



Accounts Training

Introduction of Accounting



This catalog outlines the detailed curriculum, recommended faculty expertise, and career outcomes for specialized accounting and finance training programs. These courses are designed for students, professionals, entrepreneurs, and NGO managers who want to gain practical skills in accounting, taxation, compliance, and financial tools.



Introduction to Accounting



Curriculum

- » Accounting principles, concepts, and conventions
- » Recording financial transactions
- » Double-entry system and journal entries
- » Preparing ledgers, trial balance, and final accounts
- » Introduction to financial statements



Faculty Expertise

- » Chartered Accountants (CAs) or Professors of Accounting
- » Experienced professionals in financial reporting



Career Outcomes

- » Accounting Assistant
- » Junior Accountant
- » Finance Intern



Basic Finance *Literacyto*



Curriculum

- » Understanding income, expenses, savings, and investments
- » Budgeting techniques and personal money management
- » Introduction to banking, credit, and insurance
- » Basics of financial goal setting
- » Using digital tools for financial tracking

Faculty Expertise

- » Finance trainers with expertise in personal finance
- » Practitioners in banking and financial literacy programs

Career Outcomes

- » Financial Literacy Trainer
- » Personal Finance Coach
- » NGO Community Finance Officer

Bookkeeping *Essentials*



Curriculum

- » Basics of bookkeeping and the accounting cycle
- » Journals, ledgers, and cash book preparation
- » Trial balance and rectification of errors
- » Bank reconciliation statement
- » Maintaining books manually and in Excel



Faculty Expertise

- » Experienced accountants and bookkeepers
- » CAs specializing in SME/NGO bookkeeping



Career Outcomes

- » Bookkeeper
- » Accounts Clerk
- » Accounting Assistant



Understanding Financial Statements

Curriculum

- » Introduction to Balance Sheet, Income Statement, and Cash Flow Statement
- » Analyzing assets, liabilities, income, and expenses
- » Financial ratio analysis
- » Linking financial statements to decision-making
- » Case studies in interpreting reports

Faculty Expertise

- » Finance professors or CAs
- » Industry professionals in financial analysis

Career Outcomes

- » Financial Analyst (entry-level)
- » Accounts Executive
- » Assistant Auditor

Accounts Payable & Receivable Fundamentals



Curriculum

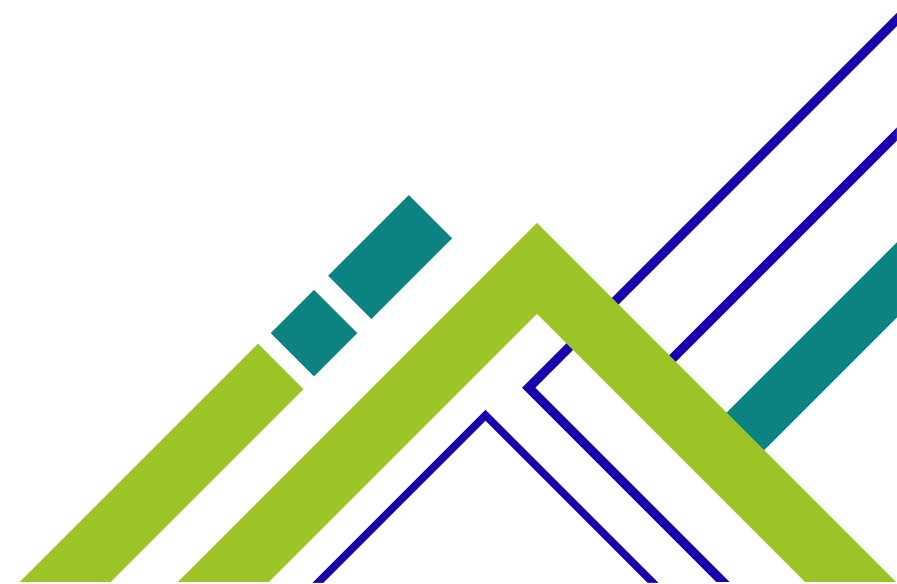
- » Vendor invoices, approvals, and payments
- » Customer invoicing and collections
- » Credit management policies
- » AP & AR ledger reconciliation
- » Fraud prevention and internal controls

Faculty Expertise

- » Accounts Managers
- » Chartered Accountants with AP/AR expertise

Career Outcomes

- » Accounts Payable Executive
- » Accounts Receivable Analyst
- » Finance Operations Associate





Payroll Management

Curriculum

- Salary structure: basic pay, allowances, deductions
- Statutory deductions: PF, ESI, TDS, gratuity
- Payroll processing cycle
- Payroll accounting and reporting
- Using payroll software tools

