



# ATHENA TRAINING AND PLACEMENT SERVICES

Your one stop shop for all your training requirements

# COURSE CONTENT

- TALLY PRIME
- BUSINESS ACCOUNTING AND TAXATION
- SAP FICO
- ADVANCED GST
- JAVA
- .NET
- AZURE
- BUSINESS COMMUNICATION & SOFT SKILLS



# COMPANY PROFILE

Athena Training and Placement Services is one of the best manpower solution provider firms and placement consultants in Chennai, Tamil Nadu. We provide training and recruitment services to various companies for their IT and non-IT functions. We are blessed with a team of professional recruiters who work on our client's requirements and provide them with skilled employees. Our team helps candidates to get the most suitable job according to their qualifications and skills

# TALLY PRIME

- **Basics of Accounting Account types**
- **Fundamentals of Tally ERP 9**
- **Accounting Masters in Tally ERP 9**
- **Inventory in Tally ERP 9**
- **Voucher Entry in Tally ERP 9**
- **Advanced Inventory in Tally ERP 9**
- **Point of Sale (PoS)**
- **Job Costing**
- **Multilingual Capabilities**
- **Tax Collected at Source**
- **Payroll Accounting and Compliance**
- **Goods and Service Tax**
- **Tax deducted at Source**



## BUSINESS ACCOUNTING AND TAXATION COURSE CONTENT

### Module – 1

Basics of Accounting & Accounting  
in Licensed version of TallyPrime -

### Module - 2

Basics of GST & GST in Licensed  
version of TallyPrime -

Basics of GST

GST in Licensed version of  
TallyPrime

### Module – 3

Basics of Income Tax & Income Tax  
in Licensed version of TallyPrime -

Basics of Income Tax

Income Tax in Licensed version of  
TallyPrime

### Module – 4

Excel for Accounting & MIS -

Excel and MIS Reporting

MS Excel for Accountants

### Module - 5

Finalisation of Financial Statements -

Format of Financials

Financials on Excel

### Module – 6

SAP

Purchase & Sales process

Practical Simulations

### Module – 7

Soft Skills

Effective Business Communication

Interpersonal Communication

# SAP S/4 HANA

## FINANCIAL ACCOUNTING AND CONTROLLING MODULE

UNIT I INTRODUCTION TO ERP/SAP

UNIT I (a) INTRODUCTION TO SAP FIORI  
AND WORKING WITH FIORI

UNIT I (b) FINANCIAL ACCOUNTING  
GLOBAL SETTINGS

UNIT II GENERAL LEDGER ACCOUNTING

UNIT III ACCOUNTS PAYABLE

UNIT IV ACCOUNTS RECEIVABLE

UNIT V ASSET ACCOUNTING

UNIT VI FINANCIAL ACCOUNTING  
REPORTS  
CONTROLLING MODULE

UNIT VII CONTROLLING AREA

UNIT VIII COST CENTER ACCOUNTING  
& PROFIT CENTER  
ACCOUNTING

UNIT IX OVERVIEW OF THE COSTING  
CYCLE

UNIT X PROFITABILITY ANALYSIS

UNIT XI INTEGRATION WITH MM AND SD

UNIT XII BUSINESS BLUEPRINT

Unit XIII FUNCTIONAL SPECIFICATIONS

Unit XIV SAMPLE TEST CASES

## ADVANCED GST COURSE CONTENT

Session 1: Levy & Supply under GST

Session 2: Taxable Person & Registration, Threshold limits, etc

Session 3: Time and Value of Supply

Session 4: Input Tax Credit

Session 5: Place of Supply for Goods or Services

Session 6: Zero-rated Supply (including Refund)

Session 7: Tax Invoice, Introduction of E-Invoicing under GST and Job Work

Session 8: Existing Return and New GST Return System under GST & E-Way Bill

Session 9: Clause by Clause filing of GST Annual Return (Form GSTR-9)

Session 10: Clause by Clause filing of GST Audit Report (Form GSTR-9C)

