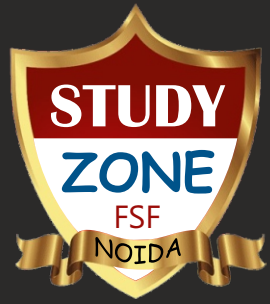


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**9355222185  
8860320996**

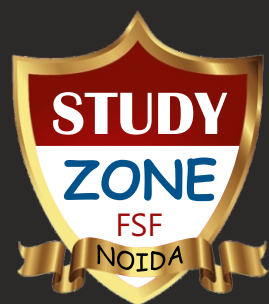


## **-: OUR PROGRAMS :-**

- ☞ **BASIC COMPUTER ( 3 Months/90 Hour )**
- ☞ **DCA ( Diploma in Computer Application) (6 Month/180 Hour)**
- ☞ **GRAPHIC DESIGNING (3 Months/90 Hour)**
- ☞ **ADVANCE EXCEL (6 Months/ 180 Hour)**
- ☞ **ADVANCE PRO EXCEL With Certificate (9 Months/270 Hour)**
- ☞ **PROFESSIONAL TALLY (3 Months/90 Hour)**
- ☞ **PROFESSIONAL PRO TALLY (6 Months/180 Hour)**
- ☞ **PROFESSIONAL ADVANCE PRO TALLY (12 Months/ 360 Hour)**
- ☞ **GST SARTHI (3 Months/90 Hour)**
- ☞ **GST SUPER SARTHI (6 Months/ 180 Hour)**
- ☞ **UG PROGRAMS (3 Year & 4 Year Undergraduate Course Available)**
- ☞ **PG PROGRAMS (2,3 & 4 Year Post Graduate Course Available )**
- ☞ **DIPLOMA (6 Months, 1 Year & 2 Year Diploma Available)**
- ☞ **CERTIFICATION (6 Months, 1 Year & 2 Year Certification Available)**
- ☞ **PROFESSIONAL (All Professional Course Available )**
- ☞ **REGULAR/ DISTANCE EDUCATION**

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## **BASIC COMPUTER**

(Course Duration 3 Months)

**Computer Fundamental**

1. MS Office
2. MS World
3. MS Excel
4. Power Point
5. MS DOC
6. Internet etc.

## **DCA Course**

(Course Duration 3 Months)

**Computer Fundamental**

1. MS Office
2. MS World
3. MS Excel
4. Power Point
5. MS DOC
6. Internet etc.

**Accounting Tally ERP-9/Prime**

1. Fundamental Of Tally, Manual Accounting
2. Journal Entry, Voucher Entry, Ledger Creation, Profit & Loss, Balance Sheet, Trading A/c
3. Stock (Inventory) Sales, Purchase Dr. Note, Cr. Note, Purchase Order Sales Order, Delivery Note, Rejection Out, Rejection In.
4. Taxation (GST, CGST, SGCT, IGST, TDS, TCS) BRS (bank Reconciliation) Cost Center. Interest Calculation, Budgets. BOM (bill Of Material) Price List Data Import Pr Export, Payroll, POS (point Of Sales) Etc.

### **Module 1: Introduction of MS-Excel**

- ✓ Calculations in Excel (Basic Formula's & Advanced Formula's)
- ✓ Calculations in Excel (Absolute/ Relative/Sheet Reference)
- ✓ Linking between Excel Files and Data, Chart Preparation in Excel with Details Features

### **Module 2 ADVANCED FUNCTIONS of MS-Excel**

- ✓ Tabs and Menus of Excel, Office Button/File Menu
- ✓ Home Tab Options (Advanced Formatting & Paste Special)
- ✓ Specialized Effects like Formatting, Page Elements & Setup with Advanced Options.
- ✓ Formula Tab options with Auditing, Data Tools in Excel
- ✓ Advance Security Option from Review and View Tabs

## **DTP (GRAPHIC DESIGN)**

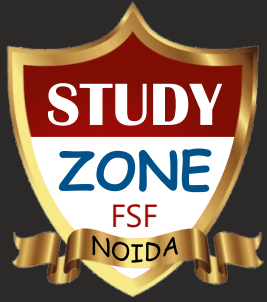
(Course Duration 3 Months)

1. Corel Draw
2. Photo shop
3. In Design
4. Illustrator



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## ADVANCE EXCEL

(Course Duration 6 Months)

### Module 1: Introduction of MS-Excel

- ✓ Calculations in Excel (Basic Formula's & Advanced Formula's)
- ✓ Calculations in Excel (Absolute/ Relative/Sheet Reference)
- ✓ Linking between Excel Files and Data, Chart Preparation in Excel with Details Features

