



Student Brochure

for Diploma in
Practical Accounting & Taxation ○

100% Practical Courses

Our concept of Practical Accounting & Taxation came up when the demands for skilled candidates in the field were high, but there was no formal training or guidance given to any candidate who wanted to enter into this field.

Our aim is to bridge the gap between theory classes of college and the real-world working environment of CA Firms, corporates and other companies. We introduced practical training courses to make sure that our students get the practical real-world experience while sitting in a classroom, so that they can easily transit into the real world with equivalent to two years of industry experience by the time they finish our courses.

With our Practical Courses, students get unique learning tools which integrate to help the student in understanding the concepts completely. We have also developed a strong Evaluation system to control and assess the quality of training.

Diploma in Practical Accounting & Taxation (DPAT®)

Diploma in Practical Accounting & Taxation (DPAT®) course is a complete package that includes all practical aspects of Accounting and Taxation. Aspirants can take up these courses and have a complete understanding of Accounting, Income Tax, GST, TDS, Labour laws, Payroll, Excel, Tally, etc. We have created 5 specialisations of practical training for effective integration.



Course Features

We provide a vast array of contents for all our students so that they get an all round experience in the topics that they take up in our Institute.

LEARN



STUDY MATERIALS

Get precise guidance with our books! These books are specifically designed with practical training in mind.

BUILD



SPECIAL APP ACCESS

Get more from our Android App & Website! Get access to PPTs, Videos and other Materials directly!

PRACTICE



SIMULATION SOFTWARE

We provide simulated websites hosted on our own servers to train students to help you in getting the ultimate practical experience!

APPLY



FREE JOB REFERENCES

We have created a platform where candidates can apply for jobs free of cost. This helps candidates in finding the right jobs for their needs.

ACHIEVE



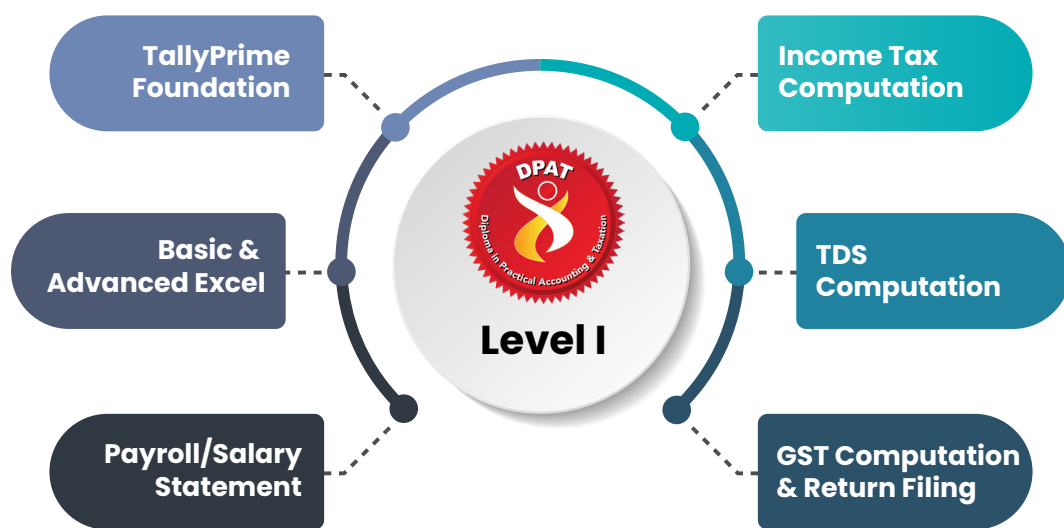
CERTIFICATION

We provide Diploma & Course certification to each student who graduates from our courses. All certificates are recognised by CA firms and Industries so that our candidates get the best exposure.

DPAT® Level I

DPAT level-I contains basic modules which is designed specifically for freshers and new graduates.

This course gives students better understanding of the difference between their theoretical knowledge and practical applications of it.



Students will learn:

- US Accounting Rule with strong Debit Credit Knowledge
- Voucher Entries in Tally with perfect grouping and BRS in Tally
- Accounting in Tally with bill reference
- Basic and Advanced Excel Formulae.
- Salary Statement with PF, ESI, PT deductions
- Preparation of salary structure & payslip
- GST Computation and Return Filing
- Income Tax computation of individuals
- TDS computation and deduction for Form 16 & 16A

Course Duration
1.5 to 2 Months

DPAT® Level II

DPAT level II is advanced learning of Accounting, Taxation and Labour laws. To handle accounts independently an Accountant must know to file regular returns such as TDS, PF, ESI, PT etc.

Also, knowledge on how to review books of accounts, prepare financial statements and compute tax for the business is very important.



