

SKILL DIPLOMA IN **DIGITAL FINANCE**

GST & VAT | ODOO | TALLY PRIME | ZOHO | AI AUTOMATION
DASHBOARD & ANALYTICS | CORPORATE TAXATION

**REAL SKILLS
FOR MODERN
FINANCE
CAREERS**

**EARN
&
LEARN**

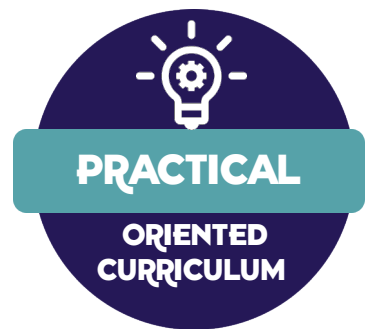


DURATION

Skill Diploma - 4 months

Internship - 2 month

1 year plan is also available, along with a professional company experience certificate.



CRASH OR FAST TRACK AVAILABLE



ABOUT THE COURSE

Techno Dot Academy of R&D&I helps you empower your financial and accounting skills. Our experienced trainers train you right from the basics on accounting principles and provide practical exposure to accounting software such as Odoo ERP, Tally and Zoho Book.



WHAT YOU WILL LEARN

The course covers the following key modules:

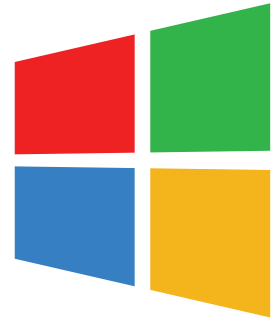
FUNDAMENTALS OF ACCOUNTING

- Introduction to Accounting
- Accounting Principles & Concepts
- Accounting Terminology
- Accounting Rules (Golden Rules)
- Journal Entries
- Ledger Posting
- Trial Balance Preparation
- Rectification of Errors
- Adjustment Entries
- Depreciation Accounting
- Final Accounts Preparation
- Financial Statements (Trading, Profit & Loss, Balance Sheet)



MICROSOFT OFFICE ESSENTIALS

- Introduction to Microsoft Word
- Document Formatting & Graphics (Tables, Images, Layouts)
- Introduction to Microsoft Excel
- Excel Formulas & Functions
- Data Handling & Analysis in Excel
- Introduction to Microsoft PowerPoint
- Presentation Design & Slide Formatting



VAT



GST & VAT COMPLIANCE

GST (Goods and Services Tax)

- GST Fundamentals
- GST Framework & Tax Structure
- Types of GST (CGST, SGST, IGST)
- GST Registration Process
- GST Invoicing & Documentation
- Input Tax Credit (ITC) Management
- GST Returns & Filing

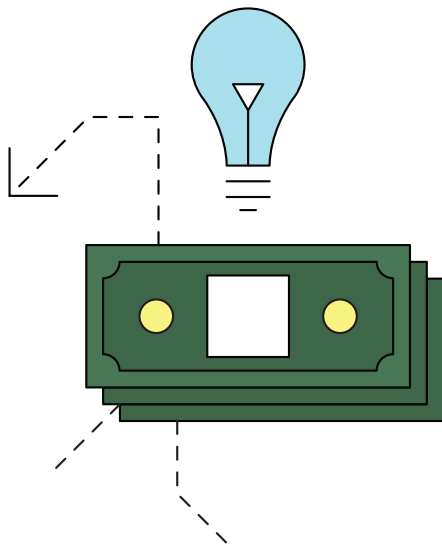
VAT (Value Added Tax)

- VAT Fundamentals
- VAT Structure & Regulations
- VAT Invoicing & Documentation
- VAT Returns & Filing

odoo

ERP ACCOUNTING

- Company & Financial Setup
- Master Data Management
- Procurement & Payables
- Sales & Receivables
- Banking & Cash Management
- Cheque & PDC Management
- Financial Adjustments & Controls
- Multi-Currency Transactions
- Asset & Inventory Accounting
- Reporting & Compliance
- Tax & Statutory Compliance (GST, TDS, VAT)
- Year-End Closing
- Reporting & MIS



