



11-MONTH COURSE PLAN

TALLY PRIME

WITH GOODS AND SERVICES TAX

CERTIFICATE IN FINANCIAL ACCOUNTING (CFA)



 MONTH 1 ACCOUNTING FUNDAMENTALS - Basics of Accounting - Types of Accounts & Golden Rules - Journal, Ledger, Trial Balance - Rectification of Errors - Practical Manual Accounting	 MONTH 2 ADVANCED ACCOUNTING CONCEPTS - Depreciation Methods - Provisions & Reserves - Capital & Revenue Expenditure - Final Accounts Preparation - Partnership Accounts Basics	 MONTH 3 INTRODUCTION TO TALLY PRIME - Installation & Company Creation - Company Features & Configuration - Creating Groups & Ledgers - Voucher Entry (Basic) - Backup & Restore
 MONTH 4 ADVANCED VOUCHERS & INVENTORY - Purchase & Sales Entry - Bill-wise Details - Inventory Creation - Stock Management - Order Processing	 MONTH 5 GST COMPLETE THEORY - Introduction to GST - CGST, SGST, IGST - GST Registration Process - Input Tax Credit (ITC) - Reverse Charge Mechanism - E-Way Bill Concept	 MONTH 6 GST PRACTICAL IN TALLY - Enabling GST in Tally - GST Ledger Creation - HSN & SAC Codes - Intra/Inter State Transactions - GSTR-1 & GSTR-3B Preparation - GST Reports & JSON Export
 MONTH 7 BANKING & TAXATION - Bank Reconciliation (BRS) - Cheque Printing - TDS & TCS - Advance Tax - Payroll with PF & ESI	 MONTH 8 ADVANCED FEATURES - Cost Centres & Categories - Budgeting - Scenario Management - Multi-Currency - Interest Calculation	 MONTH 9 FINAL ACCOUNTS & MIS REPORTING - Profit & Loss - Balance Sheet - Cash Flow - Ratio Analysis - Data Security & User Control
 MONTH 10 PRACTICAL PROJECT & INDUSTRIAL TRAINING - Real Business Accounting Project - GST Return Filing Practice - Data Entry Practice - Interview Preparation - Resume Building	 MONTH 11 ACCOUNTS EXECUTIVE TALL PPT Project	

COURSE HIGHLIGHTS



PRACTICAL LEARNING

100% Practical Hands-on Training



TALLY PRIME MASTERY

From Basics to Advanced Level



GST EXPERTISE

Complete GST Theory & Practical



INDUSTRY FOCUSED

Real Business Scenarios

YOU WILL LEARN

- Complete Financial Accounting Using Tally Prime
- Goods and Services Tax (Theory & Practical)
- Taxation, Banking, Payroll & Advanced Features
- MIS Reporting, Analysis & Data Management
- Real-time Projects & Industrial Exposure





CERTIFICATE IN GRAPHIC DESIGN

DURATION: 7 MONTHS

Learn. Create. Design. Inspire.



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**PRACTICAL
LEARNING**



**EXPERT
FACULTY**



**INDUSTRY
RELEVANT**



**REAL-WORLD
PROJECTS**



**CERTIFICATE OF
COMPLETION**



**CAREER
GROWTH**

MONTH 1

DESIGN FUNDAMENTALS



- Introduction to Graphic Design
- Principles of Design (Balance, Contrast, Alignment, Hierarchy)
- Elements of Design (Line, Shape, Color, Texture, Space)
- Color Theory & Typography Basics
- Raster vs Vector Graphics
- Introduction to Design Software Overview

MONTH 2



ADOBE PHOTOSHOP (IMAGE EDITING & RASTER DESIGN)



- Introduction to Adobe Photoshop
- Interface & Tools
- Layers & Masking
- Photo Retouching
- Background Removal
- Color Correction
- Social Media Post Design
- Banner & Poster Design

MONTH 3



ADOBE ILLUSTRATOR (VECTOR DESIGN)



- Introduction to Adobe Illustrator
- Pen Tool & Shape Tools
- Logo Design Basics
- Vector Illustration
- Business Card Design
- Flyer & Brochure Design
- Typography & Text Effects

MONTH 4



ADOBE INDESIGN (PUBLISHING & LAYOUT)



- Introduction to Adobe InDesign
- Page Layout Design
- Magazine & Book Layout
- Master Pages
- Working with Images & Text Flow
- Exporting for Print

MONTH 5

BRANDING & DIGITAL DESIGN



- Brand Identity Design
- Logo Concept Development
- Corporate Identity Kit
- Social Media Branding
- Packaging Design Basics
- Introduction to UI Design Concepts

MONTH 6



MOTION GRAPHICS & PORTFOLIO



- Introduction to Adobe After Effects (Basic)
- Simple Motion Graphics
- Logo Animation
- Intro Video Design
- Creating Online Portfolio
- Freelancing Platforms Overview

MONTH 7

REAL PROJECTS & PROFESSIONAL PRACTICE



- Logo & Brand Identity Project
- Social Media Campaign Design
- Print Media Project (Brochure / Magazine)
- Client Brief Simulation
- Portfolio Finalization
- Viva & Final Practical Examination



SOFTWARES YOU WILL MASTER



Photoshop



Illustrator



InDesign



After Effects

WHAT YOU WILL GAIN



CREATIVE
SKILLS



INDUSTRY
READY



STRONG
PORTFOLIO



FREELANCE
OPPORTUNITIES



CAREER
GROWTH



100% PRACTICAL
TRAINING



EXPERT GUIDANCE
& MENTORSHIP



REAL-WORLD
PROJECTS



CERTIFICATE OF
COMPLETION



JOB & FREELANCE
SUPPORT



DIGITAL MARKETING

7 MONTH SYLLABUS

PRACTICAL
LEARNINGINDUSTRY
RELEVANTEXPERT
FACULTYREAL-WORLD
PROJECTSCAREER
GROWTHCERTIFICATE OF
COMPLETION

MONTH 1 INTRODUCTION & FUNDAMENTALS

Goal: Understand the basics, ecosystem, and core concepts.

