

GST Returns

- Course Code :: GST - 04
- Class Room Training :: 12 - 20 Hrs
- E-Learning Facility:: One Year Free Login
- Eligibility
: 10+2 / Pursuing Graduation / Graduate
- Suitable for
: Understanding and filing GST Returns

- Certificate
: GST CENTRE – Participation Certificate.
The Association of GST Professionals, India *
- Students can appear Exam after completion of Classroom Training.

Syllabus

Chapter 1
Introduction

Chapter 2
Filing GSTR-3B

Chapter 3
Filing GSTR - 1

Chapter 4
GSTR - 2A and GSTR - 2

DIPLOMA IN MANUAL ACCOUNTING

- Course Code :: AC - 01
- Class Room Training :: 36 - 60 Hrs
- E-Learning Facility :: One Year Free Login
- Eligibility :: 10+2 / Equivalent
- Suitable for

: Everyone Who likes to Improve their Skills and more Productive at Work using advanced function can choose this course and who wants to Learn Interesting tips & tricks can choose this course.

- Certificate

: GST CENTRE – Participation Certificate.

The Association of GST Professionals, India *

- Students can appear Exam after completion of 25 Hours of Classroom Training.

Syllabus

Chapter 1

Basics of Accounting

- Basics of Accounting
- Book-keeping and Accounting
- Assignment 1 - Identify Event and Transaction
- Assignment 2 - Identify Assets and Liabilities
- Assignment 3 - Identify Expense and Income
- Assignment 4 - State with reason whether the following statement true or false

Chapter 2

Accounting Concept

- Accounting Concept
- System of Book Keeping
- Assignment 1 - Accounting Concept

Chapter 3

Capital and Revenue Transactions

- Capital and Revenue Transactions
- Assignment 1 - Classify as Capital and Revenue Expenditure
- Assignment 2 - State with reason whether each of the following expenditure is Capital or Revenue
- Assignment 3 - State with reason whether each of the following are Capital or Revenue expenditure
- Assignment 4 - Classify the following as Capital / Revenue receipts
- Assignment 5 - State with reason whether the following statement true or false

Chapter 4

Account

- Account
- Rules for Debit and Credit
- Modern Rules
- Assignment 1 - Classify the following as Personal, Real and Nominal
- Assignment 2 - Name the accounts involved in each of the following transactions
- Assignment 3 - Ascertain Debits and Credits
- Assignment 4 - Name the Accounts to debited and credited

Chapter 5

Journal Entries Journal Entries

- Assignment 1 - Journalize the following Transactions
- Assignment 2 - Journalize the following Transactions
- Run Spelling and Grammar Check
- Assignment 3 - Journalize the following Transactions

Amarnath & Bros

- Assignment 4 - Rewrite the entries if they wrong by using narrations
- Assignment 5 - Rewrite the narrations if they wrong by using entries
- Assignment 6 - Write the Narrations for the entries
- Assignment 7 - Journalize the following Transactions
- Assignment 8 - Journalize the following Transactions in the books of Vikram & Bros
- Assignment 9 - Journalize the following Transactions

Chapter 6

Ledger

- Ledger
- Assignment 1 - Prepare Cash A/c
- Assignment 2 - From the ledger accounts pass the journal entries
- Assignment 3 - Journalize the following Transactions and post it to ledger

Chapter 7

Cash Book

- Cashbook
- Assignment 1 - Enter the following transactions of B. Thaper in his cashbook and Balance the same

Chapter 8

Bank Reconciliation

- Bank Reconciliation
- Procedure for preparation of BRS
- Assignment 1 - Bank Reconciliation
- Assignment 2 - Bank Reconciliation

- Assignment 3 - Bank Reconciliation

Chapter 9

Depreciation

- Depreciation
- Calculating amount of Depreciation
- Assignment 1 - Calculate the Amount of Depreciation
- Assignment 2 - Calculate the Amount of Depreciation
- Assignment 3 - Calculate the Amount of Depreciation
- Assignment 4 - Calculate the Amount of Depreciation
- Assignment 5 - Calculate the Amount of Depreciation

Chapter 10

Inventory Valuation

- Inventory Valuation
- Assignment 1 - Calculate the value of closing stock using
Method FIFO, LIFO and Weighted Average

Chapter 11

Trial Balance

- Trial Balance
- Assignment 1 - Prepare Trial Balance
- Assignment 2 - Correct the Trial Balance
- Assignment 3 - Pass the Journal Entries, Post them to ledger
and Prepare Trial Balance

Chapter 12

Bad Debt and Year-end Adjustments

- Bad Debt
- Year-end Adjustments
- Assignment 1 - Prepare the Bad Debts Account and Provision

for Doubtful Debt Account

Chapter 13

Final Accounts

- Final Accounts -Trading Account
- Final Accounts -Profit and Loss Account
- Final Accounts -Balance Sheet
- Assignment 1 - Prepare Trading and Profit and Loss A/c and Balance Sheet
- Assignment 2 - Prepare Trading and Profit and Loss A/c and Balance Sheet

Chapter 14

Accounts Documents

- Enquiry Letter / Tender
- Quotation
- Purchase Order (PO)
- Challan
- Consignment note
- Invoice
- Cash Memo
- Debit Note / Credit Note
- Money Receipt
- Cheque
- Pay-in-Slip or Deposit Slip
- Assignment 1 - Accounts Document
- Assignment 2 - Accounts Document

Chapter 15

Journal Entry with Alice Formula

- Introduction to Accounting
- Identification of Business Transactions
- What is ALICE Formula?
- Understanding Cash Flows
- Recording of Transactions - Journal
- ALICE Rule 1
- ALICE Rule 2
- ALICE Rule 3
- ALICE Rule 4
- ALICE Rule 5
- ALICE Formula - Summarized
- Recording of Transactions - Ledger
- The Art of Posting into Ledgers
- Making Cash Account
- Summarizing with Trial Balance
- Reporting - Financial Statements Conclusion