



A Unit of Hindustan Soft Education Ltd
AN ISO 9001:2015 COMPANY

Imparting knowledge since 1997...

5500+ Batches

85000+ Students

6 Branches



OXFORD

Quality
**Computer
Education**
Affordable Fee

Training / Assessment Partners



www.oxfordaccounting.in



The word accounting comes from the word accountability. If you are going to be rich, you need to be accountable for your money.



TALLY



BUSY



BASIC ACCOUNTING



ONLINE RETURN FILLING



INCOME TAX, TDS, GST

One solution for all

OXFORD 



Everyday is a bank account, and time is our currency.
No one is rich, no one is poor, we've got 24 hours each.

- Christopher Rice



Oxford School of Accounting



Founded in 1997, Oxford School of Accounting is a unit of Hindustan Soft Education Limited which is an NSDC (National Skill Development Corporation) partner organization and a front-runner in the domain of e-Accounting Training and Accounting classes at an affordable fee. Oxford School of Accounting, Delhi is one of the best accounting courses' institutes for Computer Accounting, GST Training and Business Accounting. We teach Tally, Busy, Marg, GST, Income tax, TDS and online return-filing, paving the path to Tally Certification, Busy Certification, Marg Certification, Webtel Certification, Microsoft Certification and CCC Certification, Income tax, GST and TDS return-filing on Webtel and Computax.

Our short-term courses of Tally, BUSY, Marg, E Filing, Advanced Excel are immensely rewarding for students and professionals seeking a career in Accounting or MIS sector, with our state-of-the-art classes inculcating a practical approach. We complement our students' skill set by training them in effective communication skills, interview preparation and personality development.

WHY OXFORD

- **NSDC Training Partner Company**

Training/Assessment partner of accounting giants :-

- **Tally, BUSY, Marg, Webtel, Computax, Taxmann, Microsoft Edu Cloud Campus, Nielit**

- **Preparation for Tally, Busy, Webtel, CCC, Microsoft certifications**

- **Career-oriented courses**

- **Experienced and friendly trainers**

- **Affordable fees**

- **Smart, well-equipped classrooms with audio-video aids**

- **Consolidated learning with regular home assignments**

- **Placement and career guidance**

Oxford Certified E-Accountant



Oxford School of Accounting is an authorized Tally Erp 9 Certification and Assessment Partner and a Training partner for Busy, Marg, Webtel, Computax and Taxmann with the reputation of being one of the best E-Accounting Institutes in Delhi.

With this E-Accounting course, you learn topics in Accounting ranging from Accounting Principles to Computerized Accounting, Direct and Indirect Tax to Online Return Filing and Basic Mathematics to Fundamentals of Stock Market and Forex Market with Soft Skills for organizational behavior.

Pursuing this course in E-Accounting with GST will not only carve out a job for you but also enrich you as an individual competent in the area of Accounting, Finance, Taxation and E-filing.

Oxford Certified E-Accountant



COURSE CONTENT



Computer Basic

Computer Fundamental | MS- Windows
| MS-Word | MS-Excel | MS-PowerPoint



Goods and Services Tax (GST)

GST Introduction & Registration | GST
Billing & E-Way Bill | Input Tax Credit and
Payment | GST Return Filing | GST
Updates.



Manual Accounting

Fundamentals of Accounting | Principles
of Accounting | Accounting Procedure
| Finalization of Accounting.



Online Banking

Internet Banking | Using E-Wallets |
Digi Payments | Online Shopping.



Computerized Accounting

Accounting in Tally ERP 9 | Reporting in
Tally ERP.9 | Accounting in Busy |
Reporting in Busy | Overview of Marg.



Overview of ROC & Stock Market

Overview of ROC | Registration of
Company | Overview of Stock Market |
Overview of Forex.



Online Return Filing

Income Tax Introduction | Tax Calculation
& Preparing Returns | Income Tax Return
Filing | Tax Deduction at Source | TDS
Accounting | TDS Payment & Returns | Tax
Collection at Source.



Soft Skills

CV and Resume Writing | Extempore |
Positive Attitude | Mock Interview |
Presentation & GD | Personality
Development

Tally Essentials



Tally is one of the foremost accounting software for small and medium business. Tally course is great in demand among young Accounting career aspirants.