Topics Covered

- What is Digital Marketing?
- Traditional vs Digital marketing
- Marketing funnel, customer journey & buyer personas
- Online presence fundamentals (website, domains, hosting)
- Basics of search engines and SERP

TOOLS

- Google Search
- Website builders (WordPress)



PRACTICAL TASKS

- ✓ Create a simple WordPress website
- ✓ Set up Gmail & professional email

MONTH 2 WEBSITE, SEO & CONTENT MARKETING

Goal: Learn how SEO works and produce optimized content.

Topics Covered

- SEO basics: On-page, off-page, technical SEO
- Keyword research
- Content writing strategies
- Blog writing for search intent
- Meta tags, headings, alt text
- Site speed, usability, mobile friendliness

TOOLS

- Google Search Console
- Google Analytics (GA4)
- Keyword tools (Keyword Planner, Ubersuggest, AnswerThePublic)
- Yeast SEO (WordPress)



PRACTICAL TASKS

- ✓ Publish 5 optimized blog posts
- ✓ Improve website loading time



MONTH 3 SOCIAL MEDIA MARKETING (SMM)

Goal: Build social media strategy and create content.

Topics Covered

- Social media landscape (Facebook, Instagram, LinkedIn, YouTube)
- Content strategy & editorial calendar
- Organic posting best practices
- Influencer & community engagement
- Social media metrics

TOOLS

- Facebook Pages/Meta Business Suite
- Canva for visuals
- Buffer or Hootsuite



PRACTICAL TASKS

- ✓ Create a social media calendar
- ✓ Post 15 pieces of content



MONTH 4 PAID MARKETING (PPC & SOCIAL ADS)

Goal: Learn paid advertising on search engines & social platforms.

Topics Covered

- Google Ads fundamentals
 - Search ads
 - Display ads
 - Shopping ads basics
- Facebook & Instagram Ads
- Targeting, bidding, budgets
- Ad copy & creatives
- A/B testing & performance optimization

TOOLS

- Google Ads
- Meta Ads Manager



PRACTICAL TASKS

- ✓ Run a small Google Search campaign
- ✓ Run a Facebook/Instagram traffic campaign



MONTH 5 EMAIL MARKETING & LEAD GENERATION

Goal: Master email campaigns, automation, and conversion strategies.

Topics Covered

- Email marketing basics
- List building & segmentation
- Lead magnets
- Automation & workflows
- Lead scoring
- Deliverability & compliance (CAN-SPAM/GDPR basics)

TOOLS

- Mailchimp / HubSpot / Sendinblue
- Opt-in forms & landing pages



PRACTICAL TASKS

- ✓ Build email list
- ✓ Create an automated welcome series



MONTH 6 ANALYTICS, CRO & STRATEGY

Goal: Measure performance, improve conversions, and plan strategy.

Topics Covered

- Google Analytics deep dive (GA4)
- KPI tracking & dashboards
- Conversion Rate Optimization (CRO)
- A/B testing
- Reporting and insights
- Setting OKRs for campaigns

TOOLS

- Google Analytics
- Hotjar / Crazy Egg (heatmaps)
- Google Data Studio



PRACTICAL TASKS

- ✓ Build performance dashboard
- ✓ Run a conversion optimization test



MONTH 7 ADVANCED & INTEGRATED CAMPAIGNS

Goal: Build full digital campaigns tying all channels.

Topics Covered

- Integrated marketing strategy
- Retargeting & remarketing
- Content calendar finalization
- Customer lifecycle marketing
- Branding in digital era
- Case studies (real campaigns)

TOOLS

- All tools from previous months



PRACTICAL TASKS

- ✓ **Final project** — Build a complete campaign
- Includes:
 - Website tweaks
 - SEO + content
 - Social media
 - Paid ads
 - Email nurturing
 - Analytics report



TOOLS COVERED

CATEGORY	SEO	WEB	SOCIAL MEDIA	ADS	EMAIL	ANALYTICS	DESIGN
TOOLS	Google Search Console Keywords tools	WordPress Hosting Plugins	Meta (Facebook) Instagram LinkedIn	Google Ads Meta Ads Manager	Mailchimp HubSpot	GA4 Data Studio	Canva



PRACTICAL TRAINING



LIVE PROJECTS



EXPERT GUIDANCE



INDUSTRY INSIGHTS

CERTIFICATE OF
COMPLETIONCAREER
SUPPORT

DATA ANALYST – 18 MONTHS PROFESSIONAL SYLLABUS

From Beginner to Professional Data Analyst

PHASE 1 – COMPUTER & EXCEL FOUNDATION (MONTH 1-3)

MONTH 1 – COMPUTER & DATA BASICS



- Basics of Windows OS
- File management & shortcuts
- Introduction to data & databases
- Types of data (structured/unstructured)
- Basics of statistics (mean, median, mode)



MONTH 2 – EXCEL BASICS



- Interface & ribbon
- Formatting & data cleaning
- Basic formulas:
 - SUM, AVERAGE, COUNT
 - IF, AND, OR
 - CONCAT, LEFT, RIGHT
- Charts (Column, Bar, Pie, Line)



MONTH 3 – ADVANCED EXCEL (PART 1)



- VLOOKUP, HLOOKUP, XLOOKUP
- INDEX + MATCH
- Conditional Formatting
- Data Validation
- Sorting & Filtering
- Pivot Table (Basic)



TOOLS & TECHNOLOGIES

EXCEL



- Excel
- Power Query
- Power Pivot

SQL



- MySQL
- Workbench

POWER BI



- Power BI Desktop
- Power BI Service

PYTHON



- Python
- NumPy
- Pandas
- Matplotlib
- Seaborn

OTHERS



- GitHub
- Jupyter Notebook
- VS Code

WHAT YOU WILL ACHIEVE

- ✓ Strong Excel & Data Analysis Skills
- ✓ SQL Database Expertise
- ✓ Power BI Dashboard Development
- ✓ Python for Real-world Data Analysis
- ✓ End-to-end Projects & Portfolio
- ✓ Job-ready Skills & Placement Support



PHASE 2 – ADVANCED EXCEL + INTRODUCTION TO SQL (MONTH 4-6)

MONTH 4 – ADVANCED EXCEL (PART 2)



- Pivot Table Advanced
- Power Query (Basic)
- Power Pivot
- What-If Analysis
- Goal Seek & Scenario Manager
- Dashboard creation



MONTH 5 – SQL FUNDAMENTALS (MYSQL)



