

IAM (The Institute of Accounts And Management), Badarpur, N. Delhi – 44
e-Accounting Course – 100% Practical 100% Job. # 9818463359 #

BEGINNER ACCOUNTANT	COMPLETE ACCOUNTANT
<p>Minimum Qualification: 10+2 (Sc / Com / Arts) Course Duration : 6 Months (Valid for 12 Months) Course Fee (In Installment): Rs. 1,000 + 20,000 Course Study Time: 2Hrs Daily Job Placement: Chargeable (15 Days Salary of 1st Month)</p>	<p>Minimum Qualification: 10+2 (Sc / Com / Arts) Course Duration : 12 Months (Unlimited Validity)* Course Fee (In Installment): Rs.1,000 + 38,000 Course Study Time: 2 to 6 Hrs Daily* Job Placement: Chargeable (15 Days Salary of 1st Month)</p>
<p style="text-align: center;">Course Contents</p> <ol style="list-style-type: none"> 1. Business Computers (Ms Word, PPT, Basic and Advance Excel, Internet etc.) 2. Advance Practical Accounts (Book Writing, BRS, Documentation, Live Projects etc.) 3. Tally.erp 9 (Basic + Advance) 4. TDS (Intro, Section, TAN, Rates, Calculation, Challan, Accounting) 5. Income Tax (Intro, Rates, Calculation, PAN, Challan, Advance Tax, Computation, Heads of Income etc.) 6. GST (Goods and Service Tax) (Intro, Concept, Calculation, Accounting, Payment) 7. Interview Preparation 	<p style="text-align: center;">Course Contents</p> <ol style="list-style-type: none"> 1. Business Computers (Ms Word, PPT, Basic and Advance Excel, Internet etc.) 2. Advance Practical Accounts (Book Writing, BRS, Documentation, Live Projects, <u>Depreciation Chart, Balance Sheet Finalisation, Ratio Analysis, Profit Screening etc.</u>) 3. Tally.erp 9 (Basic + Advance) 4. <u>Busy</u> (Basic + Advance) 5. TDS (Intro, Section, TAN, Rates, Calculation, Challan, Accounting, <u>Traces, Issue of TDS Certificates, TDS Return Filing etc.</u>) 6. Income Tax (Intro, Rates, Calculation, PAN, Challan, Advance Tax, Computation, Heads of Income, <u>ITR Filing, Assessment etc.</u>) 7. GST (Goods and Service Tax) (Intro, Concept, Calculation, Accounting, Payment, <u>Case Study, Return Filing etc</u>) 8. <u>Labour Laws</u> (PF, ESI – Act, Records, Calculation, Return Filing, <u>Gratuity, Bonus</u>) 9. <u>Payroll</u> – Basic + Advance 10. <u>Auditing</u> – Internal and External 11. <u>Central Excise</u> (Records, Return Filing etc.) 12. <u>ROC and Banking</u> (MCA 21, Banking Business, Loan Projects etc) 13. <u>Cost Accounting</u> (Cost Sheet, Cost Reduction, Marginal Costing, <u>Decision making etc</u>) 14. <u>Export and Import</u> (Custom Act, procedure, Documentation etc) 15. <u>Online Share market</u> (Live training of Equity and Derivatives) 16. Interview Preparation