**Duration -12 Months Minimum Qualification 12th Standard**



**www.sharda.weebly.com**



**One Year Certification Course**



**Basic Computer Course**



Knowledge of Basic computer, XP operating system



MS Word 2007 Training

MS Excel 2007 Training

MS Power point 2007 Training Internet Training

Email outlook Express intenet Training

**Manual Financial Accounting Based on skills as Specified by the Institute of Certified book keepers an International accounting body**  [**h ttp://ic b.org.in**](http://icb.org.in/)**/**



Voucher Preparation Daybook writing Cash book Preparation Ledger writing

Journal Register Stock Register update

Purchase Register Preparation Sales Register Preparation Invoice Preparation

Purchase order and Sales Order preparation



Quotation preparation

Fixed Asset Register Preparation Trading and Profit & Loss Account Balance Sheet preparation Rectification Entries

Concept of Bills of Exchange and Hundies Depreciation Entries

Bank reconciliation

Ratio Analysis of Final Accounts Balance Sheet Review Concept to GAAP

Introduction of Accounting Standards

How to create a new Company Registration process and formalities How to register company in India Formation of Company



Statutory Record

Recording of Board Meeting Resolutions and Minutes preparation

How to file Registrar of Companies Annual Return with MCA software



Ministry of corporate Affairs

 [h t tp : / /ww w. mca . gov. in/](http://www.mca.gov.in/) software. Drafting Techniques of Memorandum of Association & Articles of Association.



Loan and Investment Companies, Inter Corporate Deposits formalities.

**Service tax course & training as per e-learning course based on the Institute of chartered accountants of india**  [**http: //e l ea rn. ica i . org**](http://elearn.icai.org/)**/ (Recognised all over India)**



How to obtain Service Tax Registration of companies



What are Service Tax laws

How to calculate Service Tax liability

What are Service Tax assessment procedure and their compliance

How to prepare for Service Tax appeals and Assessment procedure



How to file Online Service Tax Returns and procedure



Central Excise Course & Training

How to do Excise Registration of companies in India



How to calculate Excise liability

What is PLA Register and RG 23 registers and accounting entries

**ROC "Registrar of companies: Company Law Based on study**

What is basic excise duty and special excise duty



How to calculate cenvat and claim it in returns



How to fill Excise Challans Quarterly returns of Excise PLA and RG 23 implications

How to fill Excise Forms Manually,

How to handle Excise Assessment Procedures



How to file Excise Appeals

**Audit Course**



Types of Audit

Statutory Audit , Internal Audit, Cost Audit How to prepare Audit Reports of Companies



Tax Audit and its impact

How to Draft Tax Audit Report Introduction to Cost Audit



How to prepare Audit report

under

Companies Act.

**Live Projects**



Live projects on Accounts Live projects on Income Tax

Live projects on VAT, Service Tax, Excise Live projects on Company law

**Personality Development and English Speaking**

**Course Designed for working Executive based**

**on the Training method of BBCh** [**ttp :/ /w w w .bbc .c o.uk / w orldse r**](http://www.bbc.co.uk/worldserv)**v**



**ice/**

**learning english/general/**



Time management techniques Interview Techniques

Self Introduction

Resume- Bio-Data preparation English Speaking Skills Business English Skills

Business communication Skills Vocabulary

**Key Board Skills & Office Management (How to improve keyboard skills ?)**



Training on Computerised Typing software Letter writing skills and office correspondence course cum Training



Communication skills training through business English Course



Business English Speaking and presentation skills Course.



Day to day business correspondence and office administration skills

**Computerised Accounting Software**

**Training**

Tally ERP Accounting software Course & Training (latest version)



Busy Software Course & Training (latest version)



Tally Developer/ Programming Language , TDL software (optional basis)



Tally Customization Training (optional basis)

**Income Tax Vat & Sales Tax**

**Training**



Tax computation Course Company Registration process

Training Students how to file Income Tax Return



Training Students how to file E TDS return online



Permanent Account No application and its procedure

E TDS and TCS return filing Practical Training



E TDS software like Taxmann Income Tax return filing techniques



How to compute Income Tax on Salary Income.



How to prepare Form 16 online and manual



How to fill up Form 49A , 49 B

Preparation of Challan 281 and 280 manual and computerized both

Income Tax Assessment procedure and handling Income Tax cases



Income Tax appeals and Scrutiny Cases under section 143



Tax Audit procedure and laws practical training



How to register company for VAT ? detail procedure and formalities

How to file VAT return manual and online both



VAT Assessment procedure VAT appeal procedure

**Provident fund and labour laws Training HR payroll accounting Management**



How to file for Provident Fund registration How to file Provident Fund Challans

How to file various Provident fund related registers Provident Fund Returns and various labour law formalities



Provident Fund scrutiny cases

**E - Commerce, Banking, Capital Market & Equity share trading.**



Internet Banking Internet account opening

Internet funds transfer procedure

E commerce website and its functions Online Payment of Taxes Online Payment Procedures Concept of “Payment Gateways”

How to obtain “Payment Gateways” from Banks



How to take permission from CC Avenue

and Amazon check outs



Concept of E Cheque and its implications How to receive Money online Introduction to Indian Banking System Functions of Reserve Bank of India Different Types of Accounts

How to open and operate Savings Account Current Account

Over Draft Account Cash Credit Accounts

Procedure for Long Term Loans CMA Data

How to avail long Term loans

Procedure for evaluating Working Capital Loans



Application and formality of working capital loans



Procedure for housing loans Educational Loans

Application to loan approval for SME (Small and medium Enterprises)



Day to day operations of Indian Banks Difference between Private and Public Sector Banks

Concept of Share Trading, Demat Account Portfolio Management Service and Share Investment Techniques Online

Portfolio

Management through Bombay Stock Exchange software  [www. bseindia. co](http://www.bseindia.com/) m



Share market back end operations and software