

DEO(Certificate in Data Entry Operator)

Training Duration: 3 Months @ 1.5 Hours a day)

Introduction of IT-ITeS Industry

- Emerging Trends – IT-ITeS Industry
- Understand the Role of a Domestic Data Entry Operator

Computer Fundamentals

- Computers – Functions & Components
- File Management Techniques

Internet Typing Techniques & building speed Microsoft Office Computer Applications

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

E-mails

Undertake Data Entry Services

- Customer Information & Query Resolution
- Timely Customer Updates
- Data Accuracy & it's Importance

Managing Work

- Planning & Organizing Skills
- Prioritizing Work
- Understanding the Work Output Requirements
- Complying with Company Policies & Rules

Maintaining Health & Safety at Workplace

- Health & Safety Hazards
- Identifying Hazards & Ways to Deal with Them
- Emergency Procedures
- Maintenance of High Standards of Health, Safety & Security



CAG (Certificate in Computerized Accounting & GST)

(Training Duration: 3 Months @ 2 Hours a day)

This program is suitable for candidates who are looking for a professional program which can prepare them for accounting services including GST. The program begins with a quick overview of Tally Prime. It introduces the participants to taxation structure followed in our country. This program is designed to specifically trained a person to work on GST.

Basic Concept of Tally Prime

- Creation, Modification, Deletion – Company Group & Ledgers.
- Company Merging & Splitting

Working on Tally

- Handle different types of Vouchers & recording of Transactions
- Inventory Management – Create & maintain Inventories
- Maintain Bills/Invoice details and track Receivables & Payables
- Create and maintain Cross-centres & Budgets
- Understand and apply Funds Flow & Cash Flow Statements
- Ratio Analysis & Compute commonly used Ratios
- Analyze Financial Statements
- Maintain Data Accuracy, Consistency & Backups

Payroll Process

- Creating Payroll Masters
- Processing Payroll – Attendance & Payroll Vouchers
- Accounting for PF, ESI Contribution
- Generating Payroll Reports
- EPF, TDS on Payroll Process

Taxation

- Understand Taxation Basics
- Understand TDS, PAN, TAN etc.
- Understand GST, TDS

E-Filing of Taxes

- Implement GST in Tally Prime
- Process of E-File GST Returns
- Generate Reports in GST
- Process of E-File TDS Returns
- Generate TDS reports and Challans

Security and Data Management

- Tally Vault – Implement Security of Financial Transactions
- Data Management / Data Backup & Financial Year End Process in Tally Prime

DEM (Certificate in Data Entry & MIS) , 6 Months

(Training Duration: 288 Hours: 6 Months @ 1.5 Hours a day)

This program is suitable for candidates who are looking for a professional program which can prepare them for employment opportunities in IT - ITES sector and all other sector where IT services or MIS work is needed. The program structure is designed in such a way that it gives in depth know how and skills to work on MS office along with specialised one month top up over and above 6 months of duration for Basic Analytics & MIS skills through Advance Excel.

Module – 1

Microsoft Office Computer Applications

- Documentation with MS-Word
- Presentation with MS-Power Point
- Database Management with MS-Access
- MS-Outlook – An Introduction

Office Management & Office Procedures

- Office vs. Organization
- Need of Effective Office Management
- Skills, Roles & Responsibilities of an Office Administrator
- Need for Effective Filing
- Coordination, Planning & Organizing Meetings, Travels & In-House Events
- Connecting through Skype & Team Viewer
- Using Data Back-up Technology on Pen Drives, Hard Disks, CD/DVD, One Drive
- How to connect to Printer & Printing/Scanning Information
- Procuring Office Supplies

Effective Functional Communication Skills

- Importance of Effective Communication
- Verbal Communication – Smart Talk
- Communicate Effectively – Over Telephone
- Office & Business Correspondence
- Write Right
- Read Right

Module – 2

Microsoft Excel

- MS Excel – An Introduction

VBA – an Introduction

- What are VBA Macros
- Need of VBA Macros
- Benefit & Limitations of VBA Macro
- Display of Developers Tab & VB Editor
- Macro Recordings
- Introduction to the Writing of Basic VBA codes
- Working in the Visual Basic Editor
- Saving Off Your Macro

VBA Macro Programming

- Use of Decision Making Statements in Macro by using: If & Else Conditions, And /OR Conditions, Select-Case & Not Statements
- Working with Loops & Range Objects: Introduction of Programming Concepts to write Excel Formulas in Programs

Types of Errors & How to Debug Errors VBA Macro Programming: Form Vs. Active X Controls & Advanced User Forms

- Data Analysis
- Charts from Multiple Data Sheets
- Dashboard Reporting
- MIS Reporting

Personality Plus

- Personality Enhancement & Personal Effectiveness for Good Impression

WD (Certificate in Web Developer), 6Months

This is a professional program suitable for candidates who are looking for employment opportunities in the area of Graphic Designing and Designing for APP and websites. This program equips the candidates in designing and improving the look and feel, functionality and visual appeal of the developed application. It covers a wide range of Web & Media Designing and Development tools. This program also emphasizes on building mandatory soft skills.

