

DIPLOMA IN FINANCIAL ACCOUNTING

CERTIFICATE COURSE IN IT AND ADVANCED EXCEL WITH DBMS (SEMESTER-I)

OFFICE AUTOMATION

- Fundamentals of computer systems, Hardware, Software & Input/Output Devices.
- Basic File & Folder Management, Including Creating, Organizing, Deleting & Restoring Files.
- Internet & E-mail operations, such as downloading images, creating Gmail accounts, & managing E-mails with attachments.
- Screenshot Capture & File Conversions
- Document creation & formatting using Word, including tables, pictures, Mail Merge, & Printing.
- Presentation development using PowerPoint with text, images, designs, transitions, animations, & slideshows.
- Protecting Documents Using Password
- Practical computer skills for day-to-day office & performing personal productivity tasks.

ADVANCED EXCEL WITH VBA

- Data Entry and Worksheet Management
- Formatting Document and Text Formatting
- Basic Formulas, Chart Creation, & Workbook Protection
- IF, Nested IF, AND, OR Functions & Text & Date Functions
- Sorting, Filtering, Conditional Formatting & Data Validation
- SUMIFS, COUNTIFS, AVERAGEIFS, MAXIFS, MINIFS
- VLOOKUP, HLOOKUP, XLOOKUP, INDEX & MATCH & Database Functions
- Financial Functions, Concatenate, Substitute, DATEDIF.
- Pivot Tables, Pivot Charts, Adv. Charts, Dashboards
- What-If Analysis, Goal Seek, Forecasting & Trend Analysis, Data Import, Transformation, Cleaning & Query Merging
- VBA Editor, Programming Basics, Variables, Data Types, Loops, and Macros Working with Worksheets & Ranges.
- Creating User Forms & Form Controls with Validation

DATABASE MANAGEMENT SYSTEM

- Database Creation, Table Design, Queries, Forms, Reports, Relationships, & Database Management Using Access

CERTIFICATE COURSE IN BUSINESS ACCOUNTING , TAXATION & GST (SEMSESTER-II)

Certificate Course in Business Accounting

- Essentials of Accounting
- Company Creation, Backup, Restore, & Alteration
- Ledger, Group Creation & Voucher Entry
- Adjustment Entries including Depreciation & Cost Allocations
- Trial Balance, Cash Flow & Financial Statements
- Stock Item Creation , Inventory Concept & Management
- Purchase, Sales, Returns, Discounts & Free Gift Transactions
- Balance Sheet and Profit & Loss Account
- Budget Reports, Day Book & Cash/Fund Flow
- Stock Summary & Invoice Printing

Certificate Course in Advanced Accounting

- TDS entry and adjustment
- TCS entry and adjustment
- Payroll voucher and entry
- Pay Head voucher & Entry
- Pay Slip Generation
- Cheque printing & Bank Reconciliation Statement
- Bank Reconciliation Adjustment Entries
- Order processing
- Debit and credit note
- Stock Journal & Manufacturing Journal
- Post-dated voucher
- Ratio analysis & Statutory Report
- Income tax return
- Vat Entry

Certificate Course in GST

- Introduction to GST
- Types of GST Registration
- Stock Item Creation Using HSN Code and GST Rate
- Supply, invoicing Using GST
- Input tax Credit
- Calculation of Net Tax
- GST Setoff
- GST Return
- Types of GST
- Job Work
- Return Filling (GSTR1, GSTR3B and GSTR9) using offline tool