

iT Brain Eduserv

"Learn Today, Get Hired Tomorrow!"

Certified Industrial Accountant Plus (CIA+)

Duration: 3 - 6 Months

Eligibility: 12th Pass or Graduate (Any Stream)

Mode: Classroom / Online

Institute: iT Brain Eduserv

Level: Professional, Job-Oriented

Certification: Industry-Recognized | Practical Skill-Based

Course Objective

This program is designed to equip students with industry-ready skills in Accounting, GST, Income Tax, Payroll, Tally Prime, MS Excel, and Business Communication, making them eligible for core finance, accounts, and compliance roles across industries.

Course Modules

Module 1: Business Computer Applications

Master the essential digital tools required in today's workplace:

- Computer Fundamentals, Windows 10/11
- MS Office Suite: Word, PowerPoint, Advanced Excel, Ms Access
- Email & Calendar Management (Outlook)
- Internet Use for Business & Cloud Tools (Google Drive)
- Digital Communication, Cyber Safety Awareness and Artificial Intelligence
- Integration of AI in Office Work

Module 2: Financial Accounting Fundamentals

Build a strong accounting foundation with hands-on examples:

- Double Entry System, Types of Accounts
- Journal Entries, Ledger Posting, Trial Balance

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Patna – 80001

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www.itbe.co.in

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- Final Accounts: Trading, P&L, Balance Sheet
- BRS, Depreciation, Stock Valuation
- Error Rectification & Real-World Accounting Projects

Module 3: Tally Prime with GST, Inventory

Gain real-time experience using Tally Prime (latest version):

- Company Setup, Configuration, Data Security
- Ledger, Group, Inventory Master Creation
- Voucher Entry:
 - Accounting: Payment, Receipt, Contra, Journal
 - Inventory: Purchase, Sales, Debit Note, Credit Note, Rejection In, Rejection Out
 - Purchase Order, Sales Order, Delivery Note, Receipt Note, Memo Vouchers
 - Stock Journal, Physical Stock
- Inventory Control, Cost Centres, Budgeting
- GST in Tally: Setup, GSTR Forms
- Tally Reports: MIS, Cash Flow, Financial Statements
- Backup, Restore, Multi-User Security

Module 4: Business Communication & Soft Skills

Upgrade your communication to corporate level:

- Spoken & Written Business Communication
- Professional Email Writing & Report Drafting
- Resume Building & Interview Training
- Group Discussions, Public Speaking

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- Work Ethics, Time Management & Goal Setting

■ Module 5: Direct Tax (Income Tax)

Develop expertise in personal and business tax handling:

- Understanding Indian Tax System
- PAN, TAN, DSC Registration
- Taxable Income Calculation
- TDS Computations
- Filing ITR using Income Tax Portal (Practical)

■ Module 6: GST – Goods & Services Tax

Master indirect taxation with practical portal use:

- GST Law & Structure: CGST, SGST/UTGST, IGST
- Registration, Invoice Generation, ITC Claims
- Time & Place of Supply
- GST Returns: GSTR-1, GSTR-3B, GSTR-9
- E-Way Bill Generation & Compliance
- Practical Training on GSTIN Portal

■ Module 7: Advanced Accounting & Compliance

Explore high-level accounting practices used by corporates:

- Account Reconciliation & Adjustment Entries
- Finalisation of Accounts (Manual & Tally-based)
- Financial Analysis: Ratios, Working Capital
- Online Payments, UPI, Digital Wallets, NEFT/RTGS

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- Year-End Closures & Audit Preparation

Module 8: Practical Projects & Industry Simulations

Work on real-life scenarios & tools:

- Live GST & ITR Filing (Govt. Portal Practice)
- Business Case Studies: Manufacturing, Service, Retail
- Final Accounts: Preparation & Presentation
- Career Mapping & Industry Readiness Sessions

Career Opportunities

After completing the CIA+ course, students can confidently apply for roles such as:

- Account Executive / Accountant
- Tax Consultant / GST Practitioner
- Payroll & Compliance Officer
- MIS Executive / Data Analyst (Accounts)
- Audit Assistant
- Back-Office Finance Executive

Why Choose CIA+ at iT Brain Eduserv?

- Industry-Driven Curriculum
- 100% Practical Learning (with Software Training)
- Expert Faculty with Corporate Background
- Job Interview Preparation & Resume Building
- Recognized Certification for Career Growth

 *"Placement Assured Program – Your Career Growth, Our 100% Refund Guarantee"*  (*condition apply)

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