

P. C. E. T.'s

S. B. Patil Institute of Management

**907 – Certification Course for Finance
Syllabus for 2016 – 17**

PACE CAREER ACADEMY

(An ISO 9001:2008 Company)
Member of MCCIA & ERA
www.pacecareer.in

Specialized Training on ACCOUNT & TAXATION

GROUP 1

Industrial Accounting/Business Accounting

- Basic Accounting to Finalization
- Indian Accounting Standards
- MNC
- Proprietary Business
- Partnership Firms
- Listed companies with SEBI

Sectors Wise Accounting On

- IT / ITES – (BPO / KPO / LPO) / Manufacturing / Service Sectors / BFSI – (Banking / Finance / Insurance / Securities)

Concepts to Be Covered In Detail: Start Working

- Types of Accounts and Entries
- Journal Entries
- Profit & Loss Accounts
- Assets & Liabilities Adjustments
- Trail Balance
- Income & Expenses Adjustments
- Preparing Ledgers
- Balance Sheet
- Revenue Recognition
- Depreciation

Payroll

- Payroll Processing
- Allowances & Perquisites
- Practical assignment
- Accounting processing PF, ESI, PT Contribution,
- Tracking salary advance, loan




Director

S. B. Patil Institute of Management
Sector No. 26, Nigdi,
Pradhikaran, Pune-411 044.

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- Online Form filling.

Benefits

Candidate can independently identify accounts documents, managing ledger accounts, Preparing Trial Balance, Calculating Depreciation, Scrutinizing BRS and assisting in preparing Balance sheet.

GROUP 2

Indirect Taxes

- VAT – (Maharashtra)
- LBT – (Local Body Tax)
- Computation & Returns
- CST – (Central Sales Tax)
- CENVAT – Credit Rules
- Service Tax

Direct Taxes

- Provision of Income Tax
- TDS
- Filing Returns
- Computation of Tax
- Section – 192
- Tax Planning

Benefits

Candidate will come to know how to file Tax returns, Problem areas, How to do the adjustments, Penalty, structure of taxes, doing E-filing process, generating form-16, getting Refund.



[Signature]
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GROUP 3

E-Technology

- Tally – ERP
- MCA
- XBRL
- E-Transactions & Banking Operations
- ECR Challans / PT
- Web Based Payroll
- E-Filing of ROC forms
- E-Payments & E-Filings for : (CST / VAT / S.TAX / TDS)
- Digital Signature

Benefits

Candidate will be having depth knowledge of payroll Processing, generating ECR Challan, doing all E-payments and E-filing process mentioned above, Digital signature.

OTHER

Excel

- V-Look up
- MIS Reports
- Goal Seeking
- H-Look up
- Pivot Table
- Normal functions




Director

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