Oxford School of Accounting is a Tally Assessment Partner and one of the best Tally training institutes in Delhi. At Oxford, we offer a 2-month Tally Essential Course covering Accounting in Tally with GST entries for those who have thorough knowledge of Accounting principles.

Tally

Power of Simplicity
Certification

COURSE CONTENT

- **Accounting in Tally**
Gateway of tally | Company creation and configurations | Day to Day Transaction recording | Bills & Outstanding Management
- **Inventory Management**
Inventory Creation / Alteration | Inventory Features | Invoicing of Daily Trades | Inventory Reporting
- **Banking Management**
Tally Banking Features | Cheque Configuration | Cheque Management | Bank Reconciliation
- **Goods & Services Tax (GST) Management**
GST Introduction | GST Features | GST Configuration | GST Invoicing
- **Data Management**
Cost and Expenses Allocation | Data Control | Data Export and Import | Data Alteration
- **Reporting**
Books of Accounts | Party o/s | Trial Balance | Final A/C

Advanced Tally



Tally has emerged as one of the most popular software tools catering to the various accounting needs from financial accounting to e-way bills, salary to PF management, from Inventory to Bill of Material, TDS to GST and lots more.

Oxford School of Accounting is one of the best Tally training institutes in Delhi. At Oxford, we offer a four month Tally advanced course with principles of Accounting, GST, TDS, Advanced Tally features alongwith Tally Certification. The course will open various accounting job opportunities for students and train them become a Tally certified accountant.

COURSE CONTENT

- **Fundamental of Accounting**
Accounting Introduction | Principle of Accounting | Manual Transaction Recording | Preparing Ledgers and Reports | Finalization of Accounts
- **Accounting in Tally**
Introduction of Tally | Company Creation, Security & Tally Vault | Masters Creations & Alteration | Day to Day Transaction Recording | Voucher Configuration
- **Reporting in Tally**
Financial Statements | Books of Accounts | MIS | Printing of Reports
- **Inventory Management**
Inventory with Advance Features | Order Processing | Purchase and Sale Management | Inventory Reporting | Inventory Management
- **Security & Audit**
Tally Audit Features | Users and Security Control |
- Data Exporting /Importing | Data Mailing | Accounts Management
- **Goods & Services Tax (GST) Management**
GST Transactions | GST RCM & Composition | GST Adjustment | GST Payment | GST Reporting
- **TDS/TCS Management**
TDS Transaction | TDS Payment | TCS Transaction | TCS Payment | TDS/TCS Reporting
- **Tally Special Features**
Cost & Budget Management | Banking Features | Manufacturing and Production Process | Advance Accounting Features
- **Payroll Management**
Payroll Employee Masters | Salary Configurations | Benefits & Deductions | Salary Calculations | Attendance Management

Busy Essentials



COURSE CONTENT

Busy is one of the most sought-after courses among young Accounting career aspirants.

Oxford School of Accounting is an authorised training partner and one of the best Busy training institutes in Delhi. Oxford School of Accounting is a strategic and authorized training partner for Busy and Oxford Certified Busy Professional is a certification providing hands-on expertise to students seeking career in E-Accounting industry.

At Oxford, we offer a 2-month Busy Essential Course covering Accounting in Busy with GST entries. Knowledge of Accounting principles is a prerequisite for this course.



Training Partner

- **Accounting in Busy**
Busy Introduction | Company Creation & Configurations | Master Creations & Alteration | Day to Day Transactions
- **Inventory Management**
Inventory Creation / Alteration | Inventory Features | Invoicing of Daily Trades | Inventory Status & Reporting
- **Data Management**
User Data | Data Alteration | Backup & Restore | Data Export and Import
- **MIS & Banking Features**
Busy Banking Features | MIS Reporting | Bank Reconciliation
- **Goods & Services Tax (GST)**
GST Introduction | GST Features | GST Configuration | GST Invoicing
- **Reporting**
Books of Accounts | Outstanding Reports | Trial Balance | Financial Statement

Advanced Busy



Busy has surfaced as one of the paramount Accounting Software in the business world and has become very popular in the manufacturing sector and in organizations maintaining large inventories.

Oxford School of Accounting is a strategic and authorized training partner for Busy and is one of the best Busy training institutes in Delhi. At Oxford, we offer a four-month Busy advanced course with principles of Accounting, GST, TDS, Advanced Busy features along with Busy Certification.

