

INSTITUTE OF COMPUTER ACCOUNTING TAXATION



**ADMISSION
OPEN**



Contact us:

- Accounts
- Finance
- Tax

Sco-282/R, Model Town, Near Maharana
Pratap Chowk, Rewari (HR.)

✉ icatrewari@gmail.com

🌐 www.icatinstitute.in

☎ 8930052320, 9315312811



Computer Mastery Course

1 Computer Fundamental

2 Ms Office 2021

- a) Microsoft Word
- b) Microsoft Excel
- c) Excel MIS Beginner to Advance
- d) Excel (Payroll)
- e) Excel Power Query Beginner to Advance
- f) Microsoft Power Point
- g) Microsoft Access
- h) Microsoft Outlook
- i) Microsoft Publisher
- j) Google Sheets

3 Advanced Accounts

- a) Account Reconciliation
- b) Advanced Journal Entries
- c) Accounting for Digital Transaction
- d) Company Final Account
- e) Analysis of Financial Statements

4 Business Accounting

- a) Introduction
- b) Accounting Concepts
- c) Capital & Revenue Transaction
- d) Accounts Documents
- e) Journal Entries
- f) Depreciation
- g) Stock Valuation
- h) Year-End Adjustments
- i) Final Accounts
- j) Rectification of Errors
- k) BRS
- l) Projects on the preparation of Book.

5 Banking & Auditing

- a) Introduction to Banking
- b) Deposits
- c) Loan and Advances
- d) Payment Mechanism
- e) Banking Instruments

**6****Auditing**

- a) Introduction to Auditing
- b) Conducting an Audit
- c) Audit Report & Audit Project

7**Direct Tax
(Income Tax)**

- a) Introduction Income Tax
- b) Income from Salaries
- c) Income from House Property
- d) Profits and Gains of Business or Profession
- e) income from capital Gains & Other Sources
- f) Deductions Under chapter VI-A
- g) Computation of Taxable Income
- h) Income Tax Return

8**Payroll**

- a) Joining of Employees
- b) Salary Structuring
- c) Collection of Attendance Details and other Inputs
- d) Computation of Salary
- e) Deduction (Statutory and Non-Statutory)
- f) Distribution of Salary
- g) Distribution of Pay Slip

9**Tally Prime**

- a) Company Creation
- b) Basic Accounting
- c) Advanced Accounting
- d) Payroll
- e) Inventory
- f) E-Way Bill
- g) E-Invoice
- h) GST
- i) TDS, TCS
- j) Banking
- k) Reports
- l) Profit & Loss
- m) Balance Sheet
- n) Mis Reports

10**Busy**

- a) Company Creation
- b) Basic Accounting
- c) Advanced Accounting
- d) Payroll
- e) Inventory
- f) GST
- g) TDS, TCS
- h) Banking
- i) Mis Reports



11 GST

- a) Introduction to GST
- b) Overview of GST
- c) Supply under GST
- d) Charge of GST
- e) Composition Levy in GST
- f) RCM in GST
- g) RCM in GST Practical Aspect
- h) Exempt Supply in GST
- i) Time of Supply in GST
- j) Types of Supply in GST
- k) Place of Supply in GST
- l) Input Tax Credit in GST
- m) Registration in GST
- n) Tax Invoice, DN & CN in GST
- o) Refund in GST
- p) Interest on GST
- q) Assessment & Audit in GST
- r) Search and Seizure in GST
- s) Demand & Recovery in GST
- t) Appeal & Recovery in GST
- u) Advance Ruling AAR in GST
- v) Returns in GST

12 MSME/Udyam Registration

13 SAP

- a) Introduction to ERP
- b) Introduction to SAP
- c) Introduction to SAP Modules
- d) Introduction to SAP FICO
- e) Enterprises Structure
- f) Financial Accounting Global Settings

14 Basic English

15 Spoken English