Module - 1

Understanding the role of Web / Media Developer

HTML

- HTML Tags, Elements and Attributes
- Images in HTML
- Connecting Web Pages
- Lists, Tables, Frames and Forms
- More on HTML 5
- HTML Multimedia

CSS

- Role of CSS in Web designing
- CSS Basics
- Selectors in CSS & CSS Rules Overriding
- Background colors, images, gradients, Borders
- Text effects
- Multi Background
- Web Fonts
- 2D and 3D Transforms
- Animations

JavaScript

- Introduction to the scripting language- JavaScript
- JavaScript Fundamentals
- Events and Objects
- Window, frame and form object

Managing Work to meet Requirements

- Work planning and organizational standards
- Cleanliness at workplace

- Understanding company policies and rules
- Work output requirements

Effective Functional Communication Skills

- Importance of Effective Communication

- Verbal Communication – Smart Talk
- Communicate Effectively – over telephone
- Office & Business Correspondence – Write right & Read right

Module - 2

Introduction to CMS – Content Management System

WordPress as an Open Source CMS

- Features of WordPress
- WordPress Platform and Tools
- WordPress Pages and Themes
- Managing WordPress Categories
- Customizing themes
- Building dynamic websites and blogs using WordPress
- Editing, publishing and modifying the content of website

Web Designing with Dreamweaver

- Design, develop and maintain websites and applications
- Design and Layout
- Adding Design Elements
- Hyperlinks
- Special media and final upload

SQL

- Store, manipulate and retrieve data stored in a database
- Concept of RDBMS
- Database normalization
- SQL Syntax, Constraints and Datatypes
- SQL Joins and other RDBMS packages
- Nested Queries

Maintaining a healthy, safe & secure working environment, Manage work to meet requirements, Providing information in standard templates & Personality Plus

Personality Enhancement & Personal Effectiveness for Good Impression

PA (Certificate in Professional Accounting)

(Training Duration: 12 Months (576 Hours))

This is a comprehensive program, which covers a wide range of topics to make the learner become employment ready in Banking and Finance Sector. Besides equipping the learner on accounting principles, MS Excel and BUSY; it helps the learner develop in depth knowledge and skills in Tally Prime. This program helps the learner explore Tally not just as a basic accounting package, but as a complete business management tool by covering advanced concepts like payroll management and taxation including GST through Tally. It also emphasizes on building mandatory soft skills and interview handling skills.

Module - 1

Manual Accounting

- Commonly Accepted Accounting Principles
- Book Keeping

MS Excel

- Introduction to MS-Excel Interface
- Navigating Around in an Excel Spreadsheet
- Working on Simple Calculations
- Functions; Organize & Process Statistical, Mathematical, Financial & Logical Data
- Link Worksheets
- Using Data Tab; Organize, Analyze & Present Data for various purposes
 - Filtering
 - Grouping
 - Sub-Totalling
 - Consolidate
- Perform "what-if" & Data Analysis for Developing Financial & Marketing Plans
 - Scenario
 - Goal Seek
 - Data Table
- Tools & Techniques to Process & Enhance the Usefulness of Data
 - Data Validation
 - Conditional Formatting
- Using PivotTable for Tabulating & Managing Data
- Translating Data Analysis into Meaningful Charts & Graphs
- Sheet Protection
- Printing Techniques

Functional Communication

- Understand the Importance of Effective Communication
- Verbal Communication – Smart Talk
- Communicate Effectively Over Telephone
- Write Right – Thumb Rules
- Office & Business Correspondence

Module - 2

Computerized Accounting Using Tally Prime

Basic Concept of Tally Prime

- Creation, Modification, Deletion, – Company Group & Ledgers.
- Company Merging & Splitting

Banking Process in Tally Prime

- Cash & Bank Transaction in Tally

Working in Tally

- Handle different types of vouchers and recording of transactions
- Inventory Management – Create and maintain inventories
- Maintain bills/invoice details and track receivables and payables
- Create and maintain cross-centres & budget
- Understand and apply funds flow & cash flow statements
- Ratio analysis & compute commonly used ratios
- Analyze financial statements
- Maintain data accuracy, consistency & backups

Personality Plus

- Personality Enhancement & Personal effectiveness for good impressions

Module - 3

Payroll Process

- Creating Payroll Masters
- Processing Payroll – Attendance & Payroll Vouchers
- Accounting for PF, ESI Contributio
- Generating Payroll Reports
- EPF, TDS on Payroll Process

Work Readiness

- Planning & Organizing
- Decision Making
- Time Management

Module - 4

Taxation

- Understand Taxation
- TDS, PAN, TAN etc.
- Understand GST, TDS

E-Filing of Taxes

- Implement GST in Tally Prime
- Process of E-File GST Returns Generate Reports in GST
- Process of E-File TDS Returns
- Generate TDS reports & Challans

Security & Data Management

- Tally Vault – Implement Security of Financial Transactions
- Data Management/Data Backup & Financial Year End Process in Tally Prime

Interview Plus

- Preparing for Interview
- Resume Preparation
- Mock Interviews

Project Work



CAP (Certificate in Computer Application & Programming) , 12 Months

(Training Duration: 576 Hours: 12 Months @ 1.5 Hours a day)

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Module – 3

Understanding the role of Web / Media Developer HTML

- HTML Tags, Elements and Attributes