Session 11: Inspection, Search, Seizure and Arrest under GST

Session 12: Advance Ruling under GST

Session 13: Appeal, Revision, Offence & Penalty in GST

Session 14: Questions and Answers

# CORE JAVA TRAINING TOPICS

- Classes and Objects
- Inheritance
- Applying Method Overriding
- Packages and Interfaces
- Java Exception Handling
- Multithreaded Programming in Java
- Input Output in Java
- The Collections Framework



# AZURE

Module 1: Why Cloud? (Duration- 1hrs)

Module 2: A kick start on the Microsoft Azure platform (Duration-1hrs)

Module 3: Managing Microsoft Azure Subscription (Duration-1hrs)

Module 4: Azure Resource Management (Duration-2hrs)

Module 5: Azure Virtual Machines (Duration-5hrs)

Module 6: Managing Azure Virtual Machines (Duration-2hrs)

Module 7: Azure Virtual machine backups (Duration-2hrs)

Module 8: Azure Virtual Networks (Duration-6 hrs)

Module 9: Introduction to Load Balancing (Duration-2 hrs)

Module 10: Azure network security groups (Duration-1hr)

Module 11: Azure DNS Services (Duration-2hrs)

Module 12: Azure AD – Basic vs Premium (Duration-5hrs)

Module 13: Implementing MFA (Duration-1hrs)

Module 14: Azure RBAC (Duration-1hrs)

# DOT NET SYLLABUS

THE COMMON LANGUAGE RUNTIME  
(C.L.R.)

.NET FRAMEWORK CLASS LIBRARY

SYNTAX & DATA TYPES

LANGUAGE FUNDAMENTAL

ARRAY & STRING

CONCEPTS CLASSES

INHERITANCE

EXCEPTION HANDLING

EVENTS AND DELEGATES

MULTITHREADING

I/O OPERATIONS WITH FILE SYSTEMS

INTRODUCTION TO ADO.NET

ADO.NET AND IT'S ARCHITECTURE

DATA SET

CONNECTIONS AND COMMAND OBJECT

DATA READER

DATAGRIDVIEW & DATA BINDING

TRANSACTION

## BUSINESS COMMUNICATION AND SOFT SKILLS



	<b>BLOCK 1 – ESSENTIALS OF BUSINESS COMMUNICAITON</b>
UNIT 1	Introduction to Business Communication
UNIT 2	Communication Process
UNIT 3	7c's of Effective Communication and Writing Skills
	<b>BLOCK 2 – BUSINESS REPORT</b>
UNIT 4	Business Report
UNIT 5	Written Communication
UNIT 6	New Age Communication Channels
	<b>BLOCK 3 – ETIQUETTE AND INTERVIEW</b>
UNIT 7	Body Language and Etiquettes
UNIT 8	Interview
UNIT 9	Curriculum Vitae / Resume Writing
	<b>BLOCK 4 – MEETINGS, CIRCULAR, LETTERS</b>
UNIT 10	Company Meetings
UNIT 11	Notice, Agenda and Minutes of Meetings
UNIT 12	Circular Letters
	<b>BLOCK 5 – SOFT SKILLS</b>
UNIT 13	Group Discussion
UNIT 14	Time Management

# LINQ SYLLABUS

INTRODUCTION

LINQ to SQL

WINDOWS COMMUNICATION FOUNDATION  
(W.C.F.)

**ATHENA TRAINING AND PLACEMENT SERVICES**

**CONTACT ADDRESS :**

**195, 1<sup>ST</sup> FLOOR,**

**KILPAUK GARDEN ROAD,**

**CHENNAI – 600010**

**(LANDMARK – NEXT TO SBI ATM)**

**CONTACT NUMBER :**

**+91 88385 14097**

**+91 95513 70174**

**044 – 4979 1536**

**[www.athenaacademy.in](http://www.athenaacademy.in)**

**[info@athenaacademy.in](mailto:info@athenaacademy.in)**