



TLE Foundation

# Placement-Linked Accounting & Taxation Program

Type

Certificate Program

Mode

Campus

Duration

1 month

Total fees

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# TLE Foundation

TeamLease EdTech Foundation is a Section 8, FCRA-registered not-for-profit organization focused on enhancing youth employability through education, skill development, and work-linked learning pathways. The Foundation works towards bridging the gap between academic learning and industry requirements by creating accessible, outcome-driven opportunities. Through collaborations with institutions, organizations, and industry partners, it enables individuals to build relevant skills and achieve sustainable career growth. Its initiatives focus on empowering youth, promoting inclusive learning, and preparing a future-ready workforce.

# Placement-Linked Accounting & Taxation Program

## Highlights

- ◆ 120 Hours of Classroom Training

- ◆ Multiple Job Role Pathways

- ◆ Domain + Soft Skills Training

- ◆ Financial Literacy

- ◆ Employability-Focused Learning

## Learning outcomes

- ◆ Build Job-Ready Skills

- ◆ Improve Communication & Workplace Skills

- ◆ Understand Basic Financial Concepts

- ◆ Develop Role-Specific Knowledge

## Eligibility Criteria

12th pass, graduate, post-12th dropout, or pursuing graduation through correspondence

Must not be enrolled in a full-time college programme

Program location: Vadodara, Gujarat

Candidates should be based in Vadodara or nearby areas

Candidates must be available to attend in-person training in Vadodara

## Curriculum Overview

### **Module 1: Accounting Fundamentals (4 subjects)**

- ◆ Introduction to accounting and double-entry system
- ◆ Journal
- ◆ ledger and trial balance
- ◆ Basic accounting entries

### **Module 2: GST Fundamentals & Taxation (6 subjects)**

- ◆ Goods & Services Tax: CGST
- ◆ SGST and IGST
- ◆ Taxable event and concept of supply
- ◆ Time and place of supply
- ◆ Location of supplier and recipient
- ◆ Basics of incidence of taxation



## Curriculum Overview (continued)

### Module 3: GST Registration & Compliance Schemes (7 subjects)

- ◆ GST registration process and GSTIN
- ◆ Types of registration
- ◆ amendments and cancellation
- ◆ Reverse Charge Mechanism (RCM)
- ◆ Composition Scheme: eligibility
- ◆ benefits and limitations
- ◆ Key compliance requirements

### Module 4: Tax Liability, ITC & Payments (6 subjects)

- ◆ Input Tax Credit (ITC)
- ◆ eligibility and reversal
- ◆ GST liability computation
- ◆ Creating GST challans
- ◆ Offsetting tax liabilities and PMT-06
- ◆ Interest and penalties

### Module 5: GST Returns & E-Way Bill (6 subjects)

- ◆ GSTR-1
- ◆ GSTR-3B and GSTR-9
- ◆ Return filing procedures and due dates
- ◆ GST reconciliation
- ◆ E-Way Bill generation and validity
- ◆ Compliance requirements



## Curriculum Overview (continued)

### Module 6: Tally with GST & Practical Application (9 subjects)

- ◆ Company creation and GST ledger setup in Tally
- ◆ Purchase
- ◆ sales and invoice entries
- ◆ GST return preparation through Tally
- ◆ Real-life GST case studies and small-business scenarios
- ◆ Common filing errors
- ◆ mismatches and notices
- ◆ Revision
- ◆ quizzes and mock assessments

### Module 7: Employability Skills (4 subjects)

- ◆ Workplace communication and teamwork
- ◆ Resume writing
- ◆ Interview preparation
- ◆ Professional conduct and workplace readiness

### Module 8: Digital Skills (4 subjects)

- ◆ Computer and internet fundamentals
- ◆ MS Word and MS Excel
- ◆ Professional email communication
- ◆ Digital payments and online transactions