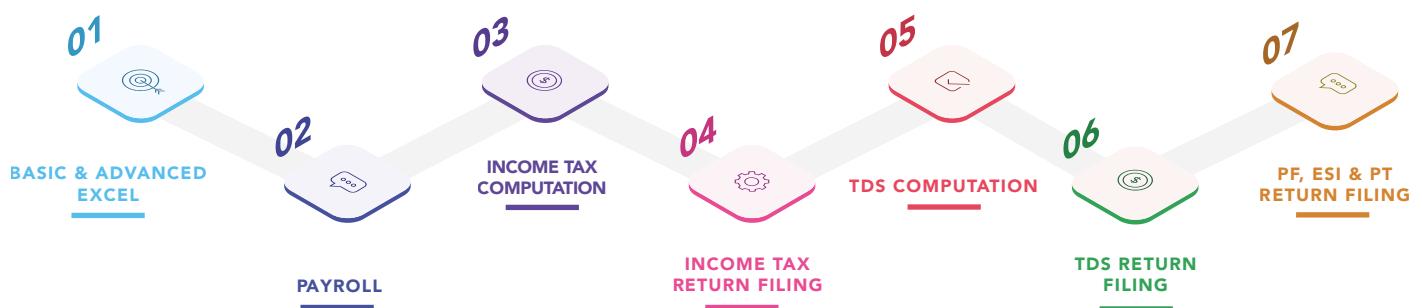
Students will learn:

- Stock Maintenance and Cost Centre in Tally
- Advanced Entries, Review and Rectification in Tally
- IT (Indl), TDS, PT, PF & ESI Filing
- Advance Tax Computation
- Depreciation computation as per IT and Companies Act
- Preparation of financial statements
- Various Analytical Tools for Management Information System (MIS)
- Preparation of budgets and comparison with actuals (MIS)

Course Duration
1.5 to 2 Months

DPAT® HR Specialisation

A basic requirement of students who want to start their career in Human Resource (HR) is to know detailed structure and components of Payroll. This course covers all aspects of Payroll and statutory compliances, upto 30-40 excel formulae, Computation and Return Filing of Income Tax, TDS, PF, ESI & PT.



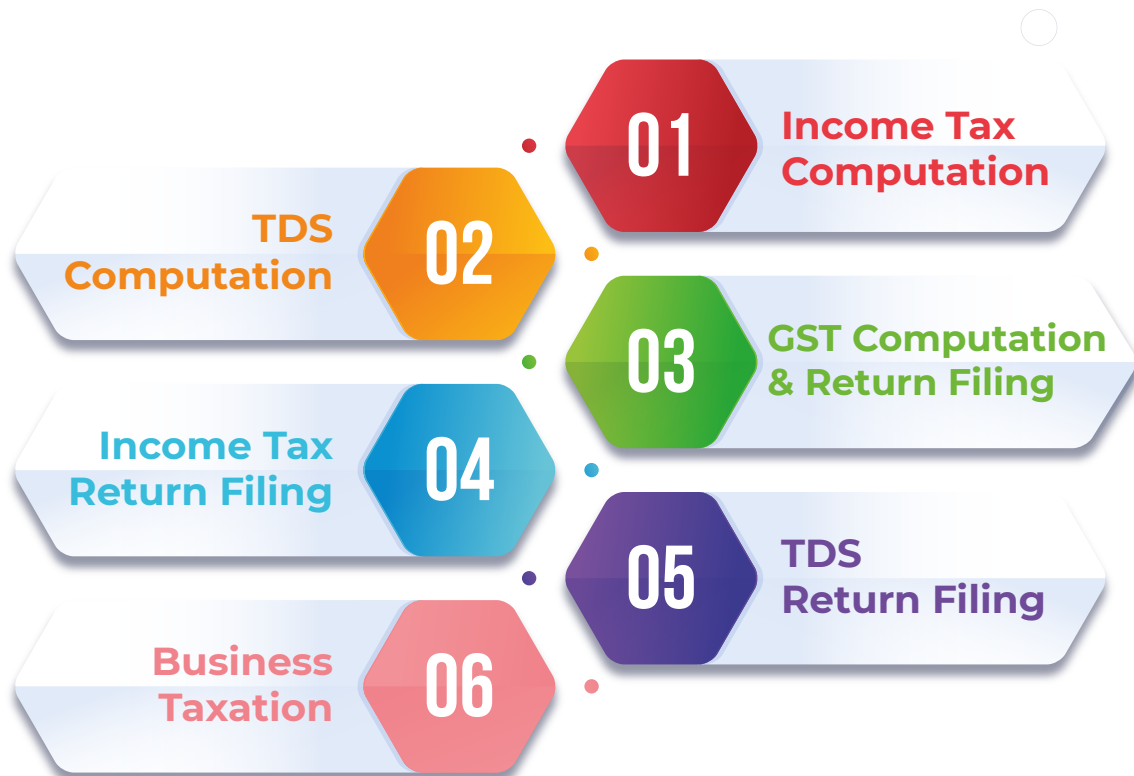
Students will learn:

