

CMIT COMPUTER INSTITUTE

Building Bright Careers Since 1989

DIPLOMA IN COMPUTERIZED ACCOUNTING, TAXATION & GST

 DURATION	 TUITION FEES	 TRAINING	 DELIVERY
6 Months 120 Hours	₹26,000 /–	80% Practical 20% Theory	Offline Hybrid Online

1. Digital Office & Computer Skills

- Computer Concepts & Operating System (GUI) – Windows 2010 / 2011
- Word Processor – MS Word – Level I & II
- Electronic Spreadsheet – MS-Excel – Level I & II
- Presentation Software & Database – MS PowerPoint, Access, Outlook
- Keyboarding Skills & Interview Techniques

2. Accounting Fundamentals

- Manual Accounting – Journal to P&L A/c, Balance Sheet
- Definition & Meaning of Manual A/c
- Method of Book Keeping
- Rules in Accounting
- Computerized Accounting – Tally GST

3. Tally GST – Practical Accounting

- Company & group creation, Cost Categories and Cost Centres
- Vouchers, Journals, changing date & period and inventory information
- Stock Groups & Categories; Inventory Vouchers
- Purchase / Sales Orders & Invoices
- Cheque Printing, Sales Return & Purchase Return
- Processing of Sales & Purchase Orders; Delivery & Receipt Note
- Reports: Trial Balance, Balance Sheet, Stock Summary & Ratio Analysis
- Account Books, Statements of Accounts, Inventory Books, Cash Flow & Fund Flow
- Bank Reconciliation Statement & Day Book
- Internet capabilities & important features of Tally
- Utilities: Tax Deducted at Source, shortcuts in Tally & interest calculation

□ 4. GST – From Setup to E-Filing

- GST fundamentals: CGST, SGST & IGST
- Create Company and activate GST at company level
- Creating Masters, setting GST Rates & creating Tax Ledgers
- Transferring Tax Credits of VAT, Excise and Service Tax to GST
- Recording GST Sales, Local Purchase & Interstate transactions
- Printing GST invoices
- Advance Payments to Supplier / from Customer under GST
- GST Return in Tally (GSTR-1 / GSTR-2)
- E-way Bill and Reverse Charge in GST / Tally
- Nil Rate, Exempt Sales, SEZ, Export Sales, Consumer Sales & Summary
- Online E-filing Return

□ 5. Workplace & Business Applications

- POS – Point of Sale
- Payroll
- Using AI Tools for Productivity & Performance at the Workplace – ChatGPT, Gemini, Claude etc.

□ 6. Certification

**CMIT Course Completion Certificate + TEPL Certification OR
MKCL KLIC Certification**
(E Learning Portal access + Certification at extra cost)

□ 7. Quick Sales Talking Points

Hands-on Focus	80% practical & hands-on training, supported by theory.
Complete Accounting Path	Covers manual accounting, Tally GST, reports, inventory and banking-related processes.
GST Coverage	Covers GST setup, transactions, returns, e-way bill, reverse charge and online e-filing.
Workplace Skills	Includes keyboarding, interview techniques, POS, payroll and AI productivity tools.
Flexible Learning	Offline, Hybrid and Online delivery options are available.
Clear Duration & Fee	6 months / 120 hours with tuition fees of ₹26,000 /-.