



सरकार मान्य



Duration: 12 Months

**The Best Program For Commerce Students™**

Raj Certified Professional Accountant program aims to develop student into a complete accountant, working on accounting related software on computers. This program basically caters to Commerce graduates as well as people who are interested to make career in computerised accounting. The minimum qualification required for enrollment in this program is HSC. The program has modular pattern of teaching and examination. On successful completion of R-CPA the student would be awarded final certification. Student has to appear for MBTB examinations by paying examination fees as prescribed from time to time for all modules.

**Career Opportunities:** Professional Corporate Accountants, Tally Professional, Account Assistant, Tax Process Executive, Teaching Professional for Tally and Taxations, Jobs in Stock Market, Self Employment in Tally - GST Work. R-CPA give Career readiness for Accounting, Banking and Finance Industry.

<p><b>Semester-1</b> <b>Certificate Course in Operating System &amp; Application Management</b></p>			
Windows Networking Concepts Computer Viruses and Internet	Multimedia & E-Commerce MS Word MS Excel	MS Excel (Advance) MS PowerPoint Digital Payment System	Net Banking MS Outlook
<p><b>Certificate Course in Computerised Accounting Using TallyPrime</b></p>		<p><b>Certificate Course in Advanced Computerised Accounting Using TallyPrime</b></p>	
<p><b>Beginner Level</b> Basics of Accounting Accounting Principles Golden Rules of Accounting Tally Fundamentals Chart of Accounts Accounting Masters Inventory Masters Units of Measures Accounting Vouchers Purchase / Sale Receipt / Payment Contra / Journal Debit Note / Credit Note Inventory Vouchers Stock Journal / Physical Stock Stock Summary Trial Balance Profit &amp; Loss Account Balance Sheet</p>	<p><b>Intermediate Level</b> Interest Calculations Stock Categories Order Processing Batchwise Details Manufacturing Journal Additional Cost of Purchase Multiple BOM Voucher Class Budgets and Controls Credit Limit Cost Centre &amp; Cost Category Multiple Currencies Stock Valuation Methods Bank Reconciliation Statement F11 - Features / F12 - Configuration Security Controls and Tally Vault Tally Audit Financial / Inventory Reporting Printing from Tally</p>	<p><b>Advance Level</b> Scenario Management Optional / Post Dated Vouchers Reversing Journal Price List Re Order Levels Alternate / Compound UOM Export of Data Import of Data Export Formats ODBC in Tally Consolidation / Split of Accounts Company Logo Printing Using Phonetic Keyboard Layout Bill Settlement Receipt and Payment Statement Web Browser E-mail &amp; Uploading Backup &amp; Restore Multi Linguistic Features</p>	<p><b>Expert Level</b> Statutory Info Exception Reports Statistics Cash Flow and Funds Flow Intro. to GST / Model of GST GST Classification GST Master / Stock Creation GST Different Tax Rate GST Invoice / GST Report GST Challans / Returns TDS (Tax Deducted at Source) TCS (Tax Collected at Source) POS (Point of Sale) Payroll Income Tax Advance Banking Features Setting up of Tally Migrating Data Advance Configurations in Tally</p>
<p><b>Semester-2</b> <b>Certificate Course in Tax Administration</b></p>			
<p><b>Domain Knowledge of Income Tax</b> Introduction of Income Tax Act Permanent Account Number (PAN) Heads of Income Deductions and Exemptions Computation of Total Income and Tax Tax Deducted at Source (TDS)</p>	<p><b>Procedure with Online IT Portal</b> Introduction and Creation of Account Prefiling Process (View 26AS, AIS) Practical of E-Filing of Income Tax Return Online Tax Payment Post Filing Features of ITR Online TDS Application</p>	<p><b>Domain Knowledge of GST</b> Introduction to GST Act GST Registration and Returns E-Invoicing E-Way Bill Problems on GST Calculation</p>	<p><b>Procedure with Online GST Portal</b> Introduction to GST Portal Registration on GST Portal Filing of GST R-1, 3B and Online Tax Payment Generating E-Way Bill Online Generating E-Invoicing Online</p>
<p><b>Certificate Course in Capital Market</b></p>			
<p>Basic Investment Understanding Capital Market and Its Structure Mutual Funds</p>	<p>IPO (Initial Public Offering) Macro Economic Analysis Fundamental Analysis</p>	<p>Technical Analysis Derivatives (Call Put Strategy) Future and Option (F&amp;O)</p>	<p>Currency Markets Commodity Markets Practical Training on Trading App</p>
<p><b>Certificate Course in Banking and Business Management</b></p>			
<p><b>Banking</b> Banking Fundamentals Basics Understanding of Banking Practices and Procedures Retail Banking Commercial Banking</p>	<p>Banking Products Banking Process Fin-tech &amp; Digitization Securities Understanding Credit &amp; Risk Marketing of Financial Services</p>	<p><b>Business Management</b> Management Basics Office Management Personnel Management Strategic Management Managing Business Finance</p>	<p>Technology Management Marketing Management Export Management Import Management Practical Work on Project Report Case Studies of Successful Enterprises</p>

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