



सरकार मान्य



Duration: 3 Months

Certified Accounting Professional Program is a unique short term program designed for students both graduates & non graduates. The program is catering to the requirement of industry for skilled computer operators with accountancy background. The syllabus is designed scientifically so that in a short term the student gains maximum knowledge.

**Career Opportunities:** Data Entry Operator, Tally Operator, Account Assistant, Junior Faculty, Lab Instructor.

### Program Contents

#### Module - 1 IT Skills with MS Office

|                            |                      |                       |                        |                            |
|----------------------------|----------------------|-----------------------|------------------------|----------------------------|
| Introduction to Computers  | Introduction to Word | Headers and Footers   | Views                  | Sub Total                  |
| Windows                    | File Management      | Sections              | Formulas and Functions | Printing                   |
| Desktop                    | Formatting           | Printing              | Chart                  | Introduction to PowerPoint |
| Explorer                   | Alignment            | Introduction to Excel | Validation             | Layout                     |
| Accessories                | Find and Replace     | Worksheet             | Protect Worksheet      | Formatting                 |
| File / Folder and Shortcut | Mail Merge           | Rows and Columns      | Text to Column         | Slide Management           |
| Notepad and Word Pad       | Page Setup / Rulers  | Formatting            | Sorting and Filters    | Custom Animation           |

#### Module - 2 Accounting Skills with TallyPrime

|                            |                         |                                |                              |                             |
|----------------------------|-------------------------|--------------------------------|------------------------------|-----------------------------|
| Introduction to TallyPrime | Units of Measure        | Stock Journal / Physical Stock | Trail Balance                | GST Master / Stock Creation |
| Manual Accounting          | Accounting Transactions | Manufacturing Journal          | Profit & Loss Account        | GST Invoice / GST Report    |
| Computerised Accounting    | Purchase / Sales        | Bank Reco Statement            | Balance Sheet                | Point of Sale               |
| Golden Rules of Accounting | Receipt / Payment       | Interest Calculations          | Stock Summary                | Tax Deducted at Source      |
| Accounting Masters         | Contra / Journal        | Order Processing               | Interest Payable-Receivable  |                             |
| Inventory Masters          | Inventory Transactions  | Printing and Reporting         | Intro. to GST / Model of GST |                             |