

Module 1 - MS Office 2016

- Windows XP
- MS-Office 2016 (Word, Excel, PowerPoint, Outlook)
- Software Installation & Printing
- Internet
- Projects on Word & Excel



Module 2 - Corporate Accounting

- Journal Entries & Books of Accounts
- Depreciation & Stock Valuation
- Accounts Documents and BRS
- Final Accounts
- E-Transaction & Banking Operations
- Online Journal Entry Test Practice
- Projects on Corporate Accounting



Module 3 - Tally ERP 9 & PF/ESI

Part 1 - Tally ERP 9

- Creation, Modification & Deletion - Company, Group & Ledger
- Security Control, Back-up & Restore process
- Accounting Voucher & Inventory Entries
- TDS - Accounting Entry in Tally ERP
- Cost Centre - Creation and Allocation
- Company Merging & Splitting
- Reports in Tally ERP & Year End Process
- Basic concept of GST, GST using Tally

Part 1 - PF/ESI

- Concept & Provisions of PF & ESI
- Documentation and e-filing of PF & ESI
- Payroll processing through Tally Payroll
- Projects on PF & ESI



Module 4 - English

- Communication Skills
- Part of speech
- Sentence Formation
- Tenses
- Interviewing Skills



Module 5 - BUSY (Accounting Software)

- Accounting
- Inventory
- Taxation
- GST



Simplifying Businesses. Simplifying Life.

Module 6 - Advanced Tally with Finalization

Part 1 - Accounts Reconciliation & Ledger Scrutiny

- Reconciliation of Debtors/Creditors
- Branch Reconciliation
- Ledger Scrutiny
- Profit Screening

Part 2 - Accounts Finalization

- Concept of Indent, Invoice and Debit/Credit Note
- Adjustments of Outstanding and Accruals
- Adjustments of Purchase & Sale
- Provisions & Adjustments for Depreciation, Bad Debts etc.
- Online Finalization



Module 7 - Taxation with Deduction & Sections

Part 1 - Income Tax

- Concept & Provision of Income Tax
- Computation of Income Tax
- Preparation of Income Tax Return
- Project on e-payment
- Project on e-filing
- Project on Tax Planning

Part 2 - TDS

- Concept and provision of TDS
- Project on Preparation of TDS return
- Project on e-payment and e-filing of TDS

Part 3 - Deduction & Sections

- Reduction of Income through Deductions
- Computation of Expenses
- Computation of Incomes



Module 8 - GST

Introduction About GST, Levy and Collection of Tax, Time and Place of Supply, Valuation of Supply, Input Tax Credit, General Procedures, Transitional Provisions, IGST Act, Industry Specific Analysis, GSTN Website, Registration forms etc.



Module 9 - MIS Using Advance Ms Excel

Advance Excel applications in Accounts and Finance Advance filter, consolidation of sheets data, data table, depreciation calculations, goals seek, financial functions, Macro track changes, Pivot tables, MIS Reporting



SANGAM EDUCATION WELFARE FOUNDATION

ACCOUNTS | TAXATION

Life Ready Professional Program

E-82-B, 1st Floor, Shastri Nagar, Delhi-110052

M.: 9911584305, 7065252529