
- › 67.4 Lower Row
- › 67.5 Number Row
- › 67.6 Shift Key Usage

• Chapter 68 — Typing Accuracy

— 5 classes

- › 68.1 Meaning of Accuracy
- › 68.2 Common Typing Errors
- › 68.3 Error Correction
- › 68.4 Accuracy Measurement
- › 68.5 Improving Accuracy

• Chapter 69 — Typing Speed

— 5 classes

- › 69.1 Words Per Minute
- › 69.2 Speed Calculation
- › 69.3 Timed Typing
- › 69.4 Speed Improvement
- › 69.5 Speed and Accuracy Balance

• Chapter 70 — Professional Data Entry

— 7 classes

- › 70.1 Name Entry
- › 70.2 Address Entry
- › 70.3 Numerical Data
- › 70.4 Dates
- › 70.5 Invoice Data
- › 70.6 Accounting Data
- › 70.7 Excel Data Entry

• Chapter 71 — Typing Shortcuts

— 8 classes

- › 71.1 Copy
- › 71.2 Cut
- › 71.3 Paste
- › 71.4 Undo
- › 71.5 Redo
- › 71.6 Save
- › 71.7 Select All
- › 71.8 Navigation Shortcuts

• Chapter 72 — Typing Practical

— 7 classes

- › 72.1 Paragraph Typing
- › 72.2 Numerical Typing
- › 72.3 Accounting Data Typing
- › 72.4 Invoice Typing
- › 72.5 Excel Data Entry
- › 72.6 Final Speed Test
- › 72.7 Final Accuracy Test