



# Hiregange Academy

(A Division of Empower Education Foundation®)

Empowering Knowledge and Employability

After the completion of first successful batch we are back with the second batch!!!

Five and a half days **Accountants Refresher Course** in March 2019

from

18-03-2019- 23-03-2019

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



FEES:: Rs.3000/- (incl GST, lunch and refreshments)  
Extra for Laptop Facility given for Tally and excel sessions

Course extended by half day after request from previous batch



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

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Topics Covered Briefly:

*Business Communication, Basics of Accounts, Basics of Income Tax, Basics of GST, Labour & Allied Laws, MS Word, PPT and Excel, Tally ERP 9, Communication Skills and Tips for Interviews*

www.hiregangeacademy.com



# Day Wise Course Details

## Day 1 Date 18th March 2019, Monday

<b>9.30 AM – 10.00 AM</b>	About Academy and Opportunities for Accountants- CA Madhukar N Hiregange
<b>10 AM - 11:30 AM</b>	Communication Skills and Tips on Interview – CA Mridul Agarwal
<b>11:30 AM - 11:45 AM</b>	Tea Break
<b>11:45 AM - 01:30 PM</b>	MS Word & PPT – CA Mridul Agarwal
<b>01:30 PM - 02:15 PM</b>	Lunch Break
<b>02:15 PM - 03:45 PM</b>	Introduction to Business Organisation -- CA Raghavendra Teertha
<b>03:45 PM - 04:00 PM</b>	Tea Break
<b>04:00 PM - 05:30 PM</b>	Basics of Financial Accounting - CA Raghavendra Teertha

## Day 2 Date: 19<sup>th</sup> March 2019, Tuesday

<b>9.30 AM – 11.30 AM</b>	<b>Basics of Costing &amp; FM</b>	<b>- Shri Srinivas Belvadi</b>
<b>11:30 AM - 11:45 AM</b>	Tea Break	
<b>11.45 AM : 1.30 PM</b>	<b>Basics of Costing &amp; FM</b>	<b>- Shri Srinivas Belvadi</b>
<b>2.15 PM- 3.45 PM</b>	Labour & Allied Laws- Shri Ram K Navratna	
<b>3:45 PM - 04:00 PM</b>	Tea Break	
<b>4.00 PM-5.30 PM</b>	Labour & Allied Laws- Shri Ram K Navratna	



## Day 3 Date 20<sup>th</sup> March 2019, Wednesday

9.30 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 4 Date: 21<sup>st</sup> March 2019, Thursday

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



## Day 5 Date: 22 March 2019, Friday

**9.30 AM – 11.30 AM**

MS Excel - Tabish Hassan

**11:30 AM - 11:45 AM**

Tea Break

**11.45 AM- 1.30 PM**

MS Excel - Tabish Hassan

**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: 23<sup>rd</sup> March 2019, Saturday

**9.30 AM – 11.30 AM**

TDS in Tally Continued- Shri Ram N K

**11.30 AM -11.45 AM**

Tea Break

**11.45-1.30 PM**

GST with Tally – Shri Ram N K