

Since:2004



SRI RAAM **COMPUTER EDUCATION**

An ISO 9001:2008 Certified Institute



+91 9811631557 , 9354132228
www.srceducation.in



DBA

Diploma In Business Accounting

Course Duration: - 1 Year

Type :- Diploma

Six Major Topics

Computer Application

1. Introduction to Computer
2. Introduction to Operating System
3. Notepad
4. WordPad
5. Ms-Paint
6. Ms-Word
7. Ms-Excel
8. Ms-PowerPoint
9. Internet

Fundamental Accounting

1. Introduction of Accounting
2. Accounting Fundamentals:
 - Basic Accounting Principles
 - Journal Ledger
 - Trial Balance
 - Bank Reconciliation
3. Final Accounts
4. Computerized Accounting in Tally & Busy
 - Practical Exposure of Account
 - Finalization in Tally & Busy.
5. Taxation:
 - Basic knowledge of TDS, VAT, Income Tax, Service Tax.
6. Taxation in Tally:
 - VAT, TDS, Service Tax in tally
 - Balance Sheet Finalization in Tally
 - PayRoll
 - MIS
 - Project
7. Income Tax & 'e' Filing of ITR'S, CST, VAT & E-Filing of Returns, TDS & E-Filing TDS Returns.
 - Service Tax & E-Filing of Service Tax Returns, Overview of Excise.



Tally Software

1. Tally.ERP 9 with GST

More Details:-

1. Company Info Menu
2. Accounting Information
3. Inventory Information
4. Voucher Entries
5. Advanced Accounting Features
6. Quick Setup
7. Taxation
8. Data Management & Administration
9. Reports
10. Online Taxation Return
11. Introduction to GST
12. Implementation of GST (Goods & Services Tax)

Busy Software

1. Busy with GST Implimentation

More Details:-

1. Company Info Menu
2. Accounting Information
3. Inventory Information
4. Voucher Entries
5. Advanced Billing Features
6. Taxation
7. Data Management & Administration
8. Reports

Advance Excel

1.Introduction to Excel

*Basic understanding Menu and Toolbar
*Introduction to different category of function like Basics, Mathematical and Statistical, Text and Information, Date And Time, Logical, Lookup and Reference

2.Other Functions

- Data Collection Method with Data Quality
- Single/Multidimensional Analysis
- Advanced Chart Techniques
- Custom Sort
- Filters(Conditional, Copy, Advance)
- *Advanced Conditional Formatting
- Data Validation
- Data Consolidation
- What if Analysis(Goal Seek, Scenario Manager Data Table)
- Formula Auditing/Calculation Option
- Delete Name and Create Selection
- Basic Macro Recording
- Pivot Table and Charts, Import and Export Data
- Report Development-(Live Project)

Soft Skill & Online Banking

1. Personality Development
2. Resume Building

Our Recruiters



Many More....

S R C

COMPUTER EDUCATION

Laxmi Nagar

H.O. : B-33 Vikas Marg Opp. Metro Pillar Number 43.

Laxmi Nagar, Delhi- 110092

Phones: 011-43507604, 9811631557

<http://www.srceducation.in>