



**Karthikeya**  
Academy of Commerce

## 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



**8,000 /- Only**

### MS Office

- > MS Word
- > MS Excel
- > MS PowerPoint
- > MS Outlook
- > Basic Computer Skills

 **Office 365**



**10,000 /- Only**

### Smart Accounting

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



**35,000 /- Only**

## Tally Prime Essentials Combo

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



- > COMBO – 18000 Rs Only
- > Each LEVEL Individually 7,000 Rs Only

## Taxation and Statutory

- > Part A – Taxation
- > Indirect Tax- GST



**12,000 /- Only**

## Tally Professional

### Level -1 Details

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



**13,500 /- Only**

### Level -2 Details

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



Course fee is inclusive of all the required materials

Duration would be 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

### Karthikeya Academy

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