

## 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

