



Hiregange Academy

(A Division of Empower Education Foundation®)

Empowering Knowledge and Employability

OFFERS 5 Days Accountants Refresher Course
04.02.2019 to 09.02.2019

Great opportunity to
build your Career as
an accountant!!!!!!



FEES:: Rs.2500/-

ATTENTION !!!!! COMMERCE GRADUATES, UNEMPLOYED STUDENTS, COLLEGE DROPOUTS!!!!

To bridge the gap between academic world and Industrial world



Venue: Hiregange Academy
(A division of Empower Education Foundation®),
No.33 Second Floor 26th Main, 36th Cross Road, 4thT
Block, Jayanagar, Bangalore – 560041.(**Opposite** to
Taaza Thindi, above **Just Books**)

**Course Conducted by Experts having industrial Experience
to give you a Practical direction/tips in topics covered.**

For Registrations
Contact : Lalitha
Venkatakrisnan, 7338181965
lalitha@hiregangeacademy.com

Topics Covered Briefly:

*Business Communication and Basics of Accounts , Basics of Income Tax , Basics of GST,
Labour & Allied Laws , MS Word, PPT and Excel, Tally ERP9, Communication Skills and Tips for
Interviews*

www.hiregangeacademy.com



Day Wise Course Details

Day1 Date: 4th February 2019, Monday

10 AM - 11:30 AM	Introduction to Business Organisation	-- CA Raghavendra Teertha
11:30 AM - 11:45 AM	Tea Break	
11:45 AM - 01:30 PM	Basics of Financial Accounting	- CA Raghavendra Teertha
01:30 PM - 02:15 PM	Lunch Break	
02:15 PM - 03:45 PM	Basics of Costing & FM	- Shri Srivinas Belvadi
03:45 PM - 04:00 PM	Tea Break	
04:00 PM - 05:30 PM	Basics of Costing & FM	- Shri Srinivas Belvadi

Day 2 Date : 5th February 2019, Tuesday

10 AM – 11.30 AM	Basics of Income Tax	- CA Raghavendra Teertha
11:30 AM - 11:45 AM	Tea Break	
11.45 AM – 1.30 PM	Basics of Income Tax – Contd-	- CA Raghavendra Teertha
01:30 PM - 02:15 PM	Lunch Break	
2:15 PM - 3.45 PM	Basics of Income Tax – Contd –	Shri N D Shreenivas
03:45 PM - 04:00 PM	Tea Break	
4.00 PM-5.30 PM	Basics of Income Tax – Contd-	Shri N D Shreenivas



Day 3 Date: 06 February 2019, Wednesday

10 AM – 11.30 AM	Basics of GST- CA Lakshmi GK
11:30 AM - 11:45 AM	Tea Break
11.45 AM- 1.30 PM	Basics of GST –Contd – CA Lakshmi GK
1:30 PM - 02:15 PM	Lunch Break
2.15 PM- 3.45 PM	Basics of GST –Contd – CA Akbar Basha
3:45 PM - 04:00 PM	Tea Break
4.00 PM-5.30 PM	Basics of GST – Contd- CA Akbar Basha

Day 4 Date: 07 February 2019, Thursday

10 AM – 11.30 AM	Labour & Allied Laws- Shri Ram K Navratna
11:30 AM - 11:45 AM	Tea Break
11.45 AM- 1.30 PM	Labour & Allied Laws- Shri Ram K Navratna
1:30 PM - 02:15 PM	Lunch Break
2.15 PM- 3.45 PM	MS Excel - CA Akshay M Hiregange
3:45 PM - 04:00 PM	Tea Break
4.00 PM-5.30 PM	MS Excel - CA Akshay M Hiregange



Day 5 Date: 08 February 2019, Friday

10 AM - 11:30 AM	MS Word & PPT – Shri Mridul Agarwal
11:30 AM - 11:45 AM	Tea Break
11:45 AM - 01:30 PM	Communication Skills and Tips on Interview – Shri Mridul Agarwal
01:30 PM - 02:15 PM	Lunch Break
02:15 PM - 03:45 PM	Tally - Shri Ram N K
03:45 PM - 04:00 PM	Tea Break
04:00 PM - 05:30 PM	Tally - Shri Ram N K

Day 6 Date: 9th February 2019, Saturday

10 AM - 11:30 AM	TEST Optional (Tentative)
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