- Basic Excel formula Such as Text, Mid, Eomonth, Dropdown, Sort etc.
- Advanced Excel Formula such as Vlookup, Pivot, Sumifs, If etc.
- Salary Statement with PF, ESI, PT deductions
- Preparation of salary structure & payslip
- Income Tax computation of individuals
- TDS computation and deduction for Form 16 & Form 16A
- IT (Indl) & TDS Return Filing
- PT, PF & ESI Return Filing

Course Duration
1.5 Months

DPAT® Tax Specialisation

Students who want to build their career in Direct and Indirect taxation field will greatly benefit from this course. Students will learn computation of Income Tax, TDS & GST and how to file the returns of each. This course also goes in detail about Depreciation computation as per IT and Companies act.



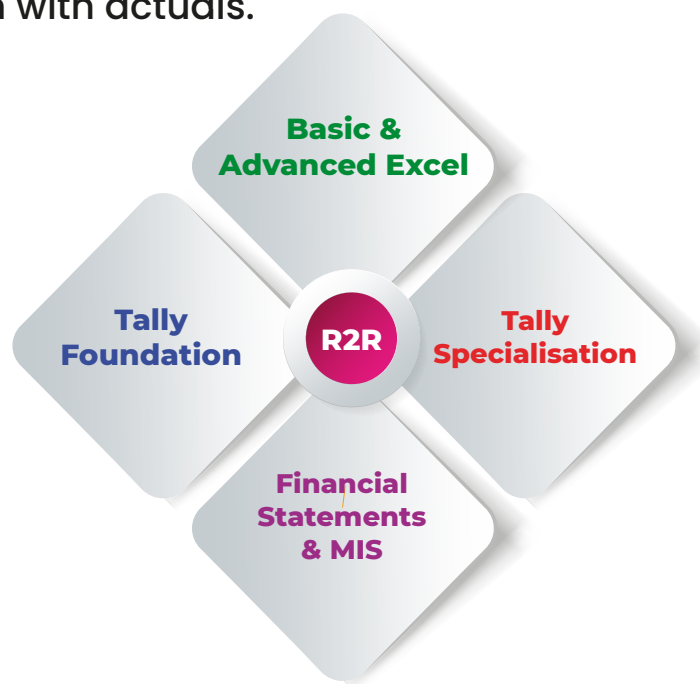
Students will learn:

- Income Tax computation of individuals
- TDS computation and deduction for Form 16 & Form 16A
- IT (IndI) & TDS Return Filing
- GST Return Filing using offline/online utilities
- Depreciation computation as per IT and Companies Act
- Advance Tax Computation

Course Duration
1.5 Months

DPAT[®] Records to Report (R2R) Specialisation

Record to Report (R2R) will help students from the initial recording level to preparation of Financial Statements as per Companies Act as well as Management Requirements. This course walks students through Basic Excel and Tally Software in the beginning and then through Management Information Systems (MIS) and preparation of budgets and comparison with actuals.



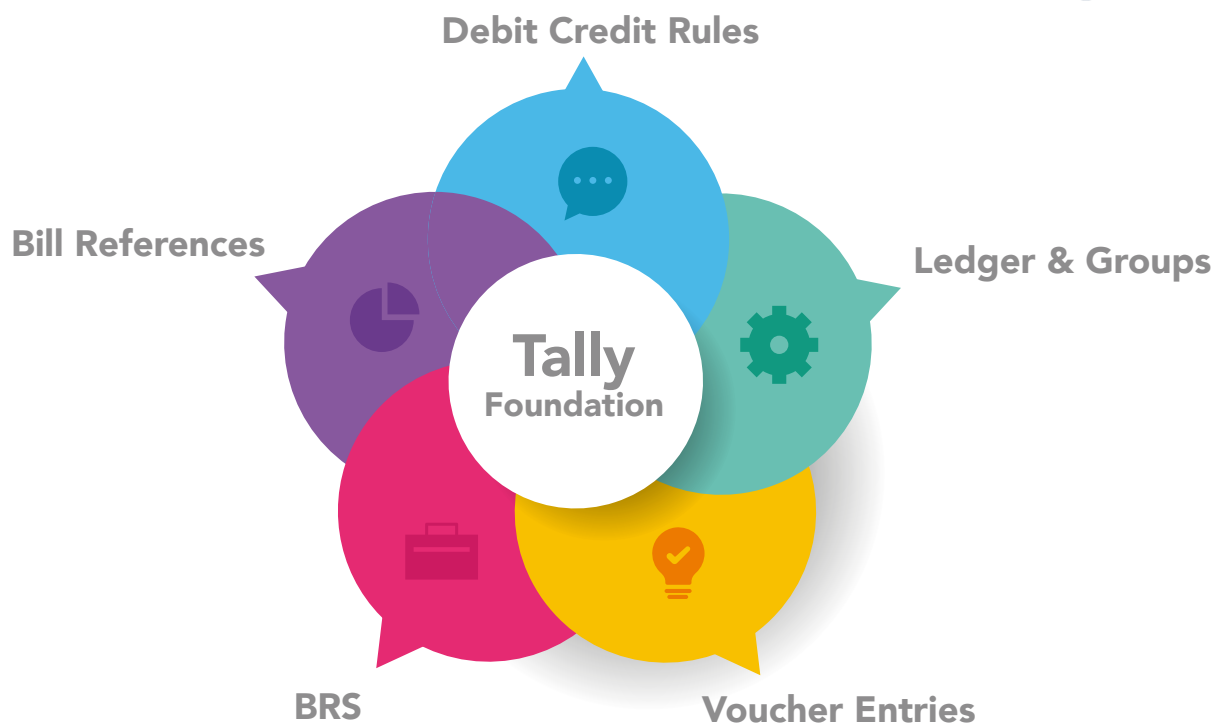
Students will learn:

