

# iT Brain Eduserv

"Learn Today, Get Hired Tomorrow!"

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## 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

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## 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.

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## 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
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### 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

141/D, S.K. Puri, Boring Road,  
Patna – 80001

Mobile : +91 8328134566

itbraineduserv@gmail.com

[www.itbe.co.in](http://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
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## ■ 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
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## ■ 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)
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## ■ 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
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## ■ 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
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## 🎯 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
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## 📖 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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