



# CP-FAB

## CERTIFIED PROFESSIONAL IN FINANCE & BANKING

Duration: 1 YEAR

Registered Under





## TRAINING & ASSESSMENT PARTNERS



Tally Prime





# INTRODUCING

Future India Skill Development is government registered institution which has more than 21 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 for students guidance and career development



## Offline Classes

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



# EXCLUSIVELY FOR FISD STUDENTS



## Job Portal

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



## Learning Management System

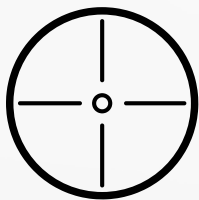
We provide you with professional  
learning portal for your all  
learning requirements





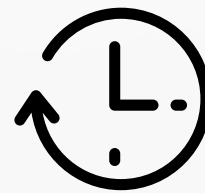
# ABOUT CP-FAB

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, 12th Passout's and Graduation pursuing academics and keen scholars.



## Career Scope

Finance Executive  
Backend Executive  
Data Entry Operator  
Accountant



## Duration

1 Year



## Learners Trained

2500+



## Certificate

GOVERNMENT VALIDATED  
CERTIFICATION

# COURSE CONTENTS



## MODULE 1

- MICROSOFT WORD
- MICROSOFT EXCEL
- MICROSOFT POWERPOINT
- TYPING TECHNIQUES
- INTERNET SURFING



## MODULE 3

- TALLY PRIME WITH GST



## MODULE 2

- ADVANCE EXCEL WITH VBA  
MACRO PROGRAMING



## MODULE 4

- ADVANCE TALLY PRIME
- INTERVIEW PREPARATION
- TAXATION
- SECURITY CONTROL & AUDITING
- BUSY



# MODULE 1

## MS-OFFICE

1. MICROSOFT WORD
2. OVERVIEW OF WORD PROCESSING
3. FORMATTING, PICTURES AND SHAPE SETUP
4. HYPERLINKS
5. PAGE DESIGN AND PAGE SETUP
6. REFERENCE, MAILING AND MACRO RECORDING
7. SPELL AND GRAMMARCHHECKING
8. PROTECTION IN A DOCUMENT
9. CREATING MENU CARDS, LETTERHEAD, RESUME AND COVER PAGES

## 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

## MICROSOFT POWERPOINT

1. OVERVIEW OF POWER POINT
2. INSERTING SLIDES
3. TEXT TYPING AND FORMATTING
4. CREATING PHOTO ALBUM
5. TRANSITION AND ANIMATION EFFECTS
6. SETTING UP A SLIDE SHOW & GIVING TIMINGS
7. DESIGNS AND THEMES
8. PRESENTATIONS
9. CREATING ANIMATED GIF

## TYPING TECHNIQUES

### INTERNET

1. SURFING / SEARCHING THE NET
2. EMAILING : -CREATING A EMAIL ID  
-SEND & RECEIVING MAILS  
-ATTACHING FILES, IMAGES





# MODULE 2

## 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 IF
- 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

## VBA MACRO PROGRAMMING

1. MACRO RECORDING
2. BASIC CODING OF VBA
3. OPERATORS
4. MESSAGE BOX AND INPUTBOX
5. IF STATEMENTS
6. IF THEN ELSE STATEMENTS
7. IF THEN ELSEIF... ELSE CONDITION
8. LOOPS
9. SWITCH CASE
10. STRINGS
11. ARRAYS
12. VARIABLES
13. DATE AND TIME FUNCTIONS
14. CALCULATOR MAKING
15. USER FORM



# MODULE 3

## **(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 BALANCE SHEET
- (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
- (O) PAYROLL
- (P) ADJUSTMENT
- (Q) DIRECTORY



# MODULE 4

## CONTENTS OF ADDITIONAL TALLY

- 1) CHEQUE PRINTING
- 2) COMPANY LOGO
- 3) GODOWN
- 4) SCENARIO MANAGEMENT
- 5) ORDER PROCESSING
- 6) PURCHASE AND SALE MANAGEMENT
- 7) BILL OF MATERIALS
- 8) ACTUAL AND BILLED QUANTITY COLUMNS
- 9) MULTI PRICE LEVEL
- 10) POINT OF SALES
- 11) DISCOUNT

## CONTENTS OF BUSY

- 1) BASIC CONCEPT OF BUSY
- 2) COMPANY BASICS
- 3) COMPANY CREATION
- 4) MODIFICATION
- 5) DELETION
- 6) BACKUP AND RESTORE
- 7) LEDGERS: CREATION, ALTERATION, DELETION
- 8) INVENTORY MANAGEMENT
- 9) BUDGET
- 10) TARGET
- 11) COST CENTER
- 12) BILL OF MATERIALS
- 13) GOODS AND SERVICES TAX - GST TYPES, GST RETURNS, AND IMPLEMENTATION IN BUSY
- 14) ORDER PROCESSING
- 15) COMPANY LOGO AND BACKGROUND IMAGE
- 16) PURCHASE AND SALES RETURN
- 17) GODOWNS
- 18) MULTI CURRENCY
- 19) PAY ROLL

## CONTENTS OF TAXATION

- A) TDS
- B) TCS
- C) INCOME TAX
- D) GST

## SECURITY CONTROL

## AUDITING

## INTERVIEW PREPARA

# SAMPLE CERTIFICATE



## CERTIFICATE

THIS IS TO CERTIFY THAT

*Palak Garg*

*Son/ Daughter/Wife of \_\_\_\_\_ has been awarded  
One Year Certification in Finance & Banking 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

## Contact Us:

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 VIVEK VIHAR | KRISHNA NAGAR