- Basic Excel formula Such as Text, Mid, Eomonth, Dropdown, Sort etc.
- Advanced Excel Formula such as Vlookup, Pivot, Sumifs, If etc.
- Voucher Entries in Tally with perfect grouping and BRS in Tally
- Accounting, Stock Maintenance and Cost Centre in Tally
- Advanced Entries, Review and Rectification in Tally
- Various Analytical Tools for Management Information System (MIS)
- Preparation of budgets and comparison with actuals (MIS)

Course Duration
1 to 1.5 Months

Tally Foundation

Tally Foundation Course covers in-depth knowledge to meet all the accounting requirements of the industry with learning exposure on Voucher Entries, Grouping, BRS, etc. We not only teach the concepts but also help students learn how they can practically implement those concepts in your day to day Accounting Process with practical examples and entries in Tally.



Students will learn:

- US Accounting Rule with strong Debit Credit Knowledge
- Company Creation & Data Management
- Voucher Entries in Tally with perfect grouping
- Bank Reconciliation Statement (BRS) in Tally
- Finalisation of Ledger Balances

Course Duration
1.5 to 2 Weeks

Microsoft Excel

Excel is being used for basic accounting tasks, such as budget planning and forecasting, data management, comparison , etc. Become a master in Excel formulas, shortcuts, spreadsheets, and other common usage.



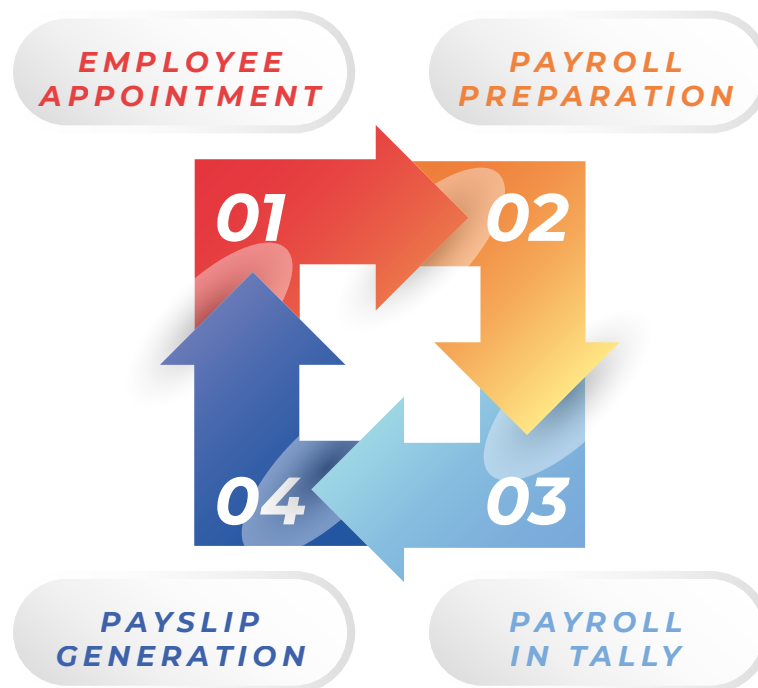
Students will learn:

- Excel Presentation Etiquettes
- Various Excel Features
- Shortcut Keys in Excel
- Basic Excel Formula
- Advanced Excel Formula

Course Duration
1 Week

Payroll or Salary Statement

Payroll accounting is essentially the calculation, management, recording, and analysis of employees' compensation. In addition, payroll accounting also includes reconciling for benefits, and withholding taxes and deductions related to compensation. The calculation of payroll is highly influenced by each country's legal requirements (it may also depend on state or local city requirements).



