

**OXFORD**  
SCHOOL OF ACCOUNTING

A Unit of Hindustan Soft Education Ltd

AN ISO 9001:2015 COMPANY

[www.oxfordaccounting.in](http://www.oxfordaccounting.in)

Imparting knowledge since 1997.....



**Classroom / Online**

**6 Branches**

**1,00,000+ Students**



**Quality Education**

**Affordable Fees**

**Authorized Grade A training Partner, National Skill Development Corporation.**

# Oxford Certified

## E Accounting Professional

A Job Oriented Course in Today's Financial World



### Duration:- One Year

#### Computer Fundamentals

- Windows Operating System
- Word
- Microsoft Excel
- Microsoft PowerPoint and Internet

#### Accounting Process

- Accounting Principles | Journal
- Ledger Posting | BRS | Trial Balance
- Accounting Documentation | Inventory
- Manufacturing | Service Sector
- Financial Statement

#### Mathematics

- Basic Mathematics | Percentage | Ratio
- Interest | Profit & Loss | Higher Purchase

#### Tally Prime

- Accounts & Inventory Masters
- Vouchers | Stock | BOM | Payroll
- TDS | TCS | E-Invoicing | E-Way Bill
- Purchase & Sales Cycle | BRS
- GST Invoicing | GST Returns
- Security Controls | MIS | Bank Reconciliation

#### Busy

- Masters | Transactions | Bills of Material
- Job work | MIS Reporting
- Printing and Configurations
- Payroll and salary Calculations
- TDS | TCS | GST | Bank Reconciliation
- E way bill | E Invoicing

#### Direct Tax

- Intro to Direct Tax | Income Tax Rates
- IT Returns Filing and E- Verification
- TDS/TCS Online Returns and Certificates

#### Indirect Tax

- GST Registration | ITC | E- Invoicing
- E-Way Bill | Export and Import
- GST Returns & Refunds

#### Forex

- Freely convertible Currencies
- Forex Risk | Forex trading on exchanges

#### Financial & Stock Market

- Shares | Valuation & Analysis
- Derivatives | Mutual Fund | ETF | Bond

#### Advanced Excel

- Statistical and Reference Functions
- Advance Logical Functions
- Data Sorting and Filter | Vlookup | Hlookup
- Pivot Tables & charts with Slicer | security

#### ■ Personality Development And Soft Skills

#### ■ Overview of Digital Marketing and Artificial Intelligence



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# Oxford Certified

## BUSY Accounting Software Professional



Duration: 4 Months

### Fundamentals of Accounting

- Principle of Accounttign
- Preparing Ledgers and Reports
- Finalization of Accounting
- Manual Transaction Recording

### Busy Management Features

- Cost & Budget Management
- Banking Management Features
- Depreciation Charts
- Advance Accounting Features

### Inventory Management

- Inventory Creation/ Alteration
- Inventory with Advance Features
- Inventory Status & Detailed Reporting
- Purchase and Sale Management
- Inventory Management & Analysis
- Order Processing
- Invoicing of Daily Trades

### Busy Advance Features

- Advance Vouchers Configuration
- Data Exporting /Importing & Mailing
- MIS Advance Reporting
- Assembling or Disassembling Process

### Accounting in Busy

- Busy Introduction & Company Security
- Company Creation and Configuration
- Master's Management
- Day to Day Transection
- Vouchers Configurations
- Master Creations & Alteration

### Payroll Management

- Employee Masters & Attendance
- Salary Calculations & Configurations
- Benefits & Deduction

### Data Management

- User Data, Alteration
- Data Export and Import
- MIS
- Busy Banking Features
- Backup & Restore
- Bank Reconciliation

### Reporting

- Books of Accounting
- Outstanding Reports
- Invoicing with Sign & Logo
- Financial Statements
- Printing Configuration
- Trial Balance

### Goods & Services Tax (GST)

- GST Introduction & Features
- GST Configuration
- GST Adjustment & Reporting
- GST Invoicing & Payment
- GST Transaction
- GST RCM & Composition

### TDS/TCS Management

- TDS Transaction & Payment
- TCS Transaction & Payment
- TDS/TCS Reporting

### ■ Personality Development And Soft Skills

### ■ Overview of Digital Marketing and Artificial Intelligence



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# Oxford Certified Tally Professional

Job-Oriented Courses in E-Accounting



## Duration: 4 Months

### Fundamentals of Accounting

- Accounting Introduction
- Principle of Accounting
- Manual Transaction According
- Preparing Ledgers and
- Finalization of Accounts
- Reports

### Accounting in Tally

- Gateway of Tally
- Company creation and configurations
- Security & Tally Vault
- Master's Creations & Alteration
- Day to Day Transaction recording
- Voucher Configuration
- Bills
- Outstanding Management

### Inventory Management

- Inventory Creation/Alteration
- Inventory with Advance Features
- Invoicing of daily Trades
- Inventory Reporting
- Order Processing
- Purchase and Sale Management
- Inventory Management
- BOM

