

100% Practical course in  
Basic to Adv Account, Taxes, Finance & Communication



**STARTING SALARY**  
**1 to 3 LAKH p.a.**

**GROWTH IN 3 YEARS**  
**2 to 5 LAKH p.a.**

**GROWTH IN 5 YEARS**  
**3 to 9 LAKH p.a.**

**WITHOUT CAM NO COMMERCE**

**CAM - A must Course for everyone in Commerce**

- For Graduates & Undergraduates
- Easy & Best for Non-Commerce
- For Businessmen
- Perfect Suitable Career for Women

Placements :L&T, INFOSYS, TATA, ICICI, ACCENTURE, SYNTEL, UBS, HONEYWELL & Many More MNC / SME Companies

Nilaya ICATS Institute of Commerce

97 3000 5000 / 8888 2124 65

## SYLLABUS



### Concepts in Accounts & Finance

**ACCOUNTS** : All Skills from Basic to Finalisation: Concepts of Debit, Credit, Income, Expenses, Assets, Liabilities; Journal entries; Ledgers; Preparation of Balance Sheet and Profit & Loss A/c; Accounting Standards; Accrual System; Revenue Recognition; Accounting of Taxes; Accounting of Shares & ma More.

**FINANCE** : Scrutiny & Analysis of Bal Sheet and P & L; Financial Statements under Company Act; Ratio Analysis; Finalisation.

**PRACTICAL DOCUMENTATION** : Day to day Accounts Documents, Stores Documents, Banking Documents, Taxes Registration Forms, Challans, Returns, etc.

### PRACTICAL SKILLS IN DIRECT & INDIRECT TAXES & ALLIED AREAS

#### TAXES:

- Income Tax
- TDS
- Custom (BCD)
- **GST**

To whom Tax applicable?  
How to Charge?  
When to Charge?  
When to get Credit / Refund?  
How to Pay?  
How to File Returns?  
Due Dates & Penalties.  
Record keeping and required formalities.

#### Allied Areas:

**Banking** : Type of Loans, Type of Deposits, BRS, KYC norms, Interest calculation, Account opening, Resolutions, Basics of Negotiable Instrument Act.

**Insurance** : Type of Insurances, Group claims, Fire & Burglary policies, Endowment & Term insurances, Staff policies.

**Share Market** : Basics of Share Market, D-MAT, Accounting of Shares, Taxation of Shares, Purchase, Sale & Profit, Loss Booking.

**Payroll** : Pay-Roll Softwares, EPF, ESI, PT rules, Salary Calculations, Record keeping.

### Practical Experience

#### Technology & Software Training:

Tally ERP, TDS Express/Taxbase, Pay-Roll, Advanced Word, PPT Presentation, Advanced XL (Pivot Table, V / H look-up, Finance Functions, Auto Linking, Filters, and all other), E-Payments, E-Taxes, E-Banking, E-Commerce, Digital Signs, E-mails, Net surfing.

#### 9+Real Life Company Projects:

Projects with actual Accounting, Scrutiny, Finalisation, Tax calculation & finalisation, Management Report Preparation, etc.



### Management Expertise

Office Administration; Preparation of Checklist, Planner, Organisation Charts, Responsibility Charts; Reporting Systems; MIS; Ratio Analysis; Filling System; Stock System; Stock Accounting; Internal Systems; Audit; Record Keeping; Lessening with bank, Tax, Govt Officers; E-Banking, etc

**Management Report Preparation** : Charts & Graphs, Branch wise Profitability reports, Cost-Centre wise Revenue Comparison Reports, Cash Flow, Recovery & payable Reports, Funds Availability Report, Scrutiny of Accounts

### Communication, Personality & Interview Training

English Communication; Confidence Building; Guidelines on Dressing, Clothing & Personality; Interview Etiquettes & Manners; Question Answer Preparations; Mock Interviews; Practice on GDPI.

Easy & Fast Way  
To Become  
**Account Manager**



### Why CAM is Best in Accounts Management

- महत्वाच्या मुद्यांचे मराठीतून स्पष्टीकरण
- Only Institute, confident to give 100% Job Guarantee on Stamp Paper.
- In-depth training of 540 to 600 Hrs
- Only we give 100% Practical Training
- Course Appreciated by News Papers, L & T Ltd and many corporates & awarded "Shikshanaduta Award"
- Life Time Upgradation & Free membership for all Facilities.
- Labs of 150+ Computers for 100% Practical

### Batch Time & Duration

7 Month to 1 Year Duration Part time options, At all Suitable times in morning, noon & evening.

### Fees Options:

- Easy EMI Scheme
- Self Learn Scheme

### Eligibility:

For All Graduates, Undergraduates, Commerce & Non-Commerce people (Minimum 12th Complete)



Nilaya I-CATS Institute of Commerce



#### PUNE HEAD OFFICE

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H.O. PUNE, BRANCHES : PCMC, NASHIK & BARAMATI