Students will learn:

- Appointment Process & CTC Structure
- Payroll Preparation
- Payroll in Tally
- Payslip Generation

Course Duration
1 Week

Income Tax Computation

Income tax is a direct tax that a government levies on the income of its citizens. The Income Tax Act, 1961, mandates that the central government collect this tax. The government can change the income slabs and tax rates every year in its Union Budget.

This course helps you improve your knowledge on computation of Income tax payable by an individual, practically understand how Income Tax Returns is filed for individuals. This course is perfect for you if you want to learn tax planning, e-file ITR, etc.



Students will learn:

- Income from Salary
- Income from House Property
- Advance Tax computation of an Individual
- Tax Planning

Course Duration
1.5 to 2 Weeks

TDS Computation

TDS refers to tax deducted at source of income itself. In the case of TDS on salary, it relates to the tax deduction made by an employer on your salaried income. TDS on salary helps the government in collecting income tax accruing from an individual's salary at the source.



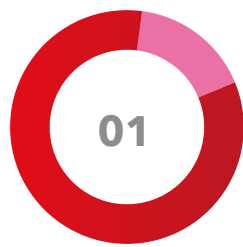
Students will learn:

- Computation of TDS on Salary
- Form 12B & 12BB
- Tax planning for employees
- TDS on Other than Salary
- TDS payment process

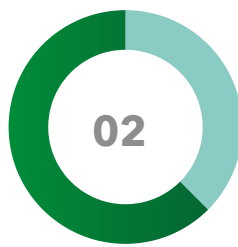
Course Duration
1 Week

GST Computation & Return Filing

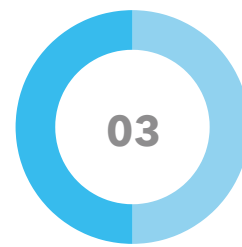
GST (Goods & Services Tax) is a major tax reform in the Country. Understanding how to practically use GST in the industry is now a primary requirement for each and every job seeker. This course covers GST computation under various circumstances & GST Return filing practically and helps students prepare for various GST requirements in the industry.



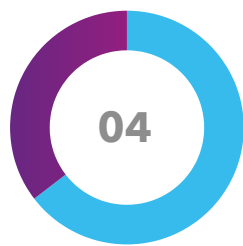
INVOICES



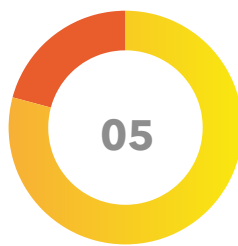
Input & Output



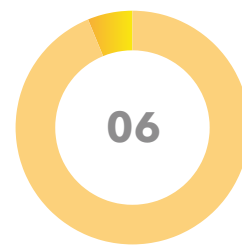
Debit &
Credit Notes



E-Way Bill



GST Returns
in Tally



GST Returns
Online

Students will learn:

- GST Basics
- GST Invoice preparation & Verification
- GST Computation under various circumstances
- E-Way bill preparation
- GST Return filing in Tally
- GST Return Filing Using offline/online utilities

Course Duration
1.5 to 2 Weeks

Tally Specialisation

This course covers special features of Tally software such as Inventory management, Cost Centre, Export Invoices, etc. Understanding of ERP system with all features provides complete knowledge on industry process and will help students in getting various opportunities in future.



