

# SPA<sup>SM</sup>

## SMART PROFESSIONAL ACCOUNTANT

Duration: 12 Months



Smart Professional Accountant program aims to develop student into a complete accountant, working on accounting related software on computers. This program basically caters to Commerce graduates as well as people who are interested to make career in computerised accounting. The minimum qualification required for enrollment in this program is HSC. The program has modular pattern of teaching and examination. On successful completion of SPA the student would be awarded final certification. Student has to appear for MBTB examinations by paying examination fees as prescribed from time to time for all modules.

**The Best Program For Commerce Students<sup>TM</sup>**

**Career Opportunities:** Professional Corporate Accountants, Tally Professional, Account Assistant, Tax Process Executive, Teaching Professional for Tally and Taxations, Jobs in Stock Market, Self Employment in Tally - GST Work. SPA give Career readiness for Accounting and Finance Industry.

### Program Contents

#### Module-1: Certificate Course in Operating System & Application Management

Windows	Utility of Computers to Business	MS Excel	MS Access (Level-1)
Networking Concepts	Multimedia & E-Commerce	MS Excel (Advance)	Visual Basic (Level-1)
Computer Viruses and Internet	MS Word	MS PowerPoint	MS Outlook

#### Module-2: Certificate Course in Computerised Accounting Using Tally

Basics of Accounting	Accounting / Inventory Masters	Receipt / Payment	Stock Journal / Physical Stock
Accounting Principles	Units of Measures	Contra / Journal	Trial Balance
Golden Rules of Accounting	Accounting Vouchers	Debit Note / Credit Note	Profit & Loss Account
Tally Fundamentals	Purchase / Sale	Inventory Vouchers	Balance Sheet

#### Module-3: Certificate Course in Advanced Computerised Accounting Using Tally

<b>Intermediate Level</b>	Multiple Currencies	Reversing Journal	<b>Expert Level</b>
Interest Calculations	Stock Valuation Methods	Price List	Intro. to GST / Model of GST
Stock Categories	Bank Reconciliation Statement	Alternate / Compound UOM	GST Master / Stock Creation
Order Processing	F11 - Features / F12 - Configuration	Export / Import of Data	GST Invoice / GST Report
Batchwise Details	Security Controls and Tally Vault	ODBC in Tally	GST Challans / Returns
Manufacturing Journal / BOM	Financial / Inventory Reporting	Consolidation / Split of Accounts	TDS (Tax Deducted at Source)
Voucher Class	<b>Advance Level</b>	Receipt and Payment Statement	TCS (Tax Collected at Source)
Budgets and Controls / Credit Limit	Scenario Management	E-mail & Uploading	POS (Point of Sale)
Cost Centre & Cost Category	Optional / Post Dated Vouchers	Backup & Restore	Payroll / Income Tax

#### Module-4: Certificate Course in Tax Administration

Direct Tax Structure in India	Deductions, Rebates and Reliefs	Introduction to GST	Reverse Mechanisms Under GST
Income Tax Act 1961 (Framework)	Online E-Filing of Returns	Registration on GST Portal	Concept of E-way Billing
PAN Application (Practical)	T.D.S. (Tax Deducted at Source)	Return Filing under GST	Payment and Refund under GST
Heads of Income	TDS Returns (Practical)	GST Composition Scheme	Career Opportunities in GST

#### Module-5: Certificate Course in Capital Market

Primary Markets	Trading, Clearing & Settlement	Financial Derivatives	Online Trading (Practical)*
Secondary Markets	Mutual Funds	Stock Futures and Stock Options	Case Study of Selective Script
Book Building, IPOs and Listing	Depository and Demat Account	About Commodity Exchange	(Practical)

#### Module-6: Certificate Course in Business Management

Managing Business Finance	Office Management	Practical Work on Project Report	Basics of Banking Practices and
Personnel Management	Understanding Export Management	Case Studies of Successful	Procedures
Marketing Management	Understanding Import Management	Enterprises	Internet Banking

#### OR Module-6: Certificate Course in Entrepreneurship Program

Formula of Achieving Success	Wheel of Strategies	Use of Digital Platform	Actual Entrepreneurship
Magic of Ownership and	S.M.A.R.T. Goal / Target Settings	Industry Visit	Opportunities
Entrepreneurship	Implementation of Project	Guidance by Top Level	
Pyramid of Management Skills	'Achieving Success'	Management Experts	

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