- Database concepts
- Installing MySQL
- SELECT statement
- WHERE, ORDER BY
- GROUP BY, HAVING
- Aggregate functions (SUM, COUNT, AVG)



MONTH 6 – SQL ADVANCED



- JOIN (INNER, LEFT, RIGHT)
- Subqueries
- Views
- Indexes
- Stored Procedures (Basics)



PHASE 3 – POWER BI PROFESSIONAL (MONTH 7-9)

MONTH 7 – POWER BI BASICS



- Power BI Desktop
- Data loading
- Data transformation
- Relationships
- Basic visualizations



MONTH 8 – DAX & DATA MODELING



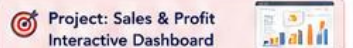
- DAX fundamentals
- Measures vs Calculated Columns
- CALCULATE, SUMX
- Time intelligence functions
- Data modeling concepts



MONTH 9 – ADVANCED POWER BI



- Drill through
- Tooltips
- KPI dashboards
- Publishing reports
- Row-level security
- Power BI Service



PHASE 4 – PYTHON FOR DATA ANALYSIS (MONTH 10-14)

MONTH 10 – PYTHON BASICS



- Variables & data types
- Loops & conditions
- Functions
- Lists, tuples, dictionaries



MONTH 11 – NUMPY & PANDAS



- NumPy arrays
- Pandas DataFrame
- Data cleaning
- Filtering & grouping



Libraries:
• NumPy
• Pandas

MONTH 12 – DATA VISUALIZATION



- Matplotlib
- Seaborn
- Creating charts
- Data storytelling



MONTH 13 – ADVANCED PYTHON FOR ANALYSIS



- Working with CSV/Excel
- Connecting Python with MySQL
- Exploratory Data Analysis (EDA)
- Basic statistics in Python



MONTH 14 – MINI DATA PROJECTS



- E-commerce sales analysis
- HR analytics dataset
- Customer churn analysis



PHASE 5 – ADVANCED ANALYTICS & REAL PROJECTS (MONTH 15-17)

MONTH 15 – STATISTICS FOR DATA ANALYSTS



- Probability
- Correlation
- Hypothesis testing
- Regression basics



MONTH 16 – BUSINESS ANALYTICS



- KPI design
- Financial data analysis
- Marketing data analysis
- A/B testing basics



MONTH 17 – CAPSTONE PROJECTS



- Retail Sales Dashboard
- Banking Data Analysis
- Healthcare Data Insights
- Portfolio building



PHASE 6 – JOB PREPARATION (MONTH 18)

MONTH 18 – CAREER & PLACEMENT



Resume Building



GitHub Portfolio



LinkedIn Optimization



Interview Preparation

- SQL interview questions
- Excel case studies
- Power BI scenario questions
- Python coding tests



Mock Interviews

DIPLOMA IN COMPUTER APPLICATION (DCA)

14 MONTHS

COMPLETE PRACTICAL ORIENTED SYLLABUS

MONTH 1-2 COMPUTER FUNDAMENTALS



- Introduction to Computer & IT
- History & Generations of Computers
- Types of Computers
- Hardware & Software Concepts
- Input / Output Devices
- Memory (RAM, ROM, Storage Devices)
- Computer Booting Process
- Basic Troubleshooting



MONTH 3 WINDOWS OPERATING SYSTEM



- Introduction to Microsoft Windows
- Desktop, Taskbar, Control Panel
- File & Folder Management
- Installing & Uninstalling Software
- System Tools (Disk Cleanup, Task Manager)
- Basic CMD Commands



MONTH 4-5 MS OFFICE (BASIC TO ADVANCED)



MS WORD

- Introduction to Microsoft Word
- Document Formatting
- Page Setup & Layout
- Tables & Mail Merge
- Resume & Letter Designing



MS EXCEL

- Introduction to Microsoft Excel
- Formulas & Functions
- Charts & Graphs
- Pivot Table
- Data Validation
- Basic Financial Calculations



MS POWERPOINT

- Introduction to Microsoft PowerPoint
- Slide Design & Animation
- Presentation Techniques
- Business Presentation Creation



MS ACCESS

- Introduction to Microsoft Access
- Tables, Queries, Forms
- Reports Creation
- Simple Database Project



MONTH 6 INTERNET & EMAIL



- Introduction to Internet
- Web Browsers & Search Techniques
- Email Creation & Management
- Cloud Storage (Google Drive, OneDrive)
- Cyber Safety & Online Security



MONTH 7 COMPUTER HARDWARE & NETWORKING BASICS



- Internal Parts of Computer
- Assembling & Disassembling
- Types of Printers & Scanners
- Basic Networking Concepts
- LAN, WAN, IP Address
- Router & Modem Basics



MONTH 8 ADVANCED EXCEL & MIS



- Advanced Formulas (IF, VLOOKUP, INDEX-MATCH)
- Dashboard Creation
- What-If Analysis
- MIS Reporting
- Data Analysis Project



MONTH 9-10 PROGRAMMING FUNDAMENTALS (C LANGUAGE)



```
#include <stdio.h>
int main() {
    printf("Hello, World!");
    return 0;
}
```

- Introduction to Programming
- Flowchart & Algorithm
- Basics of C programming language
- Variables & Data Types
- Operators
- Conditional Statements (if, switch)
- Loop Statements (for, while, do-while)
- Arrays & Functions
- Simple Console Programs

MONTH 11-12 WEB DESIGNING (HTML & CSS)



- Introduction to HTML
- Structure of Web Page
- Text Formatting Tags
- Lists, Tables
- Forms & Input Fields
- Multimedia in Web Pages



- Introduction to CSS
- Inline, Internal, External CSS
- Colors, Fonts, Background
- Layout & Basic Responsive Design
- Mini Website Project



MONTH 13 BASIC PYTHON PROGRAMMING



```
print("Hello, Python!")
name = input("Enter your name: ")
print("Welcome,", name)
```

- Introduction to Python
- Installation & Setup
- Variables & Data Types
- Input / Output Statements
- Conditional Statements
- Loops
- Functions
- Lists & Dictionaries
- Simple Programs (Calculator, Number Guessing Game, etc.)