The course will open various accounting job opportunities for students.

COURSE CONTENT

- **Fundamental of Accounting**
Accounting Introduction | Principle of Accounting | Manual Transaction Recording | Preparing Ledgers and Reports | Finalization of Accounts
- **Accounting in Busy**
Introduction of Busy | Company Creation & Security | Masters Management | Day to Day Transaction | Vouchers Configurations
- **Inventory Management**
Inventory with Advance Features | Order Processing | Purchase and Sale Management | Inventory Detailed Reporting | Inventory Management & Analysis
- **Reporting and Printing**
Books of Accounts | Outstanding Reports | Trial Balance | Financial Statement | Printing Configuration
- **Busy Advance Features**
Advance Vouchers Configuration | Data Exporting /Importing | Data Mailing | MIS Advance Reporting | Assembling or Disassembling Process
- **Goods & Services Tax (GST) Management**
GST Transactions | GST RCM & Composition | GST Adjustment | GST Payment | GST Reporting
- **TDS/TCS Management**
TDS Transaction | TDS Payment | TCS Transaction | TCS Payment | TDS/TCS Reporting
- **Busy Management Features**
Cost & Budget Management | Banking Management Features | Depreciation Charts | Advance Accounting Features | Data Printing & Mailing
- **Payroll Management**
Payroll Employee Masters | Salary Configurations | Benefits & Deductions | Salary Calculations | Attendance Management

MARG Accounting Software



Oxford School of Accounting is an authorized training partner of Marg and one of the leading institutes in Delhi. We offer a 2-month course for those who have knowledge of Basic Accounting and a 3-month course for those who require basic Accounting knowledge.

Marg Accounting Software is gaining its popularity for Accounting purposes in the business world. A plethora of companies have started using Marg and it is especially popular among pharmaceutical companies and jewellers for its unique features of maintaining inventory.



COURSE CONTENT

- **Basics of Marg ERP9**
Introduction of Marg | Company Creation & Security | Masters Management | Day to Day Transaction | Voucher Configuration
- **Inventory Management**
Inventory with Advance Features | Order Processing | Purchase and Sale Management | Price List and Discount Masters | Inventory Management and Analysis
- **Marg Advance Features**
Control Room Setting | Data Exporting /Importing | Data Mailing | Operator Wise Physical Cash Control
- **Goods & Services Tax (GST)**
GST Transactions | GST RCM and Composition | GST Adjustment | GST Payment | GST Reporting
- **Tax Deducted at Source (TDS)**
Concept and Rate of TDS | TDS Transaction | TDS Adjustment Against Advance | TDS Payment | TDS Reporting
- **Marg Management Features**
Cost and Budget Management | Banking Features and BRS | Depreciation charts | Advance Accounting Features | Data Printing and Mailing

Oxford Certified Online Return Filing Professional



With the internet sprawling in every sphere of life, filing TDS, Income Tax and GST returns online has also become commonplace. The Accountancy and Financial Sector has witnessed a growing demand for e-Filing professionals in the last few years. Oxford School of Accounting is one of the most reputable institutes in Delhi which is also a Webtel, Taxmann and CompuTax training partner and provides a course to become an E-Filing Specialist. Our course in E-Filing caters to the requirement of the candidates who have thorough knowledge of Accounting Principles and Computerized Accounting but wish to learn Direct and Indirect Tax for career growth or for their own business. In this e-Filing course, you will learn Income Tax, TDS, GST and Online Return Filing through Webtel and Microsoft Excel. After completing this course, you will be able to file online tax returns employing the authorized software tools.

COURSE CONTENT

- **Taxation**
Concept and History of Taxation | Taxation in India | Central, State and Local Taxes | Direct Taxes | Indirect Taxes
- **Income Tax**
Concept and Calculation of Income Tax | Income Tax compliance | Computation Sheet | Deduction, Advance Tax & Self-Assessment | Interest and Penalties | E-Filing of ITR and revision thereof
- **Tax Deduction at Source**
TDS Introduction | TDS Rate and Calculation | Payment and Due Dates | TDS Return Forms and e-filing | TDS Certificates | Correction of TDS statement
- **Tax Collected at Source**
TCS Introduction | TCS Rate and Calculation | Payment and Due Dates | TCS Return Forms and e-filing | TCS Certificates | Correction of TCS Return
- **GST**
GST in India | GST online Registration | GST Invoice Bill of Supply | GST E-way Bill | Input Tax Credit and Payment | GST Calculation, Payment and E-Filing

Oxford Certified MS Excel Professional

ADVANCED EXCEL CHARTS



COURSE CONTENT

The real power of Microsoft Excel lies in the advanced functionality it offers. Having been designated as one of the prerequisites expected from the aspiring candidates aiming to join the industry, Microsoft Excel is considered to be an indispensable Management Information Systems (MIS) tool employed by the end-users.

