

Courses Offered

Adv. Excel

- > Introduction to Excel & Basic Understanding
- > Mathematical Functions
- > Date & Time Function
- > Text Functions & Data Validation
- > Statistical Function & Other Functions
- > Logical Functions
- > Lookup & Reference Functions
- > Pivot Table & Charts, Import and Export data





MS Office

- > MS Word
- > MS Excel
- > MS PowerPoint
- > MS Outlook
- > MS Access













Smart Accounting

- > Financial Accounting
- > Taxation
- > Statutory
- > Basic Computer Skills





Tally Prime Essentials Combo

- > Tally Prime Essential level 1
- > Tally Essential level 2
- > Tally Essential level 3





> COMBO – 16000 Rs Only > Each LEVEL Individually 6,000 Rs Only

Taxation and Statutory

- > Part A Taxation
- > Indirect Tax- GST





Tally Professional

Level -1 Details

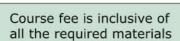
- > Multi-currency
- > Intrest calculations
- > Manufacturing process
- > Advance bank transactions
- > Connectivity features in tally prime using tally net

Level -2 Details

- > Recording Advance GST transaction
- > Recording Advance TDS transactions
- > TAX COLLECTED AT SOURCE [TCS]
- > Payroll and income tax







Duration would be days @ 2 hours per day all working days (Mon- Fri)



Specifications:

- 1. Limited strength per batch not exceeding 15 students
- 2. Concentrating all the students
- 3. Experiencing original applications
- 4. Thorough understanding of practical approach



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