MONTH 14 FINAL PROJECT & PRACTICAL TRAINING



- MS Office Project
- Excel Dashboard Project
- Website Development Project
- Python Mini Project
- Viva & Final Practical Examination



TOOLS & TECHNOLOGIES YOU WILL MASTER



Windows OS



MS Word



MS Excel



MS PowerPoint



MS Access



HTML



CSS



C Language



Python



MySQL

KEY LEARNING OUTCOMES



Strong Computer Fundamentals



Office Productivity Expertise



Programming Knowledge



Data Analysis & Reporting



Web Development Skills



Database Awareness



Career Ready with Projects



CERTIFICATE IN DATABASE (MySQL)



DURATION: 4 MONTHS

MONTH 1 – DATABASE FUNDAMENTALS & BASIC SQL

Module 1: Introduction to Databases

- What is Database?
- DBMS vs RDBMS
- Features of MySQL
- Installing MySQL & MySQL Workbench
- Database architecture basics



Module 2: Basic SQL Commands

- Creating Database
- Creating Tables
- Data Types (INT, VARCHAR, DATE, etc.)
- INSERT statement
- SELECT statement
- WHERE clause
- ORDER BY
- LIMIT

```
SELECT * FROM students
WHERE age > 18
ORDER BY name ASC
LIMIT 10;
```

Practical Work



- ✓ Create student database
- ✓ Insert & retrieve records
- ✓ Simple filtering queries

MONTH 2 – INTERMEDIATE SQL & DATA MANIPULATION

Module 3: Data Handling

- UPDATE statement
- DELETE statement
- ALTER table
- Constraints (PRIMARY KEY, FOREIGN KEY, UNIQUE, NOT NULL)

```
UPDATE students
SET age = 20
WHERE id = 101;
```

Module 4: Aggregate & Grouping

- COUNT()
- SUM()
- AVG()
- MIN() & MAX()
- GROUP BY
- HAVING clause

Department	COUNT(*)
IT	25
HR	15
Sales	30
Finance	10

```
SELECT department, COUNT(*)
FROM employees
GROUP BY department
HAVING COUNT(*) > 10;
```

Practical Work



- ✓ Sales data analysis
- ✓ Group reports by department

MONTH 3 – ADVANCED SQL & RELATIONSHIPS

Module 5: Joins

- INNER JOIN
- LEFT JOIN
- RIGHT JOIN
- SELF JOIN



```
SELECT *
FROM A
INNER JOIN B
ON A.id = B.a_id;
```

Module 6: Subqueries & Views

- Subqueries
- Correlated Subqueries
- Creating Views
- Using Views

```
SELECT name
FROM students
WHERE id IN
(SELECT student_id
FROM marks
WHERE marks > 80);
```

Module 7: Index & Performance Basics

- What is Index?
- Creating Index
- Query optimization basics

```
CREATE INDEX idx_name
ON students(name);

EXPLAIN SELECT *
FROM students
WHERE name = 'John';
```

Practical Work



- ✓ Company database project
- ✓ Multi-table join reports

MONTH 4 – ADVANCED CONCEPTS & PROJECT

Module 8: Stored Programs

- Stored Procedures (Basics)
- Functions
- Triggers
- Events (Introduction)

```
DELIMITER $$
CREATE PROCEDURE GetAllStudents()
BEGIN
    SELECT * FROM students;
END $$
DELIMITER ;
```

Module 9: Security & Backup

- User management
- GRANT & REVOKE
- Backup & Restore
- Export/Import database



Module 10: Final Project

- Design complete database system
 - Student Management System OR
 - Inventory System OR
 - Hospital Database
- Create tables with relationships
- Insert sample data
- Generate reports using joins & aggregate functions

Practical Work



TOOLS COVERED



MySQL Workbench



Command Line Client

- ✓ Hands-on Practice
- ✓ Real-world Projects
- ✓ Industry-relevant Skills
- ✓ Placement Oriented



CERTIFICATE IN C PROGRAMMING

DURATION: 3 MONTHS



MONTH 1 – FUNDAMENTALS OF C

Module 1:

Introduction to Programming

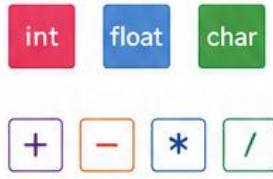
- What is Programming?
- History & Features of C
- Structure of C Program
- Compilers & IDE (Turbo C / Code::Blocks / GCC)

```
#include <stdio.h>
int main() {
    printf("Hello, C!");
    return 0;
}
```

Module 2:

Basic Concepts

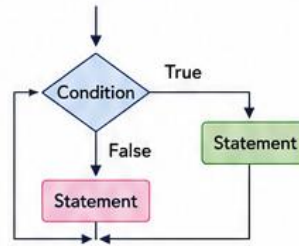
- Keywords & Identifiers
- Variables & Data Types
- Constants
- Operators (Arithmetic, Relational, Logical)
- Input/Output (printf, scanf)



Module 3:

Control Statements

- if, if-else
- switch case
- for loop
- while loop
- do-while loop



Practical Programs



- ✓ Simple calculator
- ✓ Even/odd number
- ✓ Factorial program
- ✓ Number patterns

MONTH 2 – INTERMEDIATE PROGRAMMING

Module 4:

Arrays & Strings

- One-dimensional array
- Two-dimensional array
- String handling
- String functions (strlen, strcpy, strcmp)

arr[0]	arr[1]	arr[2]	arr[3]
10	20	30	40
H	e	l	l
o	\0		

Module 5:

Functions

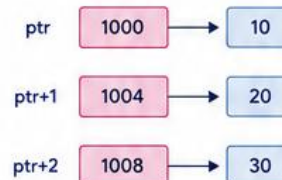
- User-defined functions
- Function declaration & definition
- Recursion
- Call by value

```
int sum(int a, int b) {
    return a + b;
}
int main() {
    int s = sum(5, 10);
    return 0;
}
```

Module 6:

Pointers

- Introduction to pointers
- Pointer arithmetic
- Pointers with arrays
- Pointers with functions



Practical Programs



- ✓ Matrix addition
- ✓ Prime number check
- ✓ String reverse
- ✓ Recursion examples

MONTH 3 – ADVANCED CONCEPTS & PROJECT

Module 7:

Structures & Unions

- Structure definition
- Array of structures
- Nested structures
- Union basics

```
struct Student {
    int roll;
    char name[20];
    float marks;
};
```

