

|  |  |
| --- | --- |
| **www.sharda.weebly.com** | **From Accounting To ERP** |
| Courses - Certified Account Expert [ Duration: 6 months ] |
|  |  |  |
| **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 - VI** **Advanced Direct Taxation (with Real Life Project)**

Basic Concepts, Taxable Income, Calculation as per Slabs, TDS, TCS, MAT, Online Filling & Filing of Forms & Challans, E-Payments, Statutory Compliance, Software - Tax Computation, E-TDS etc.

**Module - VII** **Advanced Indirect Taxation (with Real Life Project)**

CST, VAT, Service Tax, Excise, CENVAT Credit, Online Filling & Filing of Forms & Challans, E-Payments Statutory

**Module - VIII** **Registrar of Company & MCA Portal (with Real Life Project)**

Act and working of MCA & ROC, Company Incorporation, DIN, Digital Signature, MOA, Share Capital & Certificates, Annual Return, Online Filing & Filling of Forms such as Form No. 1, 5, 18, 32 etc.

**Module – IX** **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.