### Module 2 ADVANCED FUNCTIONS of MS-Excel

- ✓ Tabs and Menus of Excel, Office Button/File Menu
- ✓ Home Tab Options (Advanced Formatting & Paste Special)
- ✓ Specialized Effects like Formatting, Page Elements & Setup with Advanced Options.
- ✓ Formula Tab options with Auditing, Data Tools in Excel
- ✓ Advance Security Option from Review and View Tabs

### Module 3

- ✓ **ADVANCED** Data Analysis (Adv. Sort, Filter, Subtotal, Validation, Consolidation)
- ✓ Goal Seek and Scenario Features in Excel Industry Work
- ✓ PIVOT Table and Data Analysis using options of Pivot Table
- ✓ More Useful Functions in Excel (Date/Time, Text, Mathematical, Statistical etc.)
- ✓ V-Lookup and H-Lookup Functions and its use in Industry

## ADVANCE PRO EXCEL

(Course Duration 9 Months)

### Module 1: Introduction of MS-Excel

- ✓ Calculations in Excel (Basic Formula's & Advanced Formula's)
- ✓ Calculations in Excel (Absolute/ Relative/Sheet Reference)
- ✓ Linking between Excel Files and Data, Chart Preparation in Excel with Details Features

### Module 2 ADVANCED FUNCTIONS of MS-Excel

- ✓ Tabs and Menus of Excel, Office Button/File Menu
- ✓ Home Tab Options (Advanced Formatting & Paste Special)
- ✓ Specialized Effects like Formatting, Page Elements & Setup with Advanced Options.
- ✓ Formula Tab options with Auditing, Data Tools in Excel
- ✓ Advance Security Option from Review and View Tabs

### Module 3

- ✓ **ADVANCED** Data Analysis (Adv. Sort, Filter, Subtotal, Validation, Consolidation)
- ✓ Goal Seek and Scenario Features in Excel Industry Work
- ✓ PIVOT Table and Data Analysis using options of Pivot Table
- ✓ More Useful Functions in Excel (Date/Time, Text, Mathematical, Statistical etc.)
- ✓ V-Lookup and H-Lookup Functions and its use in Industry

### Module 4

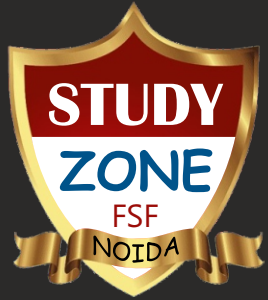
- ✓ 25 Corporate Level Projects for Individual options in Excel
- ✓ MIS Reporting Analysis Options.
- ✓ Detailed Work to Handle large Data with Data Operations like Advanced Filter.
- ✓ Introduction to VBA, Macro and How to Use Macro in Excel I to save Work Time.



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## ADVANCED EXCEL:

- Multiple-level Sub Total Reports
- Filtering database & Sorting data
- Securing & Protecting Worksheets
- Linking Multiple Sheets
- Sheet Referencing
- Dynamic Linking Word/Excel/Powerpoint
- Functions: LOOKUP, VLOOKUP
- HLOOKUP
- COUNTIF, SUMIF
- What-if-analysis
- Goal Seek
- Pivot Tables & Pivot Charts

## PROFESSIONAL TALLY

### FINANCIAL Accounting

- ✓ Creating A Company
- ✓ Company Configuration
- ✓ Setting up a New Company
- ✓ Ledger/Creating Groups
- ✓ Account Heads/ Voucher Entry
- ✓ Payment/Receipt Voucher
- ✓ Contra Entry
- ✓ Purchase/Sales Register
- ✓ Creating Cost Centres
- ✓ Creating Trial Balance
- ✓ Viewing Statement of Accounts
- ✓ Profit & Loss Account
- ✓ Balance Sheet
- ✓ Bank Reconciliation
- ✓ Interest Calculation
- ✓ Bank & Cash Books
- ✓ **PAYROLL**
- ✓ Company Controls
- ✓ TDS- Tax Deducted Sources
- ✓ **GST CALCULATION**
- ✓ GST-Goods and Services Tax
- ✓ Accounting of **GST in Tally**
- ✓ **CGST**-Central GST Government
- ✓ **SGST**-State GST, Integrated GST

- Scenario Manager
  - Date Functions
  - Age Calculations
  - NESTED IF
  - Consolidation of Data
  - Data Validation
  - Logical functions.
  - (AND, OR, NOT)
  - Macro: Definition & Concepts
  - Record & Run a macro
  - Store a macro
  - **Introduction to VBA Prog**
- 25+ Projects of Practical Training**