Tally PRIME

- System Navigation & Function Keys
- Company Creation & Configuration
- Accounting Masters
- Inventory Masters
- Ledger & Party Management
- Voucher Entry & Transaction Processing
- Sales & Purchase Management
- Banking & Payment Management
- GST & Statutory Compliance (GST, TDS)
- Payroll Management
- Multi-Currency Accounting
- Data Security & User Access Control
- Reporting & MIS

Zoho Books

- Organization Setup & Configuration
- Chart of Accounts Management
- Customer & Vendor Management
- Sales & Estimates Management
- Purchase & Expense Tracking
- Banking & Payment Management
- Bank Reconciliation
- Taxation & Statutory Compliance
- Basic Inventory Management
- Multi-Currency Transactions
- Financial Reporting & MIS



AI AUTOMATION IN ACCOUNTING

- Introduction to AI in Accounting
- Practical Applications of AI in Accounting
- AI in Bookkeeping & Automation
- AI for Financial Analysis & Forecasting
- Live Use Cases & Practical Examples
- AI-Driven Reporting & Insights
- Limitations & Ethical Considerations of AI
- Future of AI in Accounting

FINANCIAL DASHBOARD & BUSINESS ANALYTICS

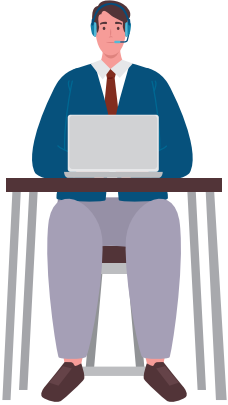
- Dashboard Design & Data Visualization (Excel & Google Sheets)
- Data Cleaning & Transformation
- Spreadsheet Scripting & AI Integration (Excel /Google Sheets)
- Interactive Charts, Slicers & KPIs
- Financial Data Modeling
- MIS Reporting & Business Insights
- Forecasting & Trend Analysis
- Performance Metrics & KPI Tracking



CORPORATE TAXATION

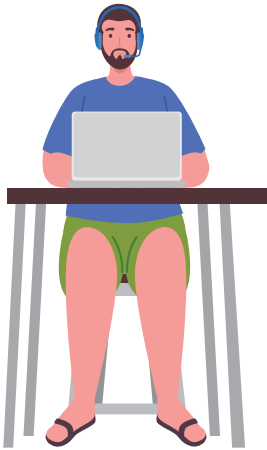
- Corporate Tax Fundamentals
- Applicability of Corporate Tax
- Business Entity Structures & Tax Implications
- Corporate Tax Registration & Compliance
- Taxable Income Computation
- Accounting Profit vs Taxable Profit
- Allowable & Disallowable Expenses
- Corporate Tax Adjustments
- Tax Filing & Reporting

AVAILABLE PLANS



4-MONTHS SKILL DIPLOMA PROGRAM + 2-MONTH INTERNSHIP EXPERIENCE

Kickstart your career with our intensive 4-month Skill Diploma, designed to build strong practical knowledge in your chosen field. This is followed by a 2-month hands-on internship, where you gain real industry exposure and work on live projects—bridging the gap between learning and employment



1-YEAR ADVANCED TRAINING WITH REAL COMPANY EXPERIENCE CERTIFICATE

Gain more than just knowledge. Our 1-year course combines expert training with practical exposure, and awards you a Professional Company Experience Certificate—helping you stand out to employers and accelerate your career growth.

INTERNSHIP PROGRAM

Real-World Accounting Work and simulations with industrial experts

WHY TECHNO DOT ACADEMY ?

Techno Dot Academy is a career-focused IT training institute dedicated to building job-ready professionals through practical, industry-oriented learning. With expert mentors, real-time project exposure, and a curriculum aligned to current market demands, the academy helps students develop strong technical and problem-solving skills. Techno Dot Academy also emphasizes career growth by providing guidance, support, and placement assistance, making it a trusted choice for those looking to start or advance their journey in the IT field.



**Guaranteed
Placement Assistance
& Internship**



**Strongly Endorsed
by a Reputed
IT Firm**



**Scholarships/
Earn While Learn
Option**



INDIA

TECHNO DOT ACADEMY

Kinfra Techno Industrial Park, Kakkanchery, Calicut

University PO, Kerala 673635

+91 807 844 0115

info@techno.academy

UAE

TECHNO DOT ACADEMY

Sharjah Research Technology And

Innovation Park, UAE

+971 525646337

info@techno.academy

www.techno.academy