



FISD
COMPUTER EDUCATION

CP-AFM

CERTIFIED PROFESSIONAL IN ACCOUNTING & FINANCE MANAGEMENT

Duration: 6 MONTHS

Registered Under





FISD
COMPUTER EDUCATION

TRAINING & ASSESSMENT PARTNERS



Tally Prime



webtel



INTRODUCING

Future India Skill Development is government registered institution which has more than 23 years of computer training experience. Our vision is to cater the demands of IT skilled workforce which over the time develops as multi training and skilling company.

Our institution has been the top running on Google My Business with 4.8 rating.





WHAT MAKES FISD DIFFERENT ?

FISD is highly experienced institution which understands students needs. Our mentors are highly professional with 21+ Years experience in computer industry world.



International Certification

We are official partners with Tally Solution and Microsoft Solutions which makes you have international and government validated certification.



Extra Practice Time

We believe that Practice makes knowledge and skills perfect.



100% Job Assistance

We provide 100% Job assistance



Offline Classes

Our goal is to teach and focus on once technical skills with one to one interaction that emphasis on overall Development and Skill Development.



EXCLUSIVELY FOR FISD STUDENTS



Job Portal

One stop solution
for all your job
needs, help you
find jobs



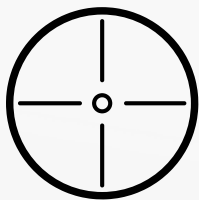
Learning Management System

We provide you with professional
learning portal for your all
learning requirements



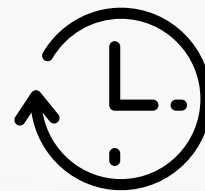
ABOUT CP-AFM

This program aims at creating future-ready professionals by empowering them in digital transformation in the banking sector and other innovations in the new-age environment. This certificate programme is designed to provide latest techniques and knowledge in emerging new specialization areas of management. These are specially designed for working executives and academics and keen scholars.



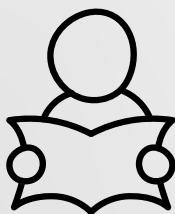
Career Scope

Finance Executive
Backend Executive
Data Entry Operator
Accountant



Duration

6 Months



Learners Trained

2500+



Certificate

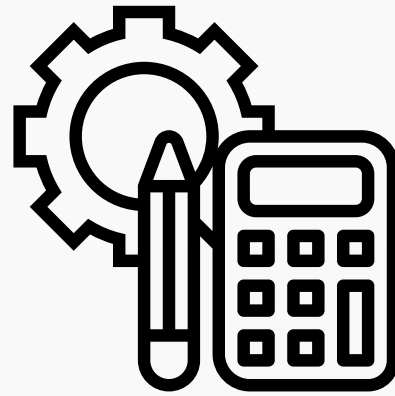
GOVERNMENT VALIDATED
CERTIFICATION

COURSE CONTENTS



MODULE 1

- MICROSOFT EXCEL
- ADVANCE EXCEL
- TYPING TECHNIQUES



MODULE 2

- TALLY PRIME WITH GST



MODULE 1

MICROSOFT EXCEL

1. BASIC FUNCTIONS (MATHEMATICAL , STATISTICAL , TEXT AND LOGICAL FUNCTION)
2. MARK SHEET IN EXCEL
3. CONDITIONAL FORMATTING
4. PIVOT TABLE AND CHARTS
5. PAGE SETUP
6. CONDITIONAL FORMATTING
7. CONSOLIDATE
8. WHAT IF ANALYSIS
9. CHARTS IN EXCEL AND SPARK LINES
10. MACRO RECORDING IN EXCEL
11. LINKING BETWEEN WORD/EXCEL/POWERPOINT
12. REFERENCE RELATION
13. INVOICE MAKING

ADVANCE EXCEL

- 1) CREATE CHARTS, ENHANCE CHARTS, DRAWING TOOLBAR FEATURES
- 2) ADVANCE DATA VALIDATIONS
- 3) CONSOLIDATE
- 4) WHAT-IF-ANALYSIS
- 5) COUNT, COUNTIF, COUNTIFS, SUM, SUMIF, SUMIFS, AVERAGE IFS
- 6) LOAN SHEET (FINANCIAL FUNCTION)
- 7) ATTENDANCE SHEET
- 8) VLOOKUP, HLOOKUP, DOUBLE VLOOKUP, OFFSET FUNCTION
- 9) VLOOKUP WITH ARRAY
- 10) GARBAGE CLEAN
- 11) LOAN WITH PPMT & IPMT
- 12) PAYROLL WITH EXCEL
- 13) PASSWORD PROTECTING WORKSHEETS AND WORKBOOK
- 14) LINKING MULTIPLE SHEETS
- 15) REFERENCE RELATION
- 16) LINKING BETWEEN WORD/EXCEL/POWERPOINT
- 17) DEFINITION, USAGE, RUNNING & RECORDING A MACRO.
- 18) PAY SLIP
- 19) DATE FUNCTION
- 20) ERROR FUNCTION
- 21) DATA MANAGEMENT
- 22) INVOICE WITH THE HELP OF FUNCTIONS
- 23) DEPRECIATION
- 24) ADVANCE SHORTCUT KEYS IN EXCEL



MODULE 2

(1) ACCOUNTING

- (A) FUNDAMENTALS OF ACCOUNTING
- (B) ACCOUNTING RULES
- (C) JOURNAL ENTRIES

(2) COMPANY BASICS

- (A) COMPANY CREATION
- (B) MODIFICATION
- (C) DELETION
- (D) GROUP COMPANY CREATION
- (E) TALLY VAULT
- (F) SPLIT COMPANY DATA
- (G) BACKUP AND RESTORE

(3) TALLY CONCEPTS

- (A) LEDGERS: CREATION, ALTERATION, DELETION
- (B) PREPARATION OF FINAL ACCOUNTS: PROFIT AND LOSS AND BALANCESHEET
- (C) ACCOUNTING VOUCHERS AND SHORT-CUT KEYS
- (D) INVENTORY MANAGEMENT
- (E) EXPORT AND IMPORT OF DATA
- (F) COST CENTER
- (G) BILLWISE DETAILS
- (H) BATCHWISE DETAILS
- (I) MULTICURRENCY
- (J) INTEREST CALCULATION
- (K) DEBIT NOTE AND CREDIT NOTE
- (M) BUDGET
- (N) GOOD AND SERVICE TAX
- (I) THEORY
- (II) PRACTICAL'S IN TALLY PRIME

SAMPLE CERTIFICATE



CERTIFICATE

THIS IS TO CERTIFY THAT

Palak Garg

*Son/ Daughter/Wife of _____ has been awarded
6 Months Certification in Accounting & Finance Management from FISD- Vivek Vihar*

CERTIFICATE NO. : 2023-03-20245
ISSUED BY : FUTURE INDIA SKILL DEVELOPMENT
DATE OF ISSUE : 09-5-2022
CANDIDATE ID : FISD/DEL/04/1001
GRADE : A+

Shuman

Authorized Signatory

GRADE "EXCELLENT" = ABOVE 80%

GRADE "A+" = 70% - 79%


GRADE "A" = 60% - 69%

GRADE "B" = 50% - 59%



THANK YOU

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 VIVEK VIHAR | KRISHNA NAGAR