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### INVENTORY

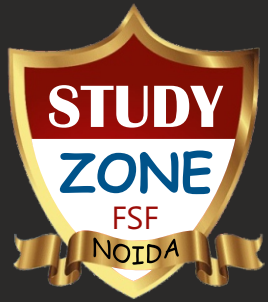
- ✓ Features
- ✓ Stock Groups
- ✓ Stock Items
- ✓ Physical Stock Voucher
- ✓ Creating Units of Measure
- ✓ Rejections In & Out
- ✓ Purchase & Sales Order
- ✓ Multi Currency
- ✓ Invoicing, Bill or Stock Wise
- ✓ Debit/Credit Notes
- ✓ Budgets & Controls
- ✓ Multiple Godowns
- ✓ Rejection Notes
- ✓ Sales Plan/Purchase Plan
- ✓ Sales Order Processing
- ✓ Purchase Order Processing
- ✓ Maintaining Physical Stock
- ✓ Inventory Reports & Statements.
- ✓ Interest Calculation
- ✓ **PRINT PREVIEW**



**TallyPrime**



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**Contact:**

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**8860320996**

## PROFESSIONAL PRO TALLY

### **A Unique Combination of 5 Modules**

TALLY OPERATOR - OPERATION OF TALLY with GST

Calculation. Professional Advanced Training, Principles of Accounting  
GST, Training  
& Advanced Excel

Module 1- Accounts & Basic Inventory

Module 2- Advance Accounts & Inventory (Executive)

Module 3- TALLY PROFESSIONAL

Module 4- ADVANCED EXCEL

Module 5- GST Book & Certification

### **ADVANTAGE OF DOING THE Tally Professional COURSE**

ITC Quality Control

Methodology

Assessment Pattern

Global Qualification

Mock Tests

## PROFESSIONAL ADVANCE PRO TALLY

This course includes the Tally Operations

**1. TALLY PROFESSIONAL COURSE** is developed after a thorough research & study of the industry. By joining this course student will be able to determine where he needs to focus & career prospects available for him in the field of Business Accountancy.

### **2. TALLY GST BOOK & CERTIFICATE**

Get familiar with the Technological Advantages of Tally including Multilingual Capabilities, Remote Access, Security Features. Have an understanding of basic concepts, practical application of GST, TDS.

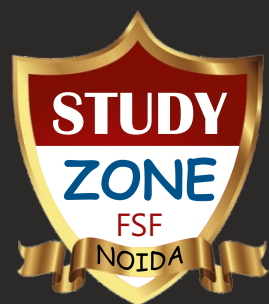
- Fundamentals of Accounting and Tally ERP 9 & PRIME
- Creating Masters in Tally ERP 9
- Voucher Entry and Generation of Reports
- Tally Vault and Security Control
- Export, Import and Splitting of Data
- Connectivity & Printing Reports, Payroll
- Advanced Accounting and Inventory in Tally ERP 9
- Job Costing and Job Order Processing
- Installing & Activating Tally ERP 9
- **GST Calculation: GST-GOODS & SERVICES TAX**
- Accounting of GST in Tally,
- CGST-Central GST Government
- SGST-State GST, IGST-Integrated GST
- TDS: Tax Deducted at Source

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**TallyPrime**

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## **GST SARTHI**

(Course Duration 3 Months)

- ✓ GST Rules
- ✓ GST Sections
- ✓ GST Registrations
- ✓ GST Returns
- ✓ GST Penalty
- ✓ RCM/Exemption

## **GST SUPER SARTHI**

(Course Duration 6 Months)

- ✓ GST Rules
- ✓ GST Sections
- ✓ GST Registrations
- ✓ GST Returns
- ✓ GST Penalty
- ✓ RCM-Exemption
- ✓ GSTR 9 & 9C
- ✓ Composition
- ✓ Audit/ Assessment
- ✓ TDS/TCS
- ✓ ITS/Refunds
- ✓ E-Way Bill

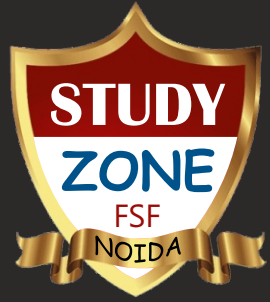


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### **(CGST Rules 2017 (Amended as on Nov 2023))**

