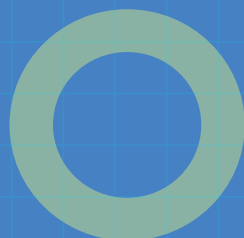


Certified Business Accounting Course –

Job-Ready in 6 Months with 100% Placement Support

- Practical Training
- Real Internships
- Career Mentoring
- 100% Placement Support





From Learning to Doing

At CareerMint Academy, we believe accounting is best learned through practical activities. That's why every concept is paired with practical lab sessions, guided exercises in Excel and Tally, and case studies from real companies. Students move from theory to application seamlessly – learning how to record, reconcile, and report with the same rigour employers expect

What Sets CareerMint Academy Apart

- **100% Placement Support:** We connect every student with real opportunities through our recruiter network.
- **3 Steps to Career Success:** 3 months classroom learning, 3 months internship and 3 years of career growth support.
- **Industry-Trained Faculty:** Learn from accountants and finance professionals, not just career trainers.
- **Outcome Focused:** More than training – we prepare you to start and grow in your career.

Certified Business Accounting Course – Curriculum

Module 1 – Fundamentals of Accounting

- What is Accounting
- Golden Principles of Accounting:
- Core Accounting Principles (GAAPs):

Module 2 – International Standards & Financial Reporting

- IFRS – Principles, Purpose & 5 Rules
- Financial Reporting: Balance sheet, Income cash flow statement & Shareholders' Equity

Module 3 – Auditing & Compliance

- What is Auditing
- Importance of Auditing
- Types of Audits

Module 4 – Budgeting, Forecasting & Financial Planning

- Differences between Budgeting & Forecasting
- Types of Budgets

Module 5 – Account Reconciliation

- What is Account Reconciliation
- Importance of Reconciliation
- Types of Reconciliation
- Step-by-step Process
- Benefits
- Key Challenges & Best Practices

Module 6 – Cost Accounting

- Key Aspects of Cost Accounting
- Cost Accounting vs. Financial Accounting
- Cost Sheet Preparation
- Types of Cost Accounting
- Pros & Cons of Cost Accounting

Module 7 – Taxation & Returns

- TDS: Sections, Returns, TRACES, Form 16/16A
- GST Returns: GSTR-1, GSTR-3B, Input Tax Credit, E-Invoicing
- IT Returns: 5 Heads of Income, Filing Process
- GST Registration & Setup
- GST Reconciliation
- Invoice & E-way Bills
- TDS in Vouchers, Challans & Reports

Module 8 – Accounts Payable (AP) & Accounts Receivable (AR)

- Accounts Payable:
 - Data Entry Skills, MS Excel
 - Accounting Principles & AP
 - ProcessPurchase Order Process
- Accounts Receivable:
 - Accounting Knowledge, MS Excel
 - Accounting Principles & AR Process
 - Sales Order Process

Module 9 – General Ledger (GL) & Payroll Accounting

- GL Accounting:
 - DSales, Purchase, Receipt, Payment, Journal, Contra, Credit/Debit Notes
- Payroll:
 - Employee Data Gathering
 - Gross Pay, Deductions, Net Pay
 - Payslip Generation
 - Payroll in Tally: Enable Module, Employee Masters, Salary Structures, Payroll Vouchers, Payslips

Module 10 – Record to Report (R2R)

- Accounting Team Structure
- Financial Statement Preparation
- Journal Entries
- Financial Data Management
- Risk Identification & Mitigation
- Responding to Audit Findings
- Spreadsheet Analysis
- Soft Skills for R2R Roles

Module 11– Accounting Tools & ERP

- Tally ERP 9 (including Payroll)
- QuickBooks
- Zoho Books
- ERP Systems Overview

Module 12– Business & Management Accounting

- Management Accounting
- Internal Controls & Audits
- Business Finance & Analysis
- Corporate Law & Governance



Turn Your Knowledge into a Career

Whether you're finishing college or have recently graduated, the transition to your first job can be daunting. Employers look for candidates who are confident with tools, processes, and workplace communication – not just theory. **That's where CareerMint Academy steps in.**

With the Certified Business Accounting course, you gain:

- **Practical Experience:** Apply accounting concepts in Tally ERP and Excel, plus learn GST, payroll, reconciliation, and reporting.
- **Industry Internship:** Get hands-on exposure to real accounting workflows before your first job.
- **Guaranteed Career Support:** With 100% placement support and 3 years of career growth guidance, you'll have support not just for your first role but for your early career journey.

Ready to take the first step towards your career?

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