Module 8:

File Handling

- File opening & closing
- Reading & writing files
- fgetc, fputc, fprintf, fscanf

```
FILE *fp;
fp = fopen("data.txt", "r");
fscanf(fp, "%d", &n);
fprintf(fp, "%d", n);
fclose(fp);
```

Module 9:

Dynamic Memory Allocation

- malloc()
- calloc()
- free()
- realloc()

```
int *ptr;
ptr = (int*) malloc(5 * sizeof(int));
ptr = (int*) realloc(ptr, 10 * sizeof(int));
free(ptr);
```

Module 10:

Mini Projects

- Student Management System
- Library Management System
- Banking System (Basic)
- Billing System



TOOLS COVERED



Code::Blocks /
Turbo C



GCC
GCC Compiler



C:\>_
Command
Prompt



CERTIFICATE IN C++ PROGRAMMING

DURATION: 3 MONTHS



MONTH 1 – FUNDAMENTALS OF C++

Module 1:

Introduction to C++

- History & Features of C++
- Difference between C and C++
- Structure of C++ Program
- Compiler & IDE (Code::Blocks / Dev C++ / GCC)
- Tokens, Keywords, Identifiers

```
#include <iostream>
using namespace std;
int main() {
    cout << "Hello, C++!";
    return 0;
}
```



Module 2:

Basic Programming Concepts

- Variables & Data Types
- Constants
- Operators (Arithmetic, Logical, Relational)
- Input/Output (cin, cout)
- Type Casting

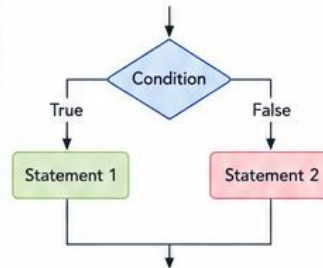
```
int a = 10;
float b = 3.5;
char ch = 'A';

cout << "Enter a number: ";
cin >> a;
```

Module 3:

Control Statements

- if, if-else
- switch case
- for loop
- while loop
- do-while loop



Practical Programs



- ✓ Simple calculator
- ✓ Factorial program
- ✓ Pattern printing
- ✓ Number swapping

MONTH 2 – OBJECT-ORIENTED PROGRAMMING (OOP)

Module 4:

Functions & Arrays

- Function declaration & definition
- Default arguments
- Inline functions
- Arrays (1D & 2D)
- Strings in C++

```
int add(int a, int b = 5)
{
    return a + b;
}
```

```
int arr[5] = {1, 2, 3, 4, 5};
string name = "C++ Programming";
```

Module 5:

Classes & Objects

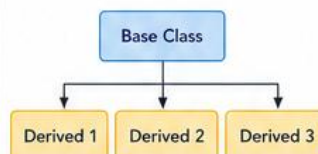
- Class & Object
- Access specifiers (public, private, protected)
- Constructors & Destructors
- Member functions

```
class Student {
private:
    int roll;
public:
    Student() { roll = 0; }
    void setRoll(int r) { roll = r; }
    int getRoll() { return roll; }
};
```

Module 6:

OOP Concepts

- Encapsulation
- Abstraction
- Inheritance (Single, Multiple, Multilevel)
- Polymorphism
- Function Overloading
- Operator Overloading



Practical Programs



- ✓ Student class program
- ✓ Bank account system
- ✓ Inheritance example
- ✓ Calculator using OOP

MONTH 3 – ADVANCED CONCEPTS & PROJECT

Module 7:

Pointers & Memory

- Pointer basics
- Pointer with objects
- Dynamic memory (new & delete)

```
int *ptr = new int;
*ptr = 100;
cout << *ptr;
delete ptr;
```

Module 8:

File Handling

- File streams (ifstream, ofstream)
- Reading & writing files

```
#include <fstream>
using namespace std;

ofstream fout("data.txt");
fout << "Hello C++ File!";
fout.close();
```

Module 9:

Templates & STL (Introduction)

- Function templates
- Class templates
- Introduction to STL
 - Vector
 - List
 - Map

```
#include <vector>
vector<int> v = {1, 2, 3};
v.push_back(4);
```

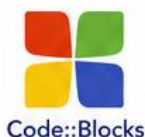
Module 10:

Mini Projects

- Library Management System
- Student Management System
- Billing System
- ATM Simulation



TOOLS COVERED



Code::Blocks



Dev C++



GCC Compiler



CERTIFICATE IN C & C++ PROGRAMMING

DURATION: 6 MONTHS



PHASE 1 – C PROGRAMMING (MONTH 1-3)

MONTH 1 – C FUNDAMENTALS

Module 1: Introduction to Programming

- History & Features of C
- Structure of C Program
- Compiler & IDE (GCC / Code::Blocks)
- Keywords & Identifiers

```
#include <stdio.h>
int main() {
    printf("Hello, C!");
    return 0;
}
```



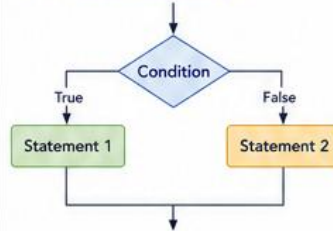
Module 2: Basic Concepts

- Variables & Data Types
- Constants
- Operators
- Input & Output (printf, scanf)



Module 3: Control Statements

- if, if-else
- switch case
- for, while, do-while loops



Practical Programs



- ✓ Even/Odd
- ✓ Factorial
- ✓ Pattern printing
- ✓ Simple calculator

MONTH 2 – INTERMEDIATE C

Module 4: Arrays & Strings

- 1D & 2D Arrays
- String handling functions
- Matrix operations

```
arr[5]
10 20 30 40 50
```

```
str = "Hello, C Programming"
```

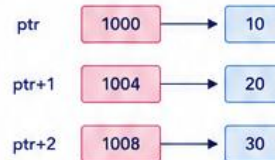
Module 5: Functions

- User-defined functions
- Recursion
- Call by value

```
int sum(int a, int b) {
    return a + b;
}
```

Module 6: Pointers

- Pointer basics
- Pointer with arrays
- Pointer with functions



Practical Programs



- ✓ Matrix addition
- ✓ Prime number
- ✓ String reverse
- ✓ Recursion programs

MONTH 3 – ADVANCED C & PROJECT

Module 7: Structures & Unions

- Structure definition
- Array of structures
- Nested structures

```
struct Student {
    int roll;
    char name[50];
    float marks;
};
```