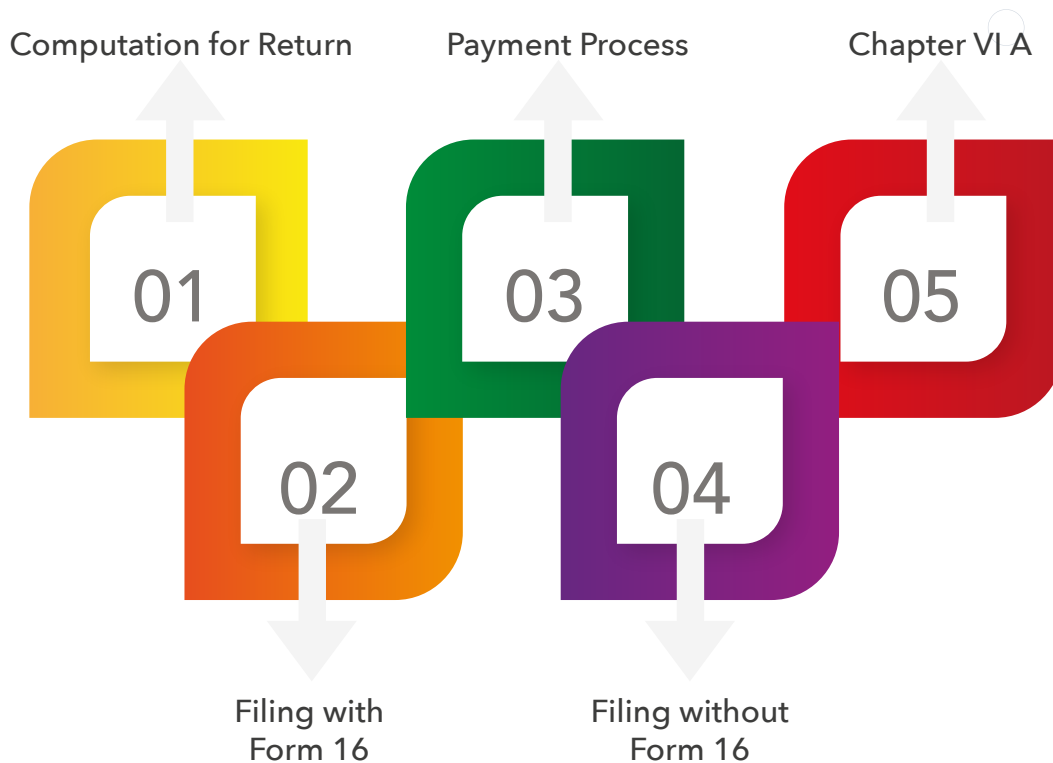
Students will learn:

- Opening Balance Updation
- Accounting in Tally with bill reference
- Stock Maintenance in Tally
- Cost centre in Tally
- Review and Rectification of Tally
- Export Invoicing in Tally & Exchange difference adjustment

Course Duration
1.5 to 2 Weeks

Income Tax Return Filing

This course helps students improve their knowledge on Income tax payable by an individual, practically understand how Income Tax Returns is filed for individuals. This course is perfect for students if they want to learn tax planning, e-file ITR, etc.



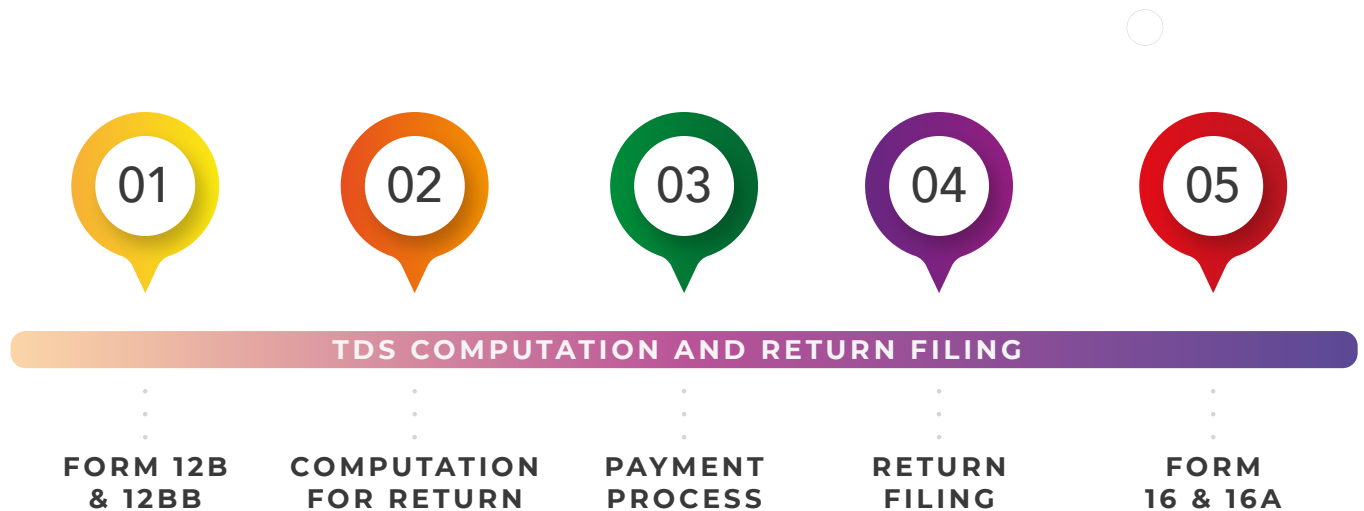
Students will learn:

- Income Tax Computation for Return
- Income Tax Payment process
- Income Tax Return filing with Form 16
- Income Tax Return filing without Form 16

Course Duration
1 to 1.5 Weeks

TDS Return Filing

This course helps students understand how TDS needs to be computed and how returns is to be filed practically. TDS deducted from employees and other sources needs to be remitted and details needs to be submitted on periodical basis. This course will guide them through this process practically by computing and filing returns with real world data.



