Certificate Course in Computer Application
(MS-OFFICE, Tally with GST & Typing)

Course Overview

This course is designed to aim at imparting a Basic to Advance Level IT Literacy programme with MS-office & Tally with GST Course for the common man. If you are Looking for a job in advance Excel & accounting taxation or payroll? We will suggest a course that makes your career bright in accounting. CCEA is one such course in Accounting & MS-office which can help you climb your career ladder at a faster pace.

Duration: 6 Months

TallyPrime

Job Prospects

Once you finish a professional course in software like Tally, Advance Excel, MS-office & Typing your chances of getting hired for the job profile of an Accountant by a multinational corporation or a company of your own choice will increase exponentially

Job Profiles

- E-Accountant
- Accounting Clerk
- Data Entry Operator
- Accounts Executive
- MIS Executive
- Accounts Officer
- Tally Operator
- Accounts Supervisor

Course Content

MS-Windows

- Introduction to Computer
- Computer Basic
- Creating Folder
- Directories
- Input units
- Output units
- Central Processing Units
- What is Hardware
- What is Software
- Windows Short Cut Keys

Microsoft-Word 2016/2019

- Creating
- Editing
- Saving
- Printing documents
- Page Setup
- Font and Paragraph Formatting
- Simple character formatting
- Inserting tables
- Smart Art
- Page breaks
- Using lists and styles
- Working with images
- Using Spelling and Grammar check
- Understanding document properties
- Macros
- Mail Merge

Microsoft-Excel 2016/2019

- Spreadsheet Basics
  - Creating
  - Editing
  - Saving
  - Page Settings
- Working with Functions & Formulas
  - Basic Functions
  - Lookup Functions
  - Logical If Functions
  - Financial Functions
  - Statistical Functions
  - Maths & Trig. Functions
  - Text Functions & Many More
- Modifying worksheets with color
- Auto Formats
- Charts & Graphs
- Pivot Table & Pivot Chart
- Data Forms
- Analyzing Data
- Data
  - Subtotal
  - Sorting Data
  - Filtering Data
  - Data Validation
  - Goal Seek
- Formatting worksheets
- Conditional formatting
- Macros
- Securing & Protecting Spreadsheets
- Proofing and Printing

Microsoft-PowerPoint 2016/2019

- Opening
- Viewing
- Creating
- Printing Slides
- Applying Auto Layouts
- Adding Custom Animation
- Using Slide Transitions
- Charts & Graphs
- Hyperlinks and Action Buttons
- Working with Movies and Sounds
- Slide Master
- Creating Professional Slide for Presentation.

Internet

- What is Internet?
- Understanding how to search/Google
- Bookmarking and Going to a specific website
- Search engines
- Email -
  - Receiving Incoming Messages
  - Sending Outgoing Messages
  - Email addressing
  - Email attachments
- Copy and paste Internet content into your word file and emails
- Blogging
- Understanding social media platforms such as Facebook & Many more
- Learn with best practices

Course Content

Basic of Accounting

- Types of accounting
- Accounting terminologies
- Journal
- Ledgers
- Trial balance
- Financial statements

Introduction to Tally Prime

- Creation and customization of Company, Masters and Accounting Masters
- Create
- Alter
- Backup
- Restore
- Delete

Voucher

- Types of vouchers

  - Contra
  - Payment
  - Receipt
  - Journal
  - Sale
  - Purchase
  - Debit note
  - Credit note

Cost Category and Cost Centre

- Single cost centre
- Multiple cost centre
- Altering multiple cost centre

Inventory Control

- Stock group
- Stock category
- Stock item
- Units
- Godown
- Multiple locations
- Stock summary

Order Processing

- Purchase order
- Receipt note
- Rejection outwards
- Sales order
- Delivery note
- Rejection inwards

Advanced Voucher Class, Point of Sale, Price Level, Price List.

Bill of Material

Batch Wise Details

Backup & Restore

Credit Limit, Additional Vouchers

Budget and Export

- Multiple budgets for different period
- Budget variance
- Export of various reports in different formats

Payroll

Financial Reports

- Account books
- Statements of account
- Bank reconciliation
- Cheque book maintenance

Goods and Services Tax

- Introduction and history of GST
- Various slabs of GST
- HSN codes
- SAC codes
- Types of GST returns
  - GSTR 1
  - GSTR 2
  - GSTR 3B
- Difference between Tax invoice and Bill of Supply
- Multiple rates products in single invoice
- Multiple rates products with service in single invoice

Implementation of GST for Goods and Services

TDS and TCS Voucher Entries

Typing