Module 8: File Handling

- File opening/closing
- Reading & writing files

```
FILE *fp;
fp = fopen("data.txt", "w");
fprintf(fp, "Hello C!");
fclose(fp);
```

Module 9: Dynamic Memory Allocation

- malloc(), calloc()
- free(), realloc()

```
int *ptr = (int*)malloc(5*sizeof(int));
free(ptr);
ptr = (int*)realloc(ptr, 10*sizeof(int));
```



Mini Project (C)

- ✓ Student Management System
- ✓ Library System
- ✓ Billing System

PHASE 2 – C++ PROGRAMMING (MONTH 4-6)

MONTH 4 – C++ FUNDAMENTALS

Module 1: Introduction to C++

- Difference between C & C++
- Structure of C++ program
- cin & cout
- Data types & operators
- Control statements

```
#include <iostream>
using namespace std;
int main() {
    cout << "Hello, C++!";
    return 0;
}
```



Practical



- ✓ Basic conversion programs
- ✓ Loop-based problems

MONTH 5 – OBJECT-ORIENTED PROGRAMMING

Module 2: Functions & Arrays in C++

- Function overloading
- Default arguments
- Inline functions

```
int add(int a, int b);
int add(int a, int b, int c) {
    return a+b+c;
}
```

Module 3: Classes & Objects

- Class & Object
- Constructors & Destructors
- Access specifiers

```
class Student {
private:
    int roll;
public:
    Student() { roll = 0; }
};
```

Module 4: OOP Concepts

- Encapsulation
- Abstraction
- Inheritance
- Polymorphism
- Operator overloading

Practical



- ✓ Student class program
- ✓ Bank system using OOP
- ✓ Inheritance examples

MONTH 6 – ADVANCED C++ & FINAL PROJECT

Module 5: Pointers & Dynamic Memory

- new & delete
- Pointer with objects

```
int *p = new int;
delete p;
```

Module 6: File Handling

- ifstream & ofstream

```
ofstream fout("file.txt");
fout << "Data\n";
fout.close();
```

Module 7: Templates & STL (Introduction)

- Function templates
- Class templates
- STL Basics:
 - Vector
 - List
 - Map

```
#include <vector>
vector<int> v = {1,2,3};
```



Final Project (C++)

- ✓ Library Management System
- ✓ ATM Simulation
- ✓ Inventory System

TOOLS COVERED



GCC Compiler



Code::Blocks



Dev C++



Command Prompt



CERTIFICATE IN PYTHON PROGRAMMING

DURATION: 6 MONTHS



MONTH 1 – PYTHON FUNDAMENTALS

Module 1: Introduction to Python

- History & Features of Python
- Installation (Python & VS Code / IDLE)
- Writing first Python program
- Python syntax & indentation

```
# First Python Program
print("Hello, Python!")
```



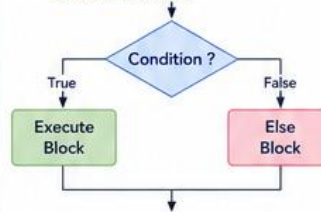
Module 2: Basic Concepts

- Variables & Data Types
- Type casting
- Operators
- Input & Output
- Comments

```
a = 10
b = 3.5
name = "Python"
print(a, b, name)
```

Module 3: Control Statements

- if, if-else
- Nested conditions
- for loop
- while loop
- break & continue



Practical Programs



- ✓ Even/Odd
- ✓ Factorial
- ✓ Pattern printing
- ✓ Number guessing game

MONTH 2 – DATA STRUCTURES

Module 4: Strings

- String indexing & slicing
- String methods

```
text = "Python"
print(text[1:4])
print(text.upper())
```

Index:	0	2	3	4	5
	P	y	t	h	o
					n

Module 5: Lists

- List operations
- List methods
- List comprehension

```
nums = [1, 2, 3, 4]
nums.append(5)
squares = [x**2 for x in nums]
print(squares)
```

Module 6: Tuples, Sets & Dictionaries

- Tuple operations
- Set operations
- Dictionary methods

```
t = (1, 2, 3)
s = {1, 2, 3}
d = {'name': 'John', 'age': 20}
print(d['name'])
```

Practical



- ✓ Student marks management
- ✓ Word counter
- ✓ Basic data manipulation

MONTH 3 – FUNCTIONS & MODULES

Module 7: Functions

- User-defined functions
- Arguments & return values
- Default arguments
- Lambda functions
- Recursion

```
def factorial(n):
    if n == 0:
        return 1
    return n * factorial(n-1)
```

Module 8: Modules & Packages

- Importing modules
- Creating own module
- Built-in modules (math, random, datetime)

```
import random
print(random.randint(1, 10))
```

Module 9: File Handling

- Reading & writing files
- Working with CSV files

```
with open('data.txt', 'w') as f:
    f.write('Hello\n')
with open('data.txt', 'r') as f:
    print(f.read())
```

Mini Project



- ✓ Contact Book Application
- ✓ File-based Student Management

MONTH 4 – OBJECT-ORIENTED PROGRAMMING

Module 10: OOP Concepts

- Class & Object
- Constructor (init)
- Instance & class variables
- Encapsulation
- Inheritance
- Polymorphism

```
class Student:
    def __init__(self, name, age):
        self.name = name
        self.age = age
```

Module 11: Exception Handling

- try, except
- finally
- Custom exceptions

```
try:
    x = 10/0
except ZeroDivisionError:
    print("Cannot divide by zero")
```

MONTH 5 – DATABASE & GUI

Module 12: Database with Python

- Introduction to SQL
- Connecting Python with MySQL
- CRUD operations (Using MySQL)



```
SELECT * FROM students;
INSERT INTO students VALUES (1, 'Amit', 90);
```

Module 13: GUI Programming

- Tkinter basics
- Buttons, Labels, Entry widgets
- Creating simple applications



Practical



- ✓ Bank system using OOP
- ✓ Inventory management

MONTH 6 – ADVANCED TOPICS & FINAL PROJECT

Module 14: Libraries Introduction

- NumPy basics
- Pandas basics
- Matplotlib basics



Module 15: Web Basics (Optional Introduction)