Students will learn:

- TDS Computation for Return
- TDS Payment process
- Tax planning for employees
- Process to generate Form 16 & Form 16A
- TDS Return Filing

Course Duration
1 Week

PF & ESI Return Filing

With this course, students learn various types of deductions such as PF, ESI, PT, etc. Proper computation and Filing of PF, ESI & PT return is crucial for every business organisation. Delay in filing or non-filing attracts penalty provisions. Therefore role of an Accountant or HR is very important in this regard.



Students will learn:

- Basics of EPF, PF Computation & Returns
- Employee Accounts & Withdrawals
- ESI Computation & Return Filing

Course Duration
1 Week

Business Taxation

This course covers computation of business income and Tax payable of a Company as well as Partnership Firm taking provisions of Income Tax Act. Detailed learning of depreciation computation as per IT Act and as per companies Act, Advance Tax Computation mechanism, etc. shall be covered.



Students will learn:

- Depreciation Computation as per Income Tax Act
- Depreciation Computation as per Companies Act
- Allowances and Disallowances under various sections of Income Tax
- Advance Tax Computation of Firm and Company
- Tax Payable by Company and Partnership Firm

Course Duration
1 to 1.5 Weeks

Financial Statements & MIS

This course provides complete knowledge on financial statement preparation mechanism based on Companies Act 2013 and also on reports prepared for the purpose of management decisions. MIS report stands for Management Information System. They provide a concise view on the various parameters that are vital to the company. MIS reports are prepared periodically at a specified frequency, most commonly, these are prepared monthly. Preparation of this will be one of the primary responsibilities of an Accountant.



Students will learn:

- Preparation of financial statement as per Companies Act 2013
- Preparation of financial statement in MIS format
- Various Analytical Tools for Management Information System (MIS)
- Preparation of budgets and comparison with actuals
- Cash Flow Statement

Course Duration
1.5 to 2 Weeks

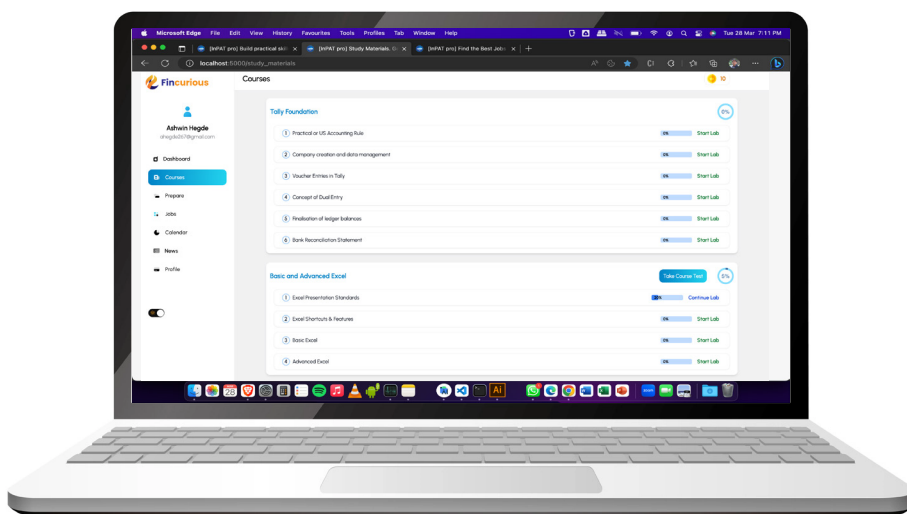


Unique Access & Features

Study Material (FinC Lab)

Students will get online study material access when they enroll to our courses! They will get access to:

1. FinC Lab (Immersive Learning Experience)
2. Multiple Language Access (Change on the Fly!)
3. Access to Downloadables
4. Simulation Software



Web View



Mobile View

Students will be able to login from anywhere and access their study materials immediately.

They will be able to view PPTs, PDFs, Videos and can take interview preparation tests with special subscription access!



Doubt Solving Sessions (DSS)

Clarify all your Doubts in LIVE Doubt Solving Sessions (DSS)!

Have questions while learning? Make your question in the Lab and our faculties will clarify ALL of your doubts!



Weekly Classes



Ask in your Language!



Mark your Questions!



Expert Faculties!

More Features:



Interactive UI

You will not just learn the subject material, you will Experience it! You will be asked to complete small tasks and answer a few questions which helps you in remembering the topic for a longer time.



Translate with AI

Not able to understand technical words? Translate it to the language of your choice and learn easily! 15 Languages are currently supported, and we are adding more soon...



Earn Finc Coins!

Every time you Input the correct answer, or achieve something in the given time, you will be awarded with Coins! Use these to get discounts on future courses and get a chance to win big (Coming sooner than you think.. :)



Simulation Software

In order to build practical skills, we provide simulated websites hosted on our own servers to train students so that they get the ultimate practical experience!

Students can practice GST, TDS, PT, PF & ESI in simulated government websites hosted on our own servers. This helps students get a practical understanding of these websites.



The images below shows the live screenshots of simulation software working in a student's account.

The screenshots show the following simulated government websites:

- Goods and Services Tax (GST)**: A login page with fields for Username, Password, and a CAPTCHA. A red banner at the top states: "This is a Simulation. Use For Educational Purposes ONLY."
- Let's validate your pre-filled return**: A summary page showing pre-filled return details for a user named NHTPN6576H. The summary includes:
 - Personal Information**: Confirmed. Includes Aadhaar, PAN, Contact and Bank details.
 - Gross Total Income**: Confirmed. ₹ 98890. Includes income from business, profession, salary, house property, income from other sources such as bank interest, etc.
 - Total Deductions**: ₹ 0. Includes tax saving deductions or payment towards life insurance, medical premium, pension funds, provident fund, etc.
- TDS (Tax Deduction at Source)**: A login page with fields for User ID, Password, and TAN for Deductor. A red banner at the top states: "This is a Simulation. Use For Educational Purposes ONLY."

Evaluation & Certification

Our Evaluation method mandates tests for each of the completed modules. The questions are based on industry expectations which prepares the students for interviews.

Certificate shall be issued to the students who have completed the tests with 50% score. Students can download a soft-copy of the certificate once they pass the test.

GST Computation & Return Filing

Time Left: 19:44

1. The first committee to design GST model was headed by

☐ Vijay Kelkar ☐ Dr. Chidambaram ☐ Asim Das Gupta ☐ None of the above

2. Threshold limit for the composition upto _____

☐ 1.5 Crore ☐ 1 Crore ☐ 2 Crore ☐ 5 Crore

3. What is the rate of GST to a registered person being hotel service provider opting to pay GST under composition scheme

☐ 1% ☐ 5% ☐ 6% ☐ None of these

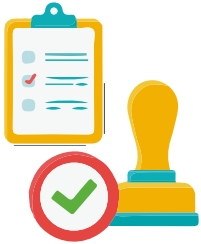
4. Which of the following is TRUE??

☐ A Person can collect GST only he is Registered ☐ A Registered person not liable to collect GST till his aggregate turnover exceeds threshold limit ☐ A Person can collect GST during the period of his provisional Registration ☐ None of these



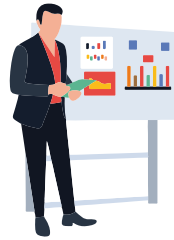
Placement Support

Our placement team ensures that your students get the best jobs based on their level of skill and interest. We do this by following the steps below:



Profile Validation

Our placement team will ensure that the students' CVs are up to date and on par with Employer's expectations.



Skill Development

We conduct regular training sessions on communication, English speaking, Email Drafting, Interview skills etc.



Interview Tools

We provide students with interview preparation tools such as questions, due date tracker, query forum etc.



Direct Hiring

We have a number of registered recruiters who are ready to hire DPAT® trained candidates.

Some of our Clients



Student Feedback

We have received overwhelming support from our students across India on our continued support with our courses, jobs and addressing their queries in a quick and precise manner.

One of the best institute for each and everyone to become MAX PROS in Practical Knowledge Of Accounting & Taxation.

- Shashank B

I have completed DPAT level 1 here, they teach us very well and faculty is very friendly and experienced. I got complete knowledge of accounting and taxation here.

- Muskan Fathima

Best experience. HR Ram very gem kind of Person explains and clears all the procedures in very calm way .

- Ashu Shet

This app is very helpful to find the job and it's helped me to get a job in good company.

- Lalitha J

Students who recently got placed in top companies:



Anuradha
Axis Bank



Mohammed Ziyad
Punjab national Bank



Shrikanth Vijapur
Manipuram Gold Loans



Surekha Gangar
KRIDL



Manohar Hegde
Toyota



Anusha M B
Chaitanya Group



Prachi Kadam
Rishab and Co



Pooja Ralekar
Do Creative

15k+
Students

3500+
Placed



Download Our **Fincurious** Mobile App!

Learn Practically

Ask Questions

Sharpen your Skills

Monitor your Performance

Apply for Jobs



Head Office:

Apply4mba.com, (managed by shahbiz global Pvt Ltd)

3rd Floor, Joby's Mall

Gandhi Bazaar Road, Palakkad- 678001

Email: manger@apply4mba.com

Mob: +91 90615 66663