Aptech Learning Darbhanga

1st Floor, Captain Complex, Near Naka 5
Darbhanga, Bihar, Pin - 846004.
M: +91-7061605941, 8420092738
E: aptechdarbhangacenter@gmail.com
admission@aptechdarbhanga.com
www.aptechdarbhanga.com

Smart Professional – Accounting with GST (OV – 5009)

Duration:	8 Months*	Fee:	LUMPSUM	INSTALLMENT

Eligibility:	10th /Undergraduates/ graduates/ working professionals

Job opportunities:	On successfully completing the Smart Pro Business Accounting course, you will be ready to join top companies as **Accounts Professional**, **Accounts Executive**

Evaluation Strategy:

Award of Grades

PASS	CREDIT	DISTINCTION
Overall Weighted Marks >= 40% but < 60% qualifies for **PASS**	Overall Weighted Marks >= 60% but < 75% qualifies for **CREDIT**	Overall Weighted Marks >= 75% but < 60% qualifies for **DISTINCTION**

Note: To attain a PASS/CREDIT/DISTINCTION grade, a student should achieve at least 40% in Final Examination; otherwise he/she will be declared as 'Referred'.

Learner's Guide (eBook)

Course Content

Financial Data Analysis Using Excel
1. Sharing and Maintaining Workbook
2. Formulas and Functions
3. Advanced Chart Features
4. Presenting Data Visually
5. Data Analysis
6. Macros and Forms
7. Using Date, Time, Information and Conversion Functions
8. Working with Financial Functions
9. Linking Workbooks and Summarizing Data

Advanced PowerPoint
1. PowerPoint Basics, Links, and Illustrations
2. Working with Slides
3. Reviewing and Finalizing Presentations
4. Sharing PowerPoint Content
5. Distributing and Securing a Presentation
6. Improved Presenter Tools

Introduction to GST
1. Introduction to Goods and Services Tax (GST)
2. Registration Process
3. Exemptions and Concessions for GST
4. Time, Value, and Place of Supply
5. Understanding the Refund Process
6. Understanding the Appeal Provisions

Computerised Accounting with GST-Part I	Computerised Accounting with GST-Part II
1. Introduction to Accounting 2. Concepts, Principles, and Conventions of Accounting 3. Revenues and Capital Expenditures 4. Accounting Process – Theory 5. Recording of Entries in Tally ERP 9 6. Accounting for Input Tax Credit and its Utilization 7. Calculation of GST 8. Introduction to Ind-AS 9. Rectification of Errors 10. Depreciation 11. Bank Reconciliation Statement in Tally ERP 9 12. Inventory Record Keeping 13. Preparation of Final Accounts Using Tally ERP 9 14. Accounting Ratios 15. Accounting for Joint Ventures, Consignments, and Inland Branches	1. Interest Calculation 2. Voucher Types and Class Including Point of Sales 3. Budget and Controls in Tally ERP 9 4. Unique Quantity Code for GST 5. Generation and submission of GSTR 3B 6. E-Way Bill 7. Printing Invoices with Tally ERP 9 8. Purchases from Unregistered Dealers and Reverse charge Mechanism 9. Nil Rated and Zero-Rated Purchases 10. SEZ and EEZ Purchases and Supplies 11. Composition Scheme 12. TDS/TCS Return in GST 13. Returns Under GST 14. Reports 15. Tool Enhancements

Direct Taxation

Documents Required:
1. All educational certificates
2. Age proof
3. Residential address proof (Permanent and Current)
4. Two Passport size Photograph

Pay your fee Offline as well as Online, For Online Payment Scan QR Code