

# VISTA ACADEMY



## **C\_ACCOUNTANT (CORPORATE ACCOUNTANT)**

One year Programme with Certification from Tally India Pvt Ltd

Vista Academy



## IT SUPPORT SOLUTIONS

- MODULE 1 – COMPUTER BASICS
- MODULE 2 – MANUAL ACCOUNTING
- MODULE 3- ACCOUNTING PACKAGES /APPLICATIONS
- MODULE 4 TAXATION MATTERS
- MODULE-5 COMPANY LAW PROCEDURES AND ROC
- MODULE -6 BANKING AND FINANCE
- MODULE 7 -ENGLISH SPEAKING
- MODULE 8 –PERSONALITY DEVELOPMENT AND COMMUNICATION
- MODULE 9 - SOFTWARE COVERED
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- MODULE 10 – PROJECTS AND ASSIGNMENT

- Operating Systems and Basic Knowledge Of Computers
- Ms office 2007 (Word , Excel, Power Point )
- Basic Concept Of Accounting
- Journal Entries , Cash Book ,Ledger ,Trial Balances
- Bank Reconciliation Statement
- Calculation of Depreciation as Per Income Tax Act.
- Preparations of Income Statement (Trading A/C And Profit And Loss A/C) and Statement of Financial Position (Balance Sheet), Income and Expenditure A/C, Receipt and Payment A/C, Manufacturing A/C.
- Tax Planning
- Preparation of Accounts on TALLY ERP 9 Accounts, Inventory and Taxation.
- VAT /CST – Computation and Filling of Return
- INCOME TAX – Computation under different Heads of Income and Filing Of Returns
- TDS and TCS – Computation and Filing of Returns
- SERVICE TAX –Computation and filing of Returns
- Negotiable Instrument Act
- Banking Systems
- E-banking , Internet Banking ,Mobile banking
- ATM Card , Debit Card and Credit Card
- Various instruments
- Overdraft Personal Loan, Housing Loan , Cash Credit , Term Loan , Book Debts
- Letter Of Credit Bank Guarantee and Project Finance
- English Conversation
- Writing Official Letters
- Drafting Various Deeds
- Partnership Deed, Joint–Ventures Agreement , MOU , Gift Deed
- Personality Development
- Confidence Building
- Developing Communication Skills
- Effective Decision Making
- **TALLY ERP 9, INCOME TAX, WEB E-TDS GOLD, S TAX**

*Authorized Certification from Tally Solution Pvt Ltd Bangalore.*

## Vista Academy

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