

DIPLOMA

Diploma in Practical Accounting & Taxation

7 months | 28 teaching weeks | 140 sessions | 280 guided hours

A practical programme for graduates preparing for junior accounts, bookkeeping and finance operations roles. Learn to check documents, record transactions, reconcile balances and prepare a reliable month-end file.

Core tools: TallyPrime, Zoho Books, Microsoft Excel and Power Query

Curriculum at a glance

01	Applied accounting foundations	30h
02	Daily accounts operations & controls	30h
03	TallyPrime for business accounts	40h
04	GST accounting & compliance support	32h
05	TDS, income-tax support & payroll	20h
06	Excel & Power Query for accountants	36h
07	Zoho Books & cloud accounting	24h
08	Month-end closing & management reports	16h
09	UAE bookkeeping & tax awareness	14h
10	Digital work, AI & communication	10h
11	Integrated accounting project	20h
12	Final skill tests, viva & career preparation	8h

Total guided learning **280 hours**

196 hours of guided practice, projects and assessment + 84 hours of concepts and demonstrations.

Learning and practical outputs

01 Applied accounting foundations | 30 hours

Understand the accounting equation, double entry, source documents, journals, ledgers and the trial balance. Work with accruals, prepayments, depreciation and corrections.

Practical output: An adjusted trial balance with a clear explanation of each entry.

02 Daily accounts operations & controls | 30 hours

Follow purchase-to-payment and sale-to-collection workflows. Maintain receivables, payables, advances and petty cash. Reconcile banks, UPI and payment-gateway settlements.

Practical output: Customer and supplier schedules, a bank reconciliation and an exceptions log.

03 TallyPrime for business accounts | 40 hours

Set up a business, create masters, record accounting and inventory vouchers, manage bill-wise balances and cost centres, reconcile banks and export reports. Practise backup and access controls.

Practical output: A complete business accounting file supported by source documents and reconciled ledgers.

04 GST accounting & compliance support | 32 hours

Check invoices, maintain tax ledgers, reconcile the purchase register with GSTR-2B, and prepare GSTR-1 and GSTR-3B working papers. Explore e-invoice, e-way-bill and correction workflows through simulation.

Practical output: A draft GST return pack with reconciliation workings and explained mismatches.

05 TDS, income-tax support & payroll | 20 hours

Prepare supervised TDS working papers and tax-document checklists. Build salary registers, calculate payroll inputs, record payroll journals and understand statutory deduction workflows.

Practical output: A payroll register, payroll entries and a tax-document review checklist.

06 Excel & Power Query for accountants | 36 hours

Use tables, SUMIFS, IF, XLOOKUP, validation and PivotTables. Clean, combine and refresh bank and ledger data with Power Query. Build practical ageing, reconciliation and reporting workbooks.

Practical output: A refreshable reconciliation workbook and a monthly accounts dashboard.

Learning and practical outputs

07 Zoho Books & cloud accounting | 24 hours

Configure an organisation, set up customers and vendors, record invoices, bills, credits and expenses, match banking transactions, and review reports, permissions and supporting documents.

Practical output: A cloud bookkeeping file reconciled to the original business dataset.

08 Month-end closing & management reports | 16 hours

Review cut-off, accruals, prepayments, fixed assets, advances and suspense balances. Prepare a closing checklist and interpret a trial balance, profit and loss statement and balance sheet.

Practical output: A month-end accounts file and a concise management note.

09 UAE bookkeeping & tax awareness | 14 hours

Explore UAE invoice and record-keeping practices, VAT workings, introductory Corporate Tax concepts and multicurrency bookkeeping through a short business case.

Practical output: An introductory UAE bookkeeping case and a VAT reconciliation exercise.

10 Digital work, AI & communication | 10 hours

Use OCR and AI to assist with data extraction, formulas and correspondence, then verify the results. Practise secure file handling, vendor follow-ups and clear accounts handovers.

Practical output: A checked invoice-data sheet, a professional query and an accounts handover note.

11 Integrated accounting project | 20 hours

Bring the full workflow together for a simulated business: review source documents, post transactions, reconcile balances, prepare tax workings and complete a month-end file.

Practical output: A structured accounting portfolio with working files, reports and an audit trail.

12 Final skill tests, viva & career preparation | 8 hours

Complete a timed practical exercise, identify unseen errors and explain your work in a viva. Prepare a role-focused CV and practise presenting your accounting portfolio.

Practical output: An assessed practical submission, a portfolio presentation and a targeted CV.

Your learning journey

Block 01 | Weeks 01-04 | 40 hours

Accounting foundations 30h / Operations 6h / Excel 4h

Block 02 | Weeks 05-08 | 40 hours

Operations 24h / TallyPrime 12h / Excel 4h

Block 03 | Weeks 09-12 | 40 hours

TallyPrime 28h / GST 8h / Excel 4h

Block 04 | Weeks 13-16 | 40 hours

GST 24h / TDS, payroll & tax support 12h / Excel 4h

Block 05 | Weeks 17-20 | 40 hours

TDS, payroll & tax support 8h / Zoho Books 24h / Excel 8h

Block 06 | Weeks 21-24 | 40 hours

Excel 12h / Month-end & MIS 16h / UAE awareness 12h

Block 07 | Weeks 25-28 | 40 hours

UAE awareness 2h / Digital work & communication 10h / Project 20h / Assessment & careers 8h

Assessment

Observed practical tasks: **30%** / Integrated project: **40%**

Individual practical test and viva: **20%** / Knowledge and communication: **10%**

Eligibility and study commitment

Open to graduates. An entry diagnostic checks numeracy, spreadsheet familiarity and accounting readiness. Allow 2-3 additional hours of independent practice each week, outside the 280 guided hours. The seven-month calendar includes 28 active teaching weeks; batch dates allow for holidays and scheduled breaks.

Diploma and progression

The Diploma in Practical Accounting & Taxation is issued by Bayspro Skills, operated by Bayspro Eduserve LLP, on successful completion of assessments. External vendor or professional-body awards are separate and are included only when confirmed in the admission offer. The 14-hour UAE module provides introductory awareness. Career preparation supports applications for supervised entry-level roles; employers set their own eligibility requirements.

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