



CP-FIN

CERTIFIED PROFESSIONAL IN FINANCE

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



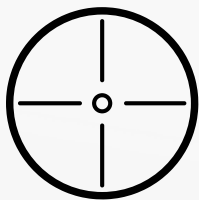
Learning Management System

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



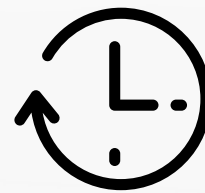
ABOUT CP-FIN

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.



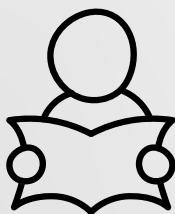
Career Scope

Finance Executive
Backend Executive
Data Entry Operator
Accountant



Duration

6 Months



Learners Trained

2000+



Certificate

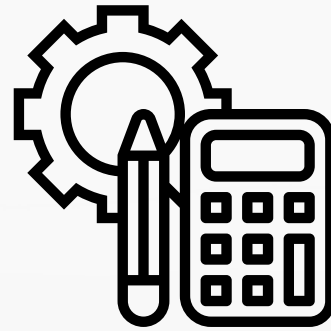
GOVERNMENT VALIDATED
CERTIFICATION

COURSE CONTENTS



MODULE 1

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



MODULE 2

- TALLY PRIME WITH GST



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

(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 Finance 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:

 8447474549, 8448878750

 director.fisd@gmail.com

 VIVEK VIHAR | KRISHNA NAGAR