

➡ IFA

Introduction of computer.

Ms-Office

1. Ms- Word
2. Ms-Excel(with Accounting Knowledge)
3. Ms-PowerPoint

Internet



Principles of Accounting.

Golden rules of Accounting with perfect knowledge of Debit & Credit.

Complete knowledge of Journal, Ledger & Trial Balance.

Voucher Entry.

BRS:-errors Rectification, Reserves and provision, Capital and Revenue.

Final Account.

Project Work.



Tally, Ace

Accounts & Inventory Maintenance

Interest Calculation

Voucher Class

Brs:-Error Rectification

Provision & Depreciation

Point Of Sale

Budget

Prepare of balance sheet, Trial Balance & PL

Direct Tax & Indirect Tax

Costing

Audit

Report Generation



Income tax, Business and profession, Capital gains, other heads of income, TDS,

Advance tax,

Assessments .Fringe benefit tax.

Banking cash transaction tax wealth tax.

Vat and Central sales tax {Registration/Return filing, Assessment, Vat computation}.

Excise duty and service tax {Canvas credit, Excise goods, Registration return, Special consideration for some services.}



Provident Fund

ESI

Professional Tax

Salary & wages Computation using

Payroll Module



Grammar, Pronunciations, General knowledge

Debates, Communication skill

Group discussion, Voice clarity

Vocabulary generation

Accent neutralization

Body language, texture

Dressing style

Aptitude & awareness

Sitting style, Positive behavior

Good manners

Skills to face an interview

Boosting self confidence

Enhancing personal skill

Corporate manner

Time management

Group discussion

Mock interview

Making curriculum vitae