### Banking Management

- Tally Banking Features
- Cheque Configuration
- Cheque & Management
- Bank Reconciliation

### Data Management

- Cost and Expenses Allocation
- Data Control
- Data Export and Import
- Data Alteration

### Reporting

- Books of Accounts
- Party Outstanding
- Trial Balance & Final Accounts
- Invoicing with DSC & Company logo
- Basic Reporting & Financial Statements
- Books of Accounts
- MIS
- Direct Mail the Reports
- Printing of exports

### Security & Audit

- Tally Audit Features
- Users and Security Control
- Data Exporting /Importing
- Data Mailing and Accounts Management

### Goods & Services Tax (GST) Management

- GST Introduction & Features
- GST Configuration & Invoicing
- Locale & Interstate GST Transaction
- GST RCM & Composition
- GST Adjustment & Payment
- GST Reporting

### TDS/TCS Management

- TDS Transaction & Payment
- TCS Transaction & Payment
- TDS/TCS Reporting



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- Personality Development And Soft Skills
- Overview of Digital Marketing and Artificial Intelligence



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## Ms Office Professional

**Duration: 2 Months**

### MS-Word

- Making a new Document
- Paste-Special | Font Find & Replace
- Table | Hyperlink | Online Picture
- Shapes | Screen-Clipping
- Cross-Reference | Header & Footer
- Quick Parts | Objects | Margins
- Orientation | Themes | Page Size
- Column Breaks (Page, Column, Text Wrap)
- Mail Merge
- Table of Content
- Footnotes | Endnote
- Proofing | Reference
- Track Changes | Restrict Editing
- Document View | Direct Mailing
- Line Number | Hyphenation | Watermark
- Page Color | Page Border | Indent

### Microsoft Excel

- Orientation of text in a cell
- Wrap Text | Merging of the cell
- Number Format | Conditional Formatting
- Hide & Unhide | Protection
- Pivot Table | Sparkline | Header & Footer
- Margins | Themes | Print Area & Titles
- Group & Ungroup | Comments
- Name Manager | Sort & Filter | Remove Duplicate
- Protect Sheet & Workbook | Share Workbook
- Track Changes | Hide Formula
- Protect Particular Cells | Save Workspace
- Formulas (Sum, Average, Max, Min, Percentage, Count, If)

### Microsoft PowerPoint

- Creating New Slide, Layout & Reset Slide
- Shapes | Quick Style
- Photo Album | Slide Number
- Video, Audio | Slide Orientation
- Themes | Graphics
- Transitions Styles | Advance Slide
- Sound and Timing settings
- Animation effect (Entrance, Emphasis, Exit, and Motion)
- Custom Slide Show | Rehearse Timing

### Internet & Social Media

- Internet Surfing | Web-browser
- Cache, Temp & History
- Account creation on various sites
- Sending & Receiving mail
- Receiving mail | Attach any file
- Overview of online communication using Social Media tools
- Using Facebook, WhatsApp, Twitter, Instagram, Account
- Creation and management in Facebook
- Using WhatsApp to communicate
- Overview of Blogging and famous blogging sites



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- **Personality Development And Soft Skills**
- **Overview of Digital Marketing and Artificial Intelligence**

# Oxford Certified E-Filing Professional

A Job-Oriented Course in Today's Digital Age

## Duration: 4 Months

### Income Tax- Intro & Return Filing

- Obtaining PAN
- Registration under Income Tax
- Computation of Income Tax
- Residential Status
- Online payment of taxes
- Updated Return
- Return filling through WEBTEL, EXCEL and online portal
- Revise return
- Penalty & Interest
- Defective Return
- Advance tax
- Self-Assessment Tax
- ITR Forms (ITR-1, ITR-2, ITR-3, ITR 4 Sugam, • ITR-5, ITR-6)
- Process of the Refund Claim
- Tax on Regular Assessment

### TDS & TCS-Intro & Return Filing

- Obtaining TAN
- Computation of TDS
- TDS on Salary
- TDS on other than Salary
- TDS on Non-Residents
- Advance tax
- Revise return
- Penalty & Interest
- Online payment of TDS and TCS
- Return filling- (24 Q, 26 Q, 27 Q, 27 EQ)
- Generate TDS Certificate- Form 16 & Form 16 A
- Form 26 AS (Tax credit), Generate FVU file
- Generate Consolidated Report
- Process of Refund claim

### GST –Intro & Return Filing

- GST Registration
- Obtaining GSTIN
- GST Accounting
- Invoicing rule
- Place of supply
- Computation of GST
- GST on Local & Interstate transactions
- Online payment of GST
- GST on Stock Transfer
- Reverse charge mechanism
- GST on Work Contractor
- GST Return GSTR-1, GSTR-2, GSTR-3, GSTR-3B
- Generate Mismatch Report
- Process of the Refund claim
- Revise return
- Penalty & Interest



# Oxford Certified

## Ms Excel Professional

Duration: 2 Months

### Getting to Know Excel

- The Ribbon
- File
- Formatting
- Sheet
- Cells
- Basic Math
- Workbook
- Range
- Keyboard shortcut

