

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.

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.



Semester-1

Certificate Course in Operating System & Application Management

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

Certificate Course in Computerised Accounting Using Tally

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

Certificate Course in Advanced Computerised Accounting Using Tally

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

Semester-2

Certificate Course in Tax Administration

Introduction to Income Tax Act	GST Registration & Returns
Permanent Account Number (PAN)	Reverse Mechanism under GST
Income Tax Department Online Features	E-Way Bill
Income Tax Return Forms	Payment and Refund under GST
E-Filing Features of Income Tax	GST in Tally.ERP 9
T.D.S. (Tax Deducted at Source)	Exercise
Goods & Service Tax Law (GST)	

Certificate Course in Capital Market

Investment Basics	Derivatives
Securities	Mutual Funds
Primary Market	Analysis of Company
Secondary Market	Online Trading (Practical)*
Products in Secondary Market	

Certificate Course in Business Management and Entrepreneurship Development

Business Management	Entrepreneurship Development
Basics Understanding of Banking Practices and Procedures	Entrepreneurship Success Formula
Understanding Export Management	Management Skills Pyramid
Understanding Import Management	Business Strategies Wheel
Office Management	S.M.A.R.T. Goals
Personnel Management	Industry Visits
Managing Business Finance	Expert Guidance Lecture
Marketing Management	Entrepreneurship Project Work
Practical Work on Project Report	
Case Studies of Successful Enterprises	