

Highlight of the course:

Today's Business Accounting and Taxation system has become very complex. Every businessman, small or big has started using computers for Accounting and billing purpose. Tally is most widely used (75% market share) software for Accounting. This has created a big demand for the students with Tally knowledge in the market. This is probably the biggest job giver course today.

COURSE CONTENTS

MODULE - I

- Fundamentals of Accounting
Types of Organizations, Balance Sheet Profit & Loss Statement, Trial Balance/ Cash Book, Practical Voucher.
- Financial Accounting
Vouchers, Group / Ledgers /

Vouchers, Pymt. / Rcpt. / Contra / Journal, Sales / Purchase

- Inventory Vouchers
- Stock Groups, Categories, Stock Items, Units of Measure, Godowns, Receipt Note / Delivery Note
- Rejections In / Out, Stock Journal
- Physical Stock Note
- Taxation – CGST (SGST)
- Cost Centre's Categories
- Bill – Wise Details
- Advanced Interest Calculation
- Bank Reconciliation

MODULE - II

- Tracking Numbers with Advanced Inventory management
- Multiple Price List / Batch Wise
- Zero valued entries
- Additional cost on purchases
- Technical Features
Backup / Restore / Tally Audit
Export / E-mail / Security levels

- Service Tax Accounting
- TDS Accounting
- Introduction to Pay Rolls

Expected Outcome

- This being a job-oriented course, students can expect to start earning immediately on completion of course.
- The course also gives deserving students to become professional and start their own Accounting firms.

Eligibility

XIIth, Diploma, B.Com, BA, BCA, BCCA, B.Sc. or any other graduate. Preference would be given to Students with basic knowledge of commerce. But that is not a precondition.

Duration : 2 Months (100 hours)

Batch Time: Morning 8:00 to 10 AM
Evening 06 to 8:00 PM

Course Fees: Rs. 5,600/-

- The Students of this course have huge job potential. Today every Trader, Businessman, Accounting firms, Chartered Accountants, Malls and Wholesalers are in need of such persons.
- Bank, Coop. Firms, Tax consultants also are in need of such students.

About Government Polytechnic Nagpur

Government Polytechnic, Nagpur is one of the prime Institutions of Government of Maharashtra established in 1914. This Institute imparts technical education at Diploma and Post Diploma levels and is well known for its excellence at State level and National level. Institute has been accredited by National Board of Accreditation, New Delhi

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Layout, Ranapratap Nagar,
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