



Syllabus: Advanced Certificate in Professional Accounting with GST

- **Duration:** 6 Months
- **Eligibility:** 12th Pass (Commerce background preferred)

Evaluation Scheme

- **Full Marks:** 200
- **Theory:** 100 Marks
- **Practical/Project Works:** 80 Marks
- **Internal Assessment/Viva (Oral Test):** 20 Marks

Course Syllabus

This advanced course provides expert-level skills in modern accounting, taxation, and financial reporting, preparing students for senior roles in finance and accounting.

Module 1: Professional Accounting & Finalization

- Advanced Accounting Standards & Principles.
- The Complete Accounting Cycle and Bank Reconciliation (BRS).
- Finalization of Accounts: Year-end adjustment entries and preparation of final statements.
- Valuation of Inventories and calculation of Depreciation.

Module 2: Advanced Computerised Accounting

- **Tally Prime:** Advanced configuration, multi-currency, and cost/profit centre management.
- Advanced Inventory Management: Batch-wise details, Order Processing, and BOM (Bill of Materials).
- Tally Audit Features and Data Security.

Module 3: Advanced GST & TCS Compliance

- In-depth GST framework, including Reverse Charge Mechanism (RCM) and E-Way Bill.
- Filing of GSTR-1, GSTR-2A/2B Reconciliation, and GSTR-3B.
- Introduction to GST Annual Return (GSTR-9) and GST Audit (GSTR-9C).
- **Tax Collected at Source (TCS):** Understanding TCS provisions and their implementation in Tally.



Module 4: Direct Taxation & E-Filing

- **Tax Deducted at Source (TDS):** Detailed understanding of various TDS sections, payments, and e-filing of TDS returns.
- **Income Tax:** Basics of computing income tax for individuals and businesses.
- Introduction to filing Income Tax Returns (ITR).

Module 5: Financial Reporting with Advanced Excel

- Advanced Financial Functions and Formulas.
- Data Analysis using PivotTables, Slicers, and Charts.
- What-If Analysis: Using Goal Seek, Scenarios, and Data Tables.
- Creating MIS reports and professional dashboards.

Module 6: Payroll Management & Final Project

- Processing salaries with statutory deductions (PF, ESI, PT) using Tally's payroll features.
- **Final Project:** Handle end-to-end accounting for a company, including finalization of accounts, GST and TDS compliance, payroll processing, and creating an analytical dashboard in Excel based on the financial data.