- Introduction to Flask (Basic) OR
- Introduction to Django (Basic)



Module 16: Final Project

- Billing System
- Library Management
- Attendance System
- Small Web App



Final Project



TOOLS COVERED



Basic Data Libraries
(NumPy, Pandas,
Matplotlib)



CERTIFICATE IN VB.NET

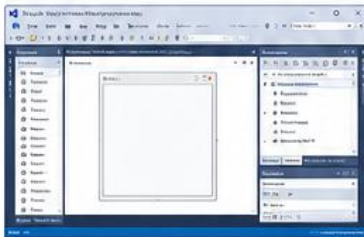


DURATION: 3 MONTHS

MONTH 1 – VB.NET FUNDAMENTALS

Module 1: Introduction to VB.NET

- Introduction to .NET Framework
- Features of VB.NET
- Installing Visual Studio
- Creating first VB.NET project
- Understanding IDE environment (Using Microsoft Visual Studio)



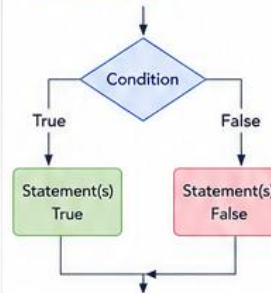
Module 2: Basic Programming Concepts

- Variables & Data Types
- Constants
- Operators
- Input & Output
- Type Conversion

```
Dim a As Integer = 10
Dim b As Double = 3.5
Dim sum As Double
sum = a + b
Console.WriteLine(sum)
```

Module 3: Control Structures

- If, If-Else
- Select Case
- For Loop
- While Loop
- Do While Loop



Practical Programs



- ✓ Simple calculator
- ✓ Number checking programs
- ✓ Pattern programs

MONTH 2 – WINDOWS FORMS & OOP

Module 4: Windows Forms

- Forms & Controls
- Label, TextBox, Button
- RadioButton & CheckBox
- ComboBox & ListBox
- Event Handling
- MessageBox

Module 5: Object-Oriented Programming

- Class & Object
- Constructors
- Methods
- Properties
- Inheritance
- Polymorphism

```
Public Class Student
    Public Property Id As Integer
    Public Property Name As String

    Public Sub New(i As Integer, n As String)
        Id = i
        Name = n
    End Sub

    Public Sub Display()
        MessageBox.Show("ID: " & Id &
            "\nName: " & Name)
    End Sub
End Class
```

Mini Projects

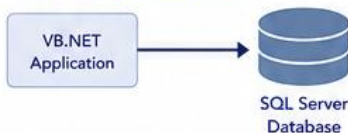


- ✓ Login Form
- ✓ Calculator with GUI
- ✓ Student Information Form

MONTH 3 – DATABASE & ADVANCED CONCEPTS

Module 6: Database Connectivity

- Introduction to Database
- Connecting VB.NET with SQL Database
- ADO.NET basics
- CRUD operations (Create, Read, Update, Delete) (Using Microsoft SQL Server)



```
Dim con As New SqlConnection(connString)
Dim cmd As New SqlCommand("SELECT * FROM Students", con)
Dim da As New SqlDataAdapter(cmd)
Dim ds As New DataSet()
da.Fill(ds, "Students")
```

Module 7: Exception Handling

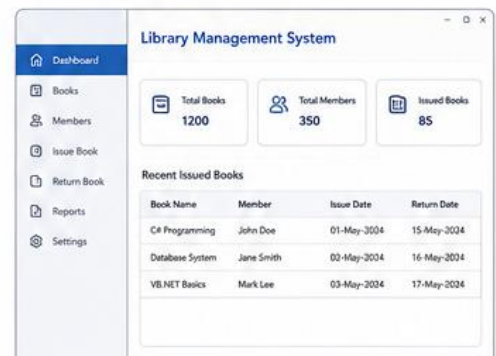
- Try-Catch-Finally
- Custom error messages

```
Try
    Dim x As Integer = 10 / 0
Catch ex As Exception
    MessageBox.Show("Error: " & ex.Message)
Finally
    MessageBox.Show("Execution Completed")
End Try
```



Module 8: Final Project

- Library Management System
- Billing System
- Inventory Management
- Hospital Management (Basic)



TOOLS COVERED



Visual Studio



SQL Server



Windows Forms



ADO.NET



7-MONTH — CERTIFICATE IN — TALLY PRIME



MASTER ACCOUNTING. MANAGE BUSINESS.
BUILD YOUR CAREER WITH TALLY PRIME.



MONTH 1

ACCOUNTING FUNDAMENTALS



- Introduction to Accounting
- Types of Accounts (Personal, Real, Nominal)
- Golden Rules of Accounting
- Journal & Ledger
- Trial Balance
- Basic Accounting Concepts



MONTH 2

INTRODUCTION TO TALLY PRIME



- Features of Tally Prime
- Company Creation / Alter / Delete
- Gateway of Tally
- Company Configuration
- Backup & Restore



MONTH 3

MASTERS CREATION



- Groups Creation
- Ledger Creation
- Bill-wise Details
- Cost Centres (Basic)
- Units of Measurement
- Stock Groups & Stock Items



MONTH 4

VOUCHER ENTRY



- Contra Voucher
- Payment Voucher
- Receipt Voucher
- Journal Voucher
- Purchase Voucher
- Sales Voucher
- Credit Note & Debit Note



MONTH 5

INVENTORY MANAGEMENT



- Inventory Creation
- Godown Setup
- Stock Categories
- Purchase Order
- Sales Order
- Delivery Note
- Physical Stock



MONTH 6

GST BASICS IN TALLY



- Introduction to GST
- Enabling GST in Tally
- GST Ledger Creation
- Intra-State & Inter-State Transactions
- GST Reports (Basic Overview)



MONTH 7

REPORTS & FINAL ACCOUNTS



- Trading Account
- Profit & Loss Account
- Balance Sheet
- Cash & Bank Reports
- Final Practical Project
- Viva & Exam Preparation



WHAT YOU WILL LEARN



STRONG
ACCOUNTING
FOUNDATION



TALLY PRIME
PRACTICAL
EXPERTISE



GST
BASICS
MADE EASY



INVENTORY
& STOCK
MANAGEMENT



POWERFUL
REPORTING &
FINAL ACCOUNTS



CAREER
READY
SKILLS



CERTIFICATE IN C# .NET

DURATION: 3 MONTHS



MONTH 1 – C# FUNDAMENTALS

Module 1: Introduction to C# & .NET

- Introduction to .NET Framework / .NET Core
- Features of C#
- Installing Visual Studio
- Structure of C# Program
- Compilation & Execution (Using Microsoft Visual Studio)



Visual Studio

```
using System;
class Program
{
    static void Main(string[] args)
    {
        Console.WriteLine("Hello, C#!");
    }
}
```

Module 2: Basic Programming Concepts

- Variables & Data Types
- Operators
- Type Casting
- Input & Output (Console.ReadLine, Console.WriteLine)
- Control Statements:
 - if, if-else
 - switch
 - for, while, do-while

```
int a = 10, b = 5;
if (a > b)
    Console.WriteLine("A is greater");
else
    Console.WriteLine("B is greater");
for (int i = 1; i <= 5; i++)
    Console.WriteLine(i);
```

Module 3: Arrays & Strings

- One-dimensional array
- Multi-dimensional array
- String methods

```
int[] arr = { 5, 2, 8, 1, 9 };
Array.Sort(arr);
foreach (int n in arr)
    Console.WriteLine(n + " ");

string name = "CSharp";
Console.WriteLine(name.ToUpper());
Console.WriteLine(name.Substring(0, 2));
```

Practical Programs



- ✓ Number checking
- ✓ Pattern programs
- ✓ Array sorting
- ✓ Simple calculator



MONTH 2 – OBJECT-ORIENTED PROGRAMMING & WINDOWS FORMS

Module 4: OOP Concepts

- Class & Object
- Constructors & Destructors
- Encapsulation
- Inheritance
- Polymorphism
- Method Overloading & Overriding
- Properties

```
class Student
{
    public string Name { get; set; }
    public int Age { get; set; }
    public Student(string name, int age)
    {
        Name = name;
        Age = age;
    }
}
```

Module 5: Exception Handling

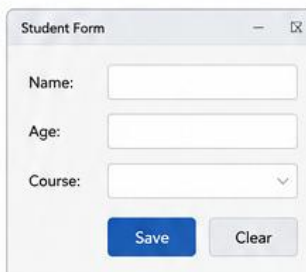
- try, catch, finally
- Custom exceptions

```
try
{
    int a = 10 / 0;
}
catch (Exception ex)
{
    Console.WriteLine("Error: " + ex.Message);
}
finally
{
    Console.WriteLine("Finally block");
}
```



Module 6: Windows Forms Application

- Creating Forms
- Controls (Label, TextBox, Button)
- Event Handling
- MessageBox
- Form navigation



Mini Projects



- ✓ GUI Calculator
- ✓ Login Form
- ✓ Student Information Form



MONTH 3 – DATABASE & ADVANCED CONCEPTS

Module 7: Database Connectivity

- Introduction to Database
- ADO.NET
- Connecting C# with SQL Server
- CRUD Operations (Using Microsoft SQL Server)



```
string connStr = "Data Source=.;Initial Catalog=CollegeDB;Integrated Security=True";
SqlConnection con = new SqlConnection(connStr);
con.Open();
```

Module 8: File Handling

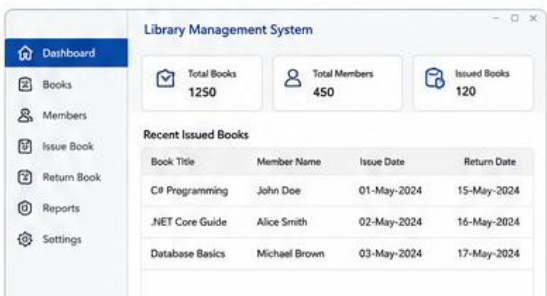
- Reading & Writing files
- StreamReader & StreamWriter

```
// Writing to file
using (StreamWriter sw = new StreamWriter("data.txt"))
{
    sw.WriteLine("Hello C#");
    sw.WriteLine("File Handling Example");
}

// Reading from file
using (StreamReader sr = new StreamReader("data.txt"))
{
    string line;
    while ((line = sr.ReadLine()) != null)
        Console.WriteLine(line);
}
```

Module 9: Final Project

- Library Management System
- Inventory System
- Billing Software
- Hospital Management (Basic)



TOOLS COVERED



Visual Studio



.NET Framework /
.NET Core



SQL Server



Windows Forms



ADO.NET



CERTIFICATE IN **HARDWARE** & **NETWORKING**

DURATION: 10 MONTHS



MONTH 1 – COMPUTER FUNDAMENTALS

- Basics of Computer System
- Types of Computers
- Input & Output Devices
- Internal & External Hardware
- Number System (Binary basics)
- Introduction to Operating System

Practical:

- ✓ Identify hardware parts
- ✓ Basic PC assembly



MONTH 2 – PC HARDWARE & ASSEMBLY

- Motherboard architecture
- CPU & Processor types
- RAM (DDR3/DDR4/DDR5)
- HDD / SSD / NVMe
- SMPS
- BIOS & UEFI settings
- POST process

Practical:

- ✓ Assemble & disassemble PC
- ✓ BIOS configuration



MONTH 3 – OS INSTALLATION & TROUBLESHOOTING

(Using Microsoft Windows)

- Windows 10/11 installation
- Disk partitioning
- Driver installation
- Device Manager
- System backup & restore
- Troubleshooting common errors



Practical:

- ✓ Install Windows from bootable USB
- ✓ Troubleshoot slow PC & boot errors



MONTH 4 – NETWORKING FUNDAMENTALS

- What is Networking?
- LAN, MAN, WAN
- Network Topologies
- OSI Model
- TCP/IP Model
- IPv4 Addressing
- Subnetting basics
- MAC Address



Practical:

- ✓ Configure static & dynamic IP
- ✓ Small LAN setup

IP Address : 192.168.1.10
Subnet Mask : 255.255.255.0
Gateway : 192.168.1.1

MONTH 5 – NETWORK DEVICES & CABLING

- Hub, Switch, Router
- Modem & Access Point
- UTP/STP cable
- RJ45 Crimping
- Straight & Cross cable
- Wireless networking