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|  | | **From Accounting To ERP** |
| Courses - Certified Accounts Professional [Duration: 4 months] | | |
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| **Module – I** | **Perfect Office** |  |

Windows, MS Office 2007 - Word, Excel (special emphasis on MIS Reports), Power Point, Access, Outlook Express, Internet, E-Ticketing, E-Banking, E-Mail etc.

**Module - II** **Advance Practical Accounts With Banking (with Real Life Project)**

Accounting Fundamentals, Final Accounts, Accounting Instruments & Documents, Stock Valuation, Ratio Analysis, Cash Flows, Basic Concepts of Banking, Various Accounts, Plastic Money, Routine Banking etc.

**Module - III** **Tally ERP - Accounting and Inventory (with Real Life Project)**

Creation of Master, Accounting Vouchers, Inventory Vouchers, Stock Journal, Transactions with Vouchers, Advanced Features, Configuration, Remote Access, Synchronization, Invoice Formation Online Database Connectivity (ODBC), Various Analytical Reports etc.

**Module - IV** **Tally ERP Taxation (with Real Life Project)**

Direct Tax: TDS, TCS, Form -16A, Challans, Return Forms etc.

Indirect Tax: VAT, CST, Service Tax & Excise, Challans, Return Forms etc.

**Module - V** **Tally ERP - Payroll and Labour Laws (with Real Life Project)**

Generation of Employee Database, Salary Structure & Calculation, Attendance & Leave Details, Salary Slip Generation, PF, ESI, Gratuity, Bonus, Professional Tax, Various Analytical Reports etc.

**Module - V1** **Spoken English & PDP**

Grammar, Vocabulary Building, Pronunciation, Communication, Listening & Comprehension, Real Life Scenarios, BBC News Stories, Interview Skills, Special Classes on PDP (Body Language) etc.