OTHER
COURSES OFFERED

Computer /Basics

Advance /Excel

English Spoken /Course

Graphic /Designing

Web /Designing

Professional Diploma /in Multimedia

Advance Diploma /in Computer Technology

Doeacc /'O' Level/'A' Level

Digital /Marketing

Language Courses /C, C++, Java, PHP, Python, J Query, Java Script, Android Programing

Heights ™
...a family institute
An ISO 9001:2008

Institute of Tally Learning ®

Get in Touch

17/1, Above Must & More Diagnostic Centre, Main Rohtak Road, Nangloi, Delhi-110041

enquiry.heights@gmail.com

www.heightsinstitute.com

+91-9643525250, 9643009974/75

अब **Accountant** नहीं
"e" Tax Accountant बनें
with **GST**

ONE YEAR DIPLOMA

About us:

| More than 20+ Yrs. Experience | Trained More Than 1Lakh Students | Largest Infrastructure in Delhi/NCR | Focus on Job Placement |

Authorized **Training Partner** of

TallyPrime

Busy ®
BUSINESS ACCOUNTING SOFTWARE

webtel ACADEMY

E-Tax Accountant (ETA)

Duration: 4-12 Months

1 MODULE
Office Automation (Perfect office)
Windows, MS – Office 2016, Internet, Software Installation, Scanning & Printing.

2 MODULE
Advance Excel With MIS Reports.
Basic Formulas, Salary Sheet, & Loan Sheet, MIS Reports, Data Base Function, Financial Function, V Lookup, H Lookup, Index Match, Data Validation & Pivot Table if & or condition.

3 MODULE
Fundamental of Accounts
Introduction of Accounts, Terminology, Journal Entries, Ledger Posting, Trial Balance & Final Accounts, Depreciation & BRS.

4 MODULE
Tally Prime Software
Part-1. Computerized Accounting in Tally.
Introduction of Tally Prime, Ledger & Group, Voucher Entries, Cost Center, Credit Limit, Budgets Fluctuation, Banking, Pay Roll, Reports.
Part-2. Inventory Management in Tally Prime.
Godown, Stock Creation, Purchase, Sales, Order Processing, Price Level, Pos, Foreign Transactions, Bom, Optional Voucher.
Part-3- Taxation in Tally Prime
GST - SGST, CGST, IGST Entries with Adjustment & Payment, Reverse Mechanism, Input Tax Credit on Capital Goods, Eway Bill, E-GST Invoice, Composition Dealer GSTR 1, GSTR 2, GSTR 4 & GSTR 9
TDS Inroduction, TDS Normal Rate, Higher Rate, Lower Rate & Reports Forms, Challan, Returns with their due dates
TCS Introduction, Entries Reports, Forms, Challan & Returns.

5 MODULE
Busy Software
Introduction of Busy, Master, Configuration, Utilities, Transaction, Import, Export, Printing, Reports.

6 MODULE
Accounting Documentation & Online Gyan
Accounts Book, Stock Register, Day Book, Voucher, Banking Tools, RTGS, NEFT, Internet Banking.

7 MODULE
'Goods & Services Tax' (GST)
GST Introduction
Input Tax Credit
Registration
Tax Invoice (Debit/Credit Notes)
E-Way Bill, Payments of Tax, Returns,
GST Forms-GSTR-1, 2A-2B-9 Annual Returns
Offline-GSTN Utility (As Well As Online Returns

8 MODULE
Direct Tax
Income Tax Returns :
Computation of Income Tax Preparation and filling of Income Tax Return 1/2/3/4/4s/5/6
TDS Returns : Concept and Provision of TDS, Computation of TDS Return - Filling 24Q/26Q/27Q/27EQ.

9 MODULE
MCA – 21 Online ROC FILING
Register Company, From 1A, From 18 'e' Filling of Annual ROC return, DIN & CIN, Digital Signature

10 MODULE
Personality Development
Professional Body Language, Etiquette, Interview Skills, Mock Interview, Resume Writing.

Options You Have

Courses	Duration	Module
Tally Prime	4 Months	3, 4
Tally Prime +	6 Months	2, 3, 4, 5
ETA	12 Months	1, 2, 3, 4, 5, 6, 7, 8, 9, 10

100% JOB ASSISTANCE 100% JOB