### Essential Formula Knowledge

- Formula Anatomy
- Math Functions
- Text Functions
- Absolute and Relative cell referencing
- Basic Statistics
- Dates & Financial Functions
- Techniques for copying formulas
- Logic Functions
- Data Base Functions

### Intermediate Formula Knowledge

- Formula Auditing
- Indirect Formula
- Lookups (VLOOKUP, HLOOKUP)
- Tracing
- Paste Special
- INDEX
- Conditional Math
- Paste Link
- Match

### Optimizing Data

- Sorting , Custom Sort
- Slicer
- Contiguous Data
- Filtering & Advance Filter
- Timeline
- Freezing Options [sheet, cells, range]
- Naming Ranges
- Sparkline

### Data Analysis

- PivotTables
- Calculated Fields in PivotTables
- Pivot charts
- What-If Analysis (Goal Seek, Scenario Manager, Data Table)
- Grouping in pivot table fields
- Consolidate

### Presenting and Reporting

- Cell Formating
- Conditional Formats with Built-In Rules & Custom Rules
- Custom Number Formats
- Charts (Column, Pie, etc.)

### Validating and Updating

- Data Validation with all rules
- Styles
- Subtotal
- Comments
- Paste Special
- Security Consideraons

### Preparing to Deploy

- Custom Views
- Repetition of row and column
- Page Setup Options



# Oxford Certified

## E Accounting SAP & Banking Professional

A Job Oriented Course in Today's Financial World



**Duration:- 18 Months**

### Computer Fundamentals

- Windows Operating System
- Word
- Microsoft Excel
- Microsoft PowerPoint and Internet

### Accounting Process

- Accounting Principles | Journal
- Ledger Posting | BRS | Trial Balance
- Accounting Documentation | Inventory
- Manufacturing | Service Sector
- Financial Statement

### Mathematics

- Basic Mathematics | Percentage | Ratio
- Interest | Profit & Loss | Higher Purchase

### Tally Prime

- Accounts & Inventory Masters
- Vouchers | Stock | BOM | Payroll
- TDS | TCS | E-Invoicing | E-Way Bill
- Purchase & Sales Cycle | BRS
- GST Invoicing | GST Returns
- Security Controls | MIS | Bank Reconciliation

### Busy

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- Printing and Configurations
- Payroll and salary Calculations
- TDS | TCS | GST | Bank Reconciliation
- E way bill | E Invoicing

### Financial & Stock Market

- Shares | Valuation & Analysis
- Derivatives | Mutual Fund | ETF | Bond

### SAP FICO

- SAP Fundamental
- SAP Co
- Asset Accounting
- New General Accounting
- SAP Data Migration
- Integration

### Direct Tax

- Intro to Direct Tax | Income Tax Rates
- IT Returns Filing and E- Verification
- TDS/TCS Online Returns and Certificates

### Indirect Tax

- GST Registration | ITC | E- Invoicing
- E-Way Bill | Export and Import
- GST Returns & Refunds

### Forex

- Freely convertible Currencies
- Forex Risk | Forex trading on exchanges

### BANKING

- Banking & Finance
- Banking Fundamenta
- Branch Banking, Teller & Relationship
- Vehicle & Home Loan
- Digital Banking: ECS, NEFT, RTGS, IMPS
- Phone , Mobile & Net Banking

### Advanced Excel

- Statistical and Reference Functions
- Advance Logical Functions
- Data Sorting and Filter | Vlookup | Hlookup
- Pivot Tables & charts with Slicer | security

### SPOKEN ENGLISH

- 3 Month English Course
- Grammer, PD & GD
- Interview Skills
- Spoken English
- JAM, One Minute
- Presentation

- Personality Development And Soft Skills
- Overview of Digital Marketing and Artificial Intelligence

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## EXCELLENCE THROUGH INNOVATION

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#### **SOUTH EXTENSION**

E-10, Part-1, Ground Floor, Near Mc. Donald, New Delhi-49  
**Ph.: 9810735296**

#### **PREET VIHAR**

E-372, Nirman Vihar, Vikas Marg, Near Metro Pillar No. 68, Delhi-92  
**Ph.: 9540127878**

#### **PITAMPURA**

365, Kohat Enclave, 1st Floor, Near Kohat Enclave Metro Station Gate No.3,  
Pitampura, Delhi-34 **Ph.: 9540127373**

#### **RAJOURI GARDEN**

A-4, Vishal Enclave, Near Metro Pillar No. 411, Rajouri Garden, New Delhi  
**Ph.: 9319608182**

#### **YAMUNA VIHAR**

B-1//11A, Yamuna Vihar, Near Bank of Baroda, Opp. Victoria Public School,  
Main Wazirabad Road, Delhi-93, **Ph.: 9667462832**

#### **KINGSWAY CAMP**

2244, Hudson Lane, Behind Khalsa College (Ring Road Side),  
Near GTB Nagar Metro Station Gate No. 3, Delhi, **Ph.: 9540127676**



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