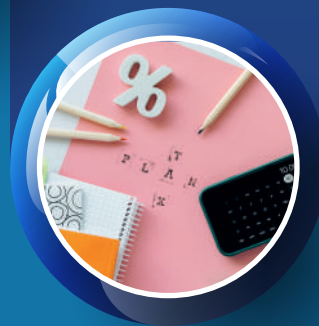


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MS Office

- ✦ Introduction to MS Office
- ✦ Navigating MS Office Apps
- ✦ Creating Documents & Sheets
- ✦ Formatting & Editing Tools
- ✦ Using Templates & Themes
- ✦ Document Sharing & Collaboration



Advanced MS Office

- ✦ Advanced Excel Functions
- ✦ Word Mail Merge
- ✦ PowerPoint Advanced Tools
- ✦ Automating with Macros
- ✦ Excel Data Management
- ✦ Cloud Collaboration

Advanced Excel

- ✦ Pivot Tables & Models
- ✦ Advanced Formulas
- ✦ Conditional Formatting
- ✦ Excel Dashboards
- ✦ Protecting Excel Data
- ✦ Data Validation



Advanced Excel

- ★ Working with Datasets
- ★ Dynamic Charts & Graphs
- ★ PivotTable Analysis
- ★ Scenario Forecasting
- ★ Financial Modeling in Excel
- ★ Data Protection & Security



Accounting Basics

- ★ Accounting Principles
- ★ Accounting Equation
- ★ Types of Accounts
- ★ Debits and Credits Rules
- ★ Journal Entries & Ledgers
- ★ Financial Statements

Tally Prime

- ★ Tally Prime Interface
- ★ Creating a Company
- ★ Managing Ledgers & Groups
- ★ Recording Transactions
- ★ Generating Reports
- ★ Advanced Features



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Tally Prime Accounting

- ✦ Inventory Management
- ✦ Bank Reconciliation
- ✦ GST & Tax Computation
- ✦ Financial Analysis Reports
- ✦ Payroll in Tally
- ✦ Data Backup & Restore



Tally Prime GST

- ✦ GST Setup & Configuration
- ✦ Recording GST Transactions
- ✦ Filing GST Returns
- ✦ GST Reconciliation
- ✦ GST Reports
- ✦ Tally for GST Compliance

Tally Prim

- ✦ Multi-Currency Support
- ✦ Automation in Tally
- ✦ Access Control & Security
- ✦ Cloud Integration
- ✦ Customizing Reports
- ✦ Data Synchronization



Busy Software

- ★ Busy Interface Overview
- ★ Company Setup & Configuration
- ★ Recording Transactions
- ★ Vouchers in Busy
- ★ Financial Reports
- ★ Customizing Layouts



Busy GST Features

- ★ GST Configuration
- ★ GST Sales & Purchases
- ★ Filing GST Returns
- ★ GST Reconciliation
- ★ Compliant Invoices
- ★ GST Audit in Busy

Busy Features

- ★ Stock & Inventory Management
- ★ Multi-User Setup
- ★ Tax Computation & Reports
- ★ Managing Master Data
- ★ Integration with Other Systems
- ★ Automating Accounting Tasks



Busy Reporting

- ✦ Customizing Reports
- ✦ Cash Flow & Bank Statements
- ✦ Financial Ratio Analysis
- ✦ Budgeting & Forecasting
- ✦ Audit Trail Reporting
- ✦ Exporting Reports



Income Tax e-Filing Intro

- ✦ Overview of e-Filing
- ✦ Types of Income Tax Returns
- ✦ Filing Regular & Revised Returns
- ✦ e-Filing Deadlines
- ✦ Online Filing for Taxpayers
- ✦ Income Tax Compliance

Income Tax e-Filing

- ✦ e-Filing Step-by-Step
- ✦ Late Filing Penalties
- ✦ Replying to Income Tax Notices
- ✦ Filing Returns on Portal
- ✦ Acknowledgment Verification
- ✦ e-Filing for Businesses



GST

- ✦ Introduction to GST
- ✦ Types of GST (CGST, SGST)
- ✦ GST Registration Process
- ✦ Taxable Goods & Services
- ✦ E-commerce Transactions
- ✦ GST Benefits for Businesses



GST e-Filing & Compliance

- ✦ Filing GST Returns
- ✦ Generating E-way Bills
- ✦ Reconciliation of GSTR-2A
- ✦ GST Audit Filing
- ✦ GST Penalties & Interest
- ✦ Handling GST Notices

TDS

- ✦ TDS Introduction & Calculation
- ✦ TDS Payment & Due Dates
- ✦ TDS Reporting
- ✦ TDS Penalties & Interest
- ✦ TDS Reconciliation
- ✦ TDS e-Filing



SAP FICO Introduction

- ★ Overview of SAP FICO
- ★ Configuration of FICO
- ★ SAP Integration
- ★ Master Data Management
- ★ GL, AP, AR Overview
- ★ SAP FICO Financial Reporting



SAP FICO General Ledger

- ★ GL Account Management
- ★ Journal Entries in SAP
- ★ Financial Reporting
- ★ Month-End Closing
- ★ Automating GL Processes
- ★ SAP Reconciliations

SAP FICO Accounts Payable

- ★ Vendor Master Setup
- ★ Processing Vendor Invoices
- ★ Payments in SAP
- ★ AP Reports
- ★ AP Closing Process
- ★ Bank Account Integration



SAP FICO Accounts Receivable

- ★ Customer Master Data
- ★ Invoice & Payment Processing
- ★ AR Aging Reports
- ★ AR Closing Procedures
- ★ Handling Disputes
- ★ SAP Sales Integration



SAP FICO Asset

- ★ Asset Master Management
- ★ Asset Acquisition & Depreciation
- ★ Asset Transfer & Disposal
- ★ Asset Reports
- ★ Month-End Closing
- ★ GL Integration

SAP FICO Reporting

- ★ SAP FICO Financial Reports
- ★ Cost & Profit Center Reporting
- ★ Report Customization
- ★ Balance Sheet Reports
- ★ Variance Analysis
- ★ Management Reporting



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- ★ Advanced Excel - 2 Months
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- ★ Business Analytics - 6 Months
- ★ E-Accounting - 12 Months
- ★ E-Accounting Banking & SAP - 18 Months
- ★ MS Office with AI Power - 2 Months
- ★ Ms Office and Advanced Excel - 3 Months
- ★ Power BI - 1.5 Months
- ★ Power BI and Advanced Excel - 3 Months
- ★ SAP FICO - 2 Months
- ★ Tax Return Filing - 4 Months
- ★ Tally and Advanced Excel - 6 Months
- ★ Tally-Advanced Excel and Power BI - 7 Months



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- ★ SAP FICO Online Course
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