Oxford School of Accounting, being a partner in Microsoft Edu-Cloud Program, is one of the most reputable institutes in Delhi that provides courses in Basic and Advanced Excel.

Whether there are basic tasks like entering data, saving and opening sheets, formatting content and creating formulas or advanced tasks like manipulating data with Pivot Tables, handling complex and large calculations, presenting data with charts and drawing up advanced analysis reports, our courses will help you THINK in Excel.

- **Introduction to Microsoft Excel**
User Interface | Entering Data | Formatting Text & Data | Conditional Formatting | Validations
- **Views and Layout**
Pick from Drop-Down List | Excel Slicer | Smart Lookup | Zooming and Zoom Selection | Page Layouts
- **Formula & Functions**
Logical Formulas | Nesting of Formulas | Mathematical Formulas | Date and Time Formulas | Text Formulas
- **Advance Functions-Validation**
Financial Formulas | Informational Formulas with Lookup | Wildcard Search | Arrays & Index Match | Indirect Functions
- **Data Mining-Reporting**
Pivot Tables | Pivot Charts | Data Modelling | Power Pivot | What if Analysis, Goal Seek, Scenario Manager, Data Table
- **Automation**
Macros | Smart Printing | Header Footer | Custom Page Layouts | Sharing and Protecting Workbooks

MS Office, Internet & Social Media (NIELIT-CCC)



COURSE CONTENT

In today's scenario knowledge of computer, internet and social media is required in everyday life.. MS Office is the basic tool for day to day computer operations. Oxford School of Accounting, being a partner in Microsoft Edu-Cloud Program, is one of the most reputable institutes in Delhi that provides a well-developed course in MS Office, Internet & Social Media.

The CCC is an outcome of the recommendation of National Task Force on Information Technology and Software Development designed to aim at imparting a basic level IT Literacy programme for the everyone.

- **FUNDAMENTAL OF COMPUTER**
Computer Introduction | Window Basics | Desktop Basics | Typing and Notepad
- **MSWORD**
Text & Paragraph Formatting | Page Setting | Graphics and illustration | Reference and Mailing | Document Protection and Tracking
- **MS POWERPOINT**
Preparing Slides | Slides Designing and Formatting | Use of Animations | Use of Transition | Slide Show Features
- **MS EXCEL**
Data Recording in Spreadsheet | Cell References | Excel Functions | Logical Functions | Sorting and Filtering | Spreadsheet Protection
- **INTERNET**
Internet Surfing and Search Engines | Data Uploading and Downloading | Mailing and its Features | Google Drive | Digital Payments.

CAREER OPPORTUNITIES AFTER E-ACCOUNTING?

- ▶ Accounts Executive
- ▶ Senior Accountant
- ▶ E Accountant
- ▶ Tax Professional
- ▶ GST Professional
- ▶ Free Lancer
- ▶ Financial Analyst
- ▶ Financial Accountant
- ▶ Financial Manager
- ▶ Management Accounting
- ▶ Auditing



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EXCELLENCE THROUGH INNOVATION

Quality Computer Education at an Affordable Fee



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Delhi-92, Ph.: 40159334, 40539334,

PITAMPURA

370, Kohat Enclave, Near Kohat Enclave Metro Station,
Opp. Metro Pillar No. 342, Gate No. 3, Pitampura, Delhi-34, Ph.: 45680574, 45584910

RAJOURI GARDEN

A-4, Vishal Enclave, Near Metro Pillar No. 411, Rajouri Garden,
New Delhi, Ph.: 45578601, 41255105

YAMUNA VIHAR

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Main Wazirabad Road, Delhi-93, Ph.: 43523737, 43090748

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