

Syllabus

GST Skilled Accountant Course Contents

Tally ERP 9 Syllabus Including GST

- Basis of Accounting
- Fundamentals of Tally.ERP9
- Accounting Masters of Tally.ERP9
- Inventory in Tally.ERP9
- Voucher Entry in Tally.ERP9
- Advanced Accounting in Tally.ERP9
- GST in Tally
- Technological Advantages of Tally.ERP9
- Tax Deducted at source
- Online Help and Support
- Shortcuts & Fast data entry tools
- Practical Exposure to Real Life company data
- Tax invoice Creation
- Challan Creation
- Backup of data

Microsoft Excel Training- Course Topic Selection

- Working Smartly in exce;
- The Basics
- Formatting a Worksheet
- Managing your workbook
- Efficient use of Formulas in working
- Data Analysis & pivot Tables
- Working with Other programs

MS Word 2010 course syllabus

- Getting Started with word 2010
- Editing a Document
- Formatting a Document
- Using Editing and proofing Tools
- Changing the Layout of a Document
- Working with Tables
- Working with Columned Layouts & Section Breaks

Other Course Highlights

- Office Management
- Privacy and Confidentiality
- Preparation of Manual bills & Vouchers.
- How to arrange & Maintain bills & Vouchers.
- How to maintain manual bank book & other physical registers.
- How to write a Cheque.
- How to arrange company data on Computer.
- Personal Grooming
- How to do NEFT\RTGS\IMPS
- How to check form 16 & AS 26
- How to login to income tax and site & GST Portal
- How to convert PDF TO word and word to PDF
- ITR and tax rates knowledge
- 80C- deduction section knowledge
- How to make CV & face interview
- Interface with dropbox, team viewer, PDF Converter etc.
- Logistic Management

The salient Features of the Center are as under:

- State-of-the-art Vocational Training Centre
- Fully & well-equipped Centre with the Computer systems