

**info-net GROUP**

info-net ACADEMY OF COMPUTER AND EDUCATION		info-net CONSULTANCY SERVICES	info-net SOFTWARE SOLUTIONS
University Courses	Certificate Courses	Specialized Services	Development & Training
M.C.A. I / II / III	info - basica+	Job Placement - India	Software Development
M. Sc.(CS) I / II	info - accountant	Job Placement - Foreign	Web Development
P.G.D.C.A.	info - designer	Resume & Interview Preparation	Research Training (M. Tech.)
B.C.A. I / II / III	info - publisher	Study Visa Consultancy	Summer Training (B.Tech., Polytechnic)
B.I.M. I / II / III	info - perfect	Hardware Consultancy	Industrial Training (M.C.A., B.Tech.)
C.C.A.	info - tutor	Education Helpline	Vocational Training (B.Com, B.A., B.Sc.)

**CONTACT DETAILS**

**HEAD OFFICE** : # 18/443, Level 1, Old Char Chaman, Karnal, Haryana,  
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**0184 - 4041443. 94160 38143**

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## info-industrial accounts ba a professional accountant...

**THE VISION:** We aim at imparting maximum knowledge to the learner through trained faculty members to achieve the highest level of technicalities. The methodologies adopted in teaching at our institute guarantee the success of an individual as a teaching professional.

**INTRODUCTION:** The course is aimed at development of an individual into a successful Computer Teacher / Instructor. The course contents have been designed after studying reports from in depth survey of requirements of Schools / Institutions for a computer teacher and maximum efforts have been made to fulfill ongoing and forthcoming needs of this field.

**ELIGIBILITY:** Pass in 10+2 Examination with minimum five subjects who wish to prepare for a good career in computers along with their B.A / B.Com / M.Com. degree.

**TOTAL DURATION:** 1 Year

Part 1- Computer Training (6 Months)  
(2 hrs / Day & 6 Days / Week)

Part 2- Internship (6 Months)  
(Maximum 9 hrs / Day & 6 Days / Week)

**FEE PLAN:**

Total Fee: Rs.30,000 /-  
(Thirty Thousand Only)

**REMUNERATION:** Cash stipend up to Rs. 2500/- shall be provided to the students during Internship

**REMARKS:**

Counselor Signature

### **CURRICULUM:**

#### **MODULE 1**

- Data Entry  
( Purchase, Sales, Receipt Adjustment, Payment Adjustment, Income, Expenses, Pries Escalation, Pries De-Escalation, Goods Return, Outstanding Amount, Bank Reconciliation (Cheque, DD, NEFT, RTGS ) ). Employees Payroll, ESI, EPF, LWF, Credit Note, Debit Note, Service Tax, TDS, Income Tax, GST.

#### **MODULE 2**

- Sales Tax  
( Sales Tax Return ( R1, R2 ), Sales Tax Challan C1, VAT Certificate C4, VAT, CST, Surcharge, Education Cess).

#### **MODULE 3**

- Service Tax

#### **MODULE 4**

- TDS

#### **MODULE 5**

- Balance Sheet  
( Trading Report, Profit & Loss Report, Income & Expenditure Report, Capital Account Report, Balance Sheet Report, Depreciation Report )

#### **MODULE 6**

- Income Tax  
( ITR-1, ITR-2, ITR-3, ITR-4S, ITR-4, ITR-5, ITR-6, ITR-7 ) Income Tax Challan No.280)

#### **VALUE ADDED SERVICES:**

- ✓ Readymade e-Course Material.
- ✓ **info-industrial accountant** Course Certificate by info- net.
- ✓ Specialized English typing practice classes.
- ✓ Personality development classes on regular basis.
- ✓ 3 months Experience Certificate as a faculty by info-net.
- ✓ One time free resume preparation & interview preparation.
- ✓ Free registration with info-net CONSULTANCY SERVICES for six months.
- ✓ Expert lectures on teaching techniques by professional technology trainers.