Chapter 1 - Preliminary -	Rules (1 -2)
Chapter 2 - Composition	Rules (3-7)
Chapter 3 - Registration	Rules (8-26)
Chapter 4 - Valuation Rules	Rules (27-35)
Chapter 5 - Input Tax Credit	Rules (36-45)
Chapter 6 - Tax Invoice, D/C notes	Rules(46-55A)
Chapter 7 - Accounts and Records	Rules (56-58)
Chapter 8 - GST Returns	Rules(59-84)
Chapter 9 - Payment of Tax	Rules (85-88C)
Chapter 10 - Refunds in GST	Rules (89-97A)
Chapter 11 - Assessments in GST	Rules (98-102)
Chapter 12 - Advance Ruling	Rules (103-107A)
Chapter 13 - Appeals and Revision	Rules (108-116)
Chapter 14 - E Way Rules	Rules (138-138E)
Chapter 15 - Demand and Recovery	Rules (142-161)
Chapter 16 - Penalties in GST	Rules (162)

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## EDUCATIONAL PROGRAMS

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### • UG PROGRAMS

BBA  
Engineering - BE, B.Tech, and B.Arch.  
Computer Application - BCA  
Designing - Fashion/Interior/Web  
Mass-Communication/Journalism - BJMC  
Hospitality (Hotel) - Hotel Management  
Medical - BDS and MBBS  
Finance - B.Com/CA  
Arts Psychology and Sociology  
Law - BA LLB/LLB

### • PG PROGRAMS

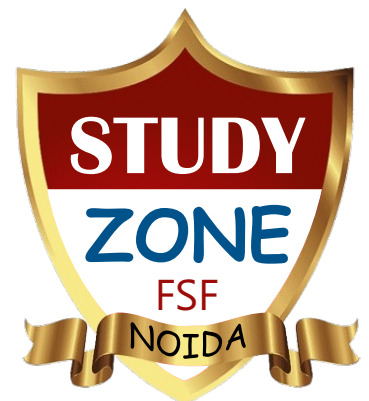
Master of Business Administration  
Master of Science  
MBA  
MCA  
Hotel Management  
Master of Arts  
MCom  
Medical  
MTech  
PGDM  
Law  
Ma Journalism Course  
Master of Data Science  
Architecture  
Bachelor of Library Science  
Courses after B a  
Digital marketing  
Finance  
MS Neurosurgery  
Master in Computer Science

### • DIPLOMA

Diploma in Hotel Management  
Diploma in digital Marketing  
Diploma in Engineering  
Fashion design  
Diploma in Information Technology  
Diploma in Nursing  
Diploma in Animation and Multimedia  
Graphics  
Interior design  
Diploma in web development  
Diploma in Agriculture  
Diploma in Biotechnology  
Diploma in Food Technology  
Electronics and Communication Engineering  
Diploma courses after 12th  
Diploma in Pharmacy  
Physical therapy  
PG Diploma in Management

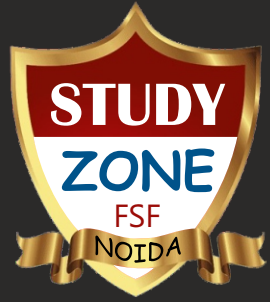
### • CERTIFICATION

Project management  
Architecture  
Security  
Computer security  
Marketing certifications  
AI certification  
AWS Certification  
Data Science certification  
Google Professional Cloud Architect





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- 2) MANGALAYATAN UNIVERSITY UP (ALIGARH)
- 3) HGU UNIVERSITY (UTTARAKHAND)
- 4) K.M. UNIVERSITY UP (MATHURA)
- 5) AGRAVAN HERITAGE UNIVERSITY UP (AGRA)
- 6) SIKKIM alpine
- 7) NIRWAN
- 8) VIGNAN
- 9) FS

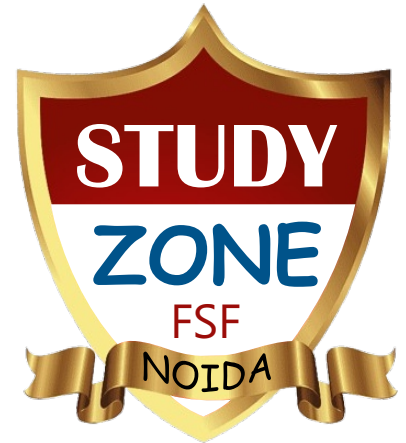
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- 1) MANGALAYATAN UNIVERSITY UP (ALIGARH)
- 2) SVSU UP (MEERUT)
- 3) SGVU RAJASTHAN (JAIPUR)
- 4) MATS (RAJASTHAN)

### ONLINE UNIVERSITY

- 1) MANIPAL UNIVERSITY (JAIPUR)
- 2) MANGLAYTAN (ALIGARH UP)
- 3) JAIN
- 4) SMU
- 5) GURUKASHI
- 6) AMITY online
- 7) KUK

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BCI, PCI, NCTE COUNCIL APPROVED COURSES IN GOVT. UNIVERSITY.

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