



## **Accounting Professional Syllabus**

### **Module - 1 - Manual accounting**

- Classification of Accounting
- Trading and P&L Account
- Golden Rules of Accounting
- Finalization of Accounting
- Cash Flow & Fund Flow

### **Module - 2 - Computer Fundamental**

- Operating System, Desktop Setting, Windows.
- MS office - Word / Excel / Power Point
- Advance Excel
- Internet Technology

### **Module - 3 - Tally ERP With GST**

- Intro to Tally ERP
- Company Information
- Accounting Master & Inventory
- Voucher Entry, Budget & Bills
- Purchase order, sales order
- Point of Sale
- Taxation

- Advance Accounting
- Advance Inventory
- Bank reconciliation
- Payroll System

#### **Module - 4 - Taxation**

- Introduction of GST
- Taxable Event & Supply
- Procedure of GST
- ITC,Registration,Invoice
- Accounts of GST
- Return &Format of GST
- Registration
- Income Tax - Income Heads
- Deductions(ATC to ATU)
- TDS/ TCS/ Advance Tax
- Assessments & ITR
- PAN Card Application

#### **Personality Development and Interview Preparation**

**Placement:** The placement cell provides active assistance to students in finding jobs. Minimum 3 interview call letters\* are provided to them on successful completion of the program. Besides this TECHNOGLOBE has tie up with the biggest placement giant of India i.e. MONSTER.COM for the placement of all E- Accountant students.

**After completion of the training candidates can work as:**

**Trainee Accountant | Account Assistant | Auditor | Accounts Executive | Executive AP | Executive AR  
Cashier | Taxation Executive | Banker | Tally Executive | Business Analyst etc.**