



## Virtual Internship Program

# Financial Accounting and Management

### Module-1

- Basics, Introduction to the Financial Accounting
- Accounting Principles & Functions Scope of Accounting
- Recording of financial transactions using Journal book
- Classification of Journal transactions into the Ledgers
- Preparation of the Journal and Ledgers by considering the Live Cases
- Using the Subsidiary books and other cash books
- Single column, Two column & Three column cashbooks
- Preparing the Trail Balance and Rectification of errors

### Module-2

- Overview on the final accounts including Balance Sheet
- Preparing the Trade and Manufacturing Accounting, Balance sheet of sole proprietor
- Preparing the Final Accounts of Companies (2013)
- Ratio Analysis and Break-Even Point analysis
- Classification of Cost and cost behavior analysis
- Overview on the Cash Flow Statement and Funds Flow Statement
- Preparation of the Cash Flow and Funds Flow Statement
- Introduction to Financial Management and Scope

### Module-3

- Common Size Financial Statements and analysis
- Future Value & Present value: Time value of money
- Compounding, discounting, Annuities & perpetuities concepts
- Preparation of Common size financial statements of MNC Companies
- Risk and Return Analysis, types of Risks
- Cost of Capital, Cost of Debt, Working Capital
- Capital Budgeting, methods involving in technique
- Risk analysis in Capital Budgeting and Process



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### Module-4

- Calculation of Capital Budgeting and techniques involved in Capital Budgeting
- Capital Working Components and importance
- Cash Management and Inventory Management tools
- Dividend decisions, factors influencing the dividend
- Dividend theories (residual, bird-in-hand and clientele)
- Practice on the Dividend Theories proposed by various financial authors
- Financial Markets and role of Financial Markets
- BSE, NSE and Indexes of stock trading institutes

### Module-5

- Bull Market and Bear Market concept in stock market
- Ethical issues involved in Financial Decision making
- Case Studies on Financial Market scams and other related issues in real word and India
- Introduction to the Tally and Other Accounting Software(s)
- Vouching in TallyPrime; Accounting Vouchers and Inventory Vouchers in Tally
- Creation of Groups and Ledgers in Tally, Stock item and group creation in Tally
- Goods and Services Tax; types of GST and application of GST in Tally
- Employee Payroll and Attendance Management in TallyPrime

### Module-6

- Working with the Introduction Chapter Including Objectives, Need for the study and etc
- Working with the Industry Profile and Company Profile Chapter
- Working with the Theoretical Framework Chapter
- Working with the Results and Discussion or Data Analysis Chapter
- Working with the Findings, Suggestions and Conclusion Chapter
- Preparation of the Academic Project Report as per the Guidelines given by the concerned university