

PROFESSIONAL ACCOUNTANT

The aim of this course is to present depth knowledge of accounting used in any organization or corporate industry. The Course has been designed to provide accounting skills including industrial accounting, TallyPrime, corporate accounting, Income Tax Management, e-returns and e-filing. Each Level of this course gives perfectness in each topic to the students. After completion of this course a student will be able to:

- Knowledge of Accounts and Finance
- Understand the function of a Organization
- Knowledge of Industrial Accounting
- Manage data with accounts and inventory in TallyPrime
- Tax management such as GST, TDS, TCS, etc.
- Payroll Management System
- Income tax management
- e-returns and e-filing
- Banking and Finance

COURSE DESCRIPTIONS	
Course Name	Professional Accountant
Abbreviation	TP
Course Duration	12 Months (Twelve Months)
Course Medium	Hindi or English
Course Category	Accounting
Number of Exam	04
Mode of Course	Offline
Description	This course is design for those students who want to build his/her career in computer field. This Course covers the topics related to basic accounting concepts, Accounting with Tally, Payroll Management, manage inventory In TallyPrime, Tax management, Income Tax and e-fillings, Banking and Finance. This Course is managed in four Modules. The details of each topic and modules are as follow:

Module 1 : Basic Accounting Concepts

Basis of Accounting, Accounting Equations, Rules of Accounting, Journal, Ledger, Cash Book, Subsidiary Books, Trial Balance, Assets and liabilities, Bank Reconciliation, Rectification of Error, Source Document & Vouchers, Introduction to accounting Standards, Depreciation, Capital and Revenue Expenditure, Financial Statement (without Adjustment), Financial Statement (with Adjustment), Company Accounts, Debentures, Analysis and Interpretation of Financial Statement, Ratio Analysis, Fund Flow Statement, MIS and Budgets

Module 2 : Tally Financial Accounting

Basic Accounting Concepts, TallyPrime and Licensing, Getting Start Tally, Working with Company, Accounts Master, Voucher Types, Voucher Entry, Inventory Management, Purchase and Sales, Reports, Data and Security Management, Banking, Multi-Currency, Interest Calculations, Financial Control, Advance Features, Manufacturing, Job Work, Job Costing, GST, TDS, TCS, Payroll Introduction, Payroll Masters, Payroll Vouchers, Payroll Reports

MODULE – III : Tax Management and e-filing

Introduction of taxation, Basic rules of tax computation, Residential Status, Exemption of Income, Salary, Income from House Property, Income from Profit & Gains of Business & Profession, Capital Gains, Income From Other Source, Clubbing of Income, Setting Off of Loss, Deductions, Advance Tax, Interest on Income Tax, Tax computation, ITR Forms, E-fillings,

MODULE – IV : Banking and Finance

Introduction to Banking system, Banking Regulation Act, Banking and financial institutions in India, Reserve Bank of India, Instruments of Monetary Policy, Financial markets, Capital Markets in India, National stock exchange, Securities and Exchange Board of India (SEBI), Credit Rating in India, Nature of Banking Business, structure of Banking, Human Resource Development in Banks, Banker and Customer Relationship, Banking Instruments, Banking Services, foreign exchange and financing of foreign trade, Role of International Organizations like IMF, IBRD, IDA