Faculty Expertise

- HR and Payroll Specialists
- Finance managers handling payroll compliance

Career Outcomes

- Payroll Executive
- HR & Payroll Coordinator
- Compensation & Benefits Analyst

Excel for Finance & Accounting

Curriculum

- Excel basics, shortcuts, and formatting
- Formulas and functions for accounting (VLOOKUP, IF, INDEX-MATCH)
- Pivot tables and charts for analysis
- Financial report preparation in Excel
- Budgeting, forecasting, and variance analysis

Faculty Expertise

- Excel trainers specializing in finance
- Financial analysts with Excel
- modeling expertise

Career Outcomes

- Finance Analyst (entry-level)
- MIS Executive
- Accounts Analyst

Taxation Essentials Income Tax & TDS Compliance



Curriculum

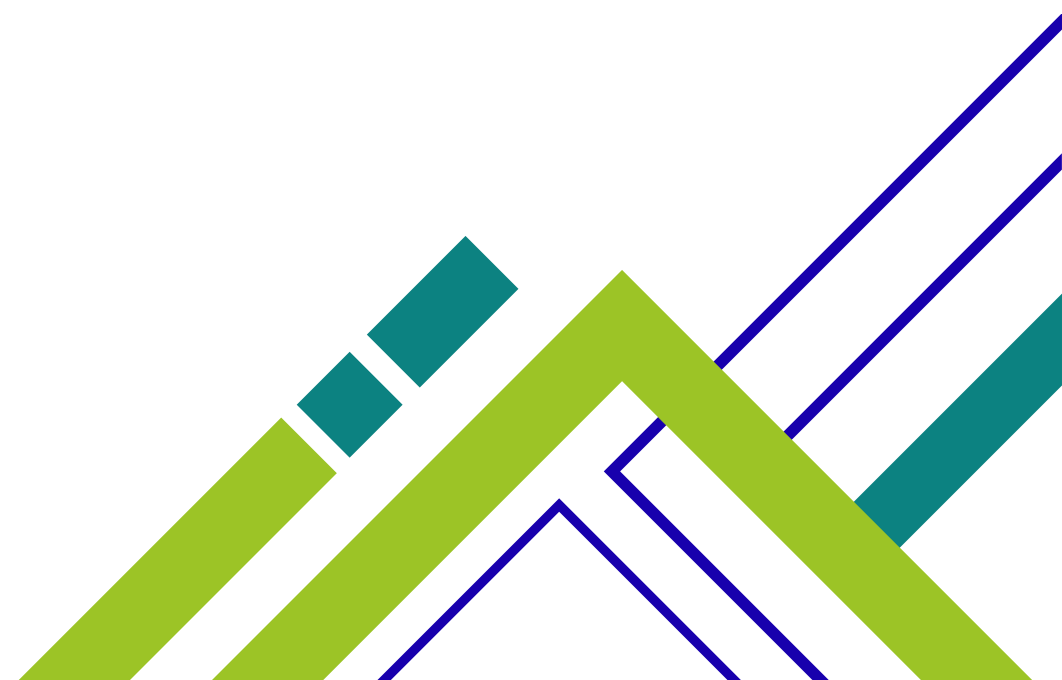
- Basics of accounting and finance concepts
- Understanding key financial statements
- Financial ratios and performance indicators
- Budgeting and cost analysis
- Investment appraisal techniques simplified

Faculty Expertise

- Corporate finance trainers
- Management consultants with finance expertise

Career Outcomes

- Managerial roles with finance awareness
- NGO Program Managers handling budgets
- Business Owners improving decision-making





Smart Accounting with Tally ERP 9, Zoho & Power BI

Curriculum

- Tally ERP 9: voucher entries, ledgers, reports
- Zoho Books: invoicing, reconciliation, compliance
- Automating TDS and GST in accounting software
- Introduction to Power BI for dashboards
- Integrated case studies in smart accounting

Faculty Expertise

- ERP trainers with Tally/Zoho certifications
- Business Intelligence professionals with Power BI expertise

Career Outcomes

- ERP Accountant
- Zoho Books Specialist
- Power BI Finance Analyst



GST Practice & Real-Time Filing Training

Curriculum

- » GST registration and invoicing
- » Returns filing: GSTR-1, GSTR-3B, GSTR-9
- » Input Tax Credit reconciliation
- » Income Tax and TDS filing basics
- » Hands-on portal training with case studies

Faculty Expertise

- » Tax practitioners with GST expertise
- » Compliance officers experienced with GSTN portal

Career Outcomes

- » GST Executive
 - » Taxation Analyst
 - » Compliance Officer
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