



OFFLINE CLASSES

College square, Cuttack

ACCOUNTS PRO

Not Just Tally — Become a Job-Ready Accountant

✓ Payroll | ✓ GST | ✓ TDS | EXCEL

In collaboration with Henry Harvin® Education

- ✓ SOFT SKILL
- ✓ Globally Recognised Henry Harvin Certificate
- ✓ Internship
- ✓ Placement Path



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COURSE OVERVIEW

The Accounts Pro Program is a 3-month, 90-hour, offline, job-oriented training designed to make students employable from Day One.

Unlike basic Tally courses, this program focuses on real accounting work, including GST filing, TDS, Payroll processing, statutory compliance, Excel MIS, portfolio creation, internship exposure, and structured placement support.

The course follows Odisha's academic norm of 45 minutes theory + 45 minutes practical per session.

WHY ACCOUNTS PRO?

Learn real accounting work, not just software. Exposure to GST, Payroll, PF, ESI & compliance and document preparation through EXCEL.

Build a professional job portfolio.

Internship & placement guidance included
Ideal for first job, career restart, or upskilling





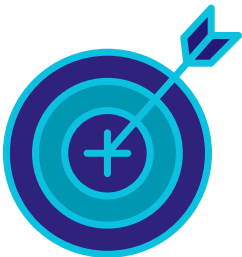
COURSE OBJECTIVES

- Build strong foundations in accounting & compliance
- Achieve complete mastery over Tally Prime (Basic to Advanced)
- Train in GST & TDS filing using practical workflows
- Learn Payroll processing & statutory basics
- Develop Excel MIS & reporting skills
- Prepare students for jobs through portfolio & placement support

LEARNING OUTCOMES

After completing this program, students will be able to:

- ✓ Maintain complete business accounts independently
- ✓ File GST returns (GSTR-1, 3B, 9) and generate e-way bills
- ✓ Handle TDS returns & TRACES portal
- ✓ Process Payroll, Salary, PF, ESI & Payslips
- ✓ Create MIS reports using Excel
- ✓ Attend interviews confidently with a job-ready portfolio





ELIGIBILITY & TARGET AUDIENCE

- Minimum qualification: 10+2 (Commerce preferred)
- Basic computer knowledge required

Ideal for:

- Commerce students & graduates
- Job seekers & freshers
- Working professionals looking to upskill
- Career restart candidates

FACILITIES

- Smart classrooms with projector & computer lab
- Licensed TallyPrime & MS Excel
- Practical exposure to GST, TDS & Payroll formats
- Portfolio templates & interview preparation
- Internship & placement coordination support



TEACHING METHODOLOGY

- Concept-wise interactive lectures
- Hands-on lab practice after every topic
- Real-life business case studies
- GST, TDS & Payroll workflow simulations
- Portfolio-based learning approach



COURSE CURRICULUM (90 HOURS)

Month 1 – TallyPrime (Foundation to Advanced) : Company creation, ledgers, vouchers, inventory, cost centres, GST setup (30 Hours)

Month 2 – GST & TDS Essentials : GST registration, GSTR-1 / 3B, e-way bill, TDS sections, TRACES portal (25 Hours)

Month 2-3 – Payroll & Statutory Basics : Salary structure, payroll processing, PF, ESI, payslips & compliance overview (10 Hours)

Month 2-3 – Excel & MIS Reporting : Functions, pivots, conditional formatting, MIS templates (15 Hours)

Month 3 – Soft Skills & Assessment : Email etiquette, resume building, mock interview, final project & viva (10 Hours)

PORTFOLIO DEVELOPMENT



Each student builds a professional accounting portfolio, including:

- ✓ Tally company data
- ✓ GST return samples
- ✓ Payroll sheets & payslips
- ✓ Excel MIS reports
- ✓ Compliance checklists

This portfolio is used for internships & job interviews.



CERTIFICATION

Students will receive:

- Accounts Pro Professional Certificate from Henry Harvin® Education
- Certification validates:
 - TallyPrime proficiency
 - GST & TDS compliance skills
 - Payroll & practical accounting exposure

Henry Harvin Certificate are recognised by employers, CA firms & SMEs across India.

INTERNSHIP & PLACEMENT SUPPORT

- Internship guidance with CA firms / SME/ ONLINE
- 12 months structured placement assistance, including:
 - CV & portfolio review
 - Mock interviews
 - Job application guidance (local & metro cities)

Job Roles:

Accounts Executive | Tally Operator

Placement depends on student performance, attendance & market conditions.

