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WHY CHOOSE US?

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MIT INSTITUTE OF
COMPUTER EDUCATION



JOIN US

ADETA ADVANCE DIPLOMA IN 'E' TAX ACCOUNTANT



• BASIC COMPUTER APPLICATION

Computer Fundamentals- History of computer, Paintbrush, Notepad, WordPad, Typing, Working with Operating System win 7, 8 & 10, Working with Printer, Installing and Uninstalling many programs, Central Processing Unit – Process speed and layout, Editing and Printing documents.

MS-WORD - Word processing concepts, saving, closing, opening an existing document, selecting text, editing text, finding and replacing text, printing documents, creating and Printing, Merging documents, Character and Paragraph Formatting, Page Layout and Page Setup. Checking and correcting papers. Inserting and handling Graphics, Creating Tables.

MS-EXCEL - Spreadsheet concepts, Creating, Saving and Editing a Workbook, Inserting, Deleting work sheets, entering data in cell/formula, Copying and Moving from selected cells, Handling operators in Formula, Functions: Mathematical, Logical, Statistical, text, financial, Date and Time functions, Using Function wizard, Charts and Graphs - Creating, Previewing, Moving Charts, Integrating word or excel in Spread sheets.

MS-POWERPOINT - Creating, Opening and Saving presentations, Changing the look of your Presentation, Working in different views, Working with Slides, Adding and Formatting Text, Formatting Paragraphs, Checking spelling and correcting typing mistakes, Working Notes Pages and Handouts, Drawing and Working with Objects, Adding Clip Art and other Pictures.

Internet - Surfing the web, creating an Email ID, sending and receiving mail & attachments, uploading and downloading files, Ticket booking, etc.

• ADVANCE TALLY PRIME WITH GST

Fundamentals of Accounting - Accounting Concepts | Capital and Revenue Transactions | Basics of Accounts | Journal Entries | Preparation of Ledger Account | Explanation of Cash Book and Reconciliation Statement | Depreciation | Inventory Valuation | Trial Balance | Basic of Final Accounts | Bad Debt and Year-end Adjustment | Final Accounts | Typical Adjustments/Profit.

Computerized Tally - Introduction of Tally ERP9 | Group Creation, Alteration, Deletion | Voucher(Accounting Vouchers) | Cost Centre | User Defined Stock Creation, Alteration, Deletion | Purchase Order Processing | Sales order | Projects & Assignment.

Advance Features of Tally - Different Actual Bill Qty/Billed | Separate Discount On Invoice | Use Zero Valued Entries | Additional Cost of Purchase, Voucher Mode, Invoice Mode (Budget and Control) | Credit Limit | Bill of Material | Stock Journal Manufacturing | Interest | Memorandum Voucher | Job Costing | Multi-Currency | Point of Sales | Banking | Security Control | Payroll.

Online Features in Tally - Introduction of GST | Registration of GST | Value/Date of Services and Place of Service | Supply | Tax Credit | GST Accounting | Setting Up GST in Tally | Multi Tax Rate Stock Item in GST | Using Voucher Class for Exclusives to tax Calculation | E-Way Bill and its impact in Tally | Introduction and processes of TDS under Tally | Introduction and process of TCS.

Accounting Documentation - Account Book | Stock Register | Day Book | Vouchers | Banking tools | RTGS | NEFT | Internet Banking | Day Report | Purchase Order | Sale Order | Challan | Cash Memo | Real Life Projects with Live Company Database.

• UNDERSTANDING OF BUSSY ACCOUNTING WITH GST

Features Of Tally (Misabeled as Tally) - Introduction Of Busy, Creating Ledger, Creating Item, Voucher Entries - Payment, Receipt, Contra, Journal, Purchase & Sales

BUSY-Intermediatory - Company Management Features - Options | Masters - Accounts | Inventory & others | Accounting Vouchers | Advance Accounting Vouchers | Basic Report | Features - Accounts | Options - Inventory, Configuration in Busy | Other Functions | GST in Busy

Advance Features Of Busy - Opening Balance Sheet, Cost Centre, Actual & Bill Qty., Batches & Expire, Purchase Order, Sales Order, Bill Of Material, Budget & Control, Zero Value Entries, Payroll, GST, TDS, TCS.

• ADVANCE EXCEL WITH MIS

INTRODUCTION TO EXCEL - Excel Environment | Spreadsheet layout and its function | Explanation about data calculation in Excel. Shortcuts | Paste Special & Go to Special | Worksheet and Workbook Protection and Security | Conditional Formatting.

Advance Excel - Create complex formulas and functions, Automate repetitive tasks, Organize and clean large volumes of data, Use Excel's text, logical, math, lookup, reference, date, and time functions, Use Excel's pivot tables, charts, Power Pivot, and Power Map, Use Excel with AI, All basic to Advanced Formulas, Practice Classes, Projects for Home Practice, Create Data Analysis

OVERVIEW OF MIS REPORTING - Introduction to MIS | Advanced reporting functions | Automation of Report with controls | Trends and scenarios using charts | Cleaning on your raw data, i.e. remove all unnecessary data from raw data.

• E-TAX ACCOUNTING (GST, TDS & TCS FILING)

GST (Goods & Service Tax) - About basic concept, GST, Advantages of GST, Taxes subsumed under GST, Changeability of GST, Rates of GST. About Supply tax, Bill of supply, Composition scheme, Reverse Charge Mechanism, R1, 3B, Complete the registration process for GST, Documents that are essential for GST registration, Payment of tax, GST return, Audit under GST, Refund...

TDS (Tax Deducted At Source) - What TDS is, its purpose, TDS Rates, TDS Deduction Process, TDS Returns: the frequency of filing (quarterly), and the relevant forms (such as Form 24Q for salaries and Form 26Q for non-salaried payments). TDS certificates (Form 16 for salaried employees and Form 16A for others). Recent Changes and Updates: Stay updated with any recent changes in TDS rules, rates.

TCS (Tax Collected At Source) - What TCS is, its purpose, TCS Rates, TCS Deduction Process, TDS Returns

INCOME TAX RETURN FILING

• DATA ANALYST

POWER BI - Data sources: How to connect to different data sources like databases, spreadsheets, and cloud services. Data modelling, Data transformation, Data visualization, Report creation, Dashboard design: How to create interactive dashboards that combine multiple visuals. Power BI integration: How to integrate Power BI with other Microsoft tools like Excel, SharePoint, and Teams

SQL - Creating Database. This concept will make you learn how to create your own database. Creating Tables and adding data, Uses of SELECT, WHERE, FROM, DELETE, INSERT, AND, OR, DROP, NOT, ALERT, WILD CARD, ETC.

Course Name	Duration
ADETA (ADVANCE DIPLOMA IN E-TAX ACCOUNTING)	12 MONTHS
DEA (DIPLOMA IN E-TAX ACCOUNTING)	10 MONTHS
DFA (DIPLOMA IN FINANCIAL ACCOUNTING)	8 MONTHS
DTP (DIPLOMA IN TALLY PLUS ACCOUNTING)	6 MONTHS
DOA (DIPLOMA IN OFFICE APPLICATION)	4 MONTHS
CTA (CERTIFICATE IN TALLY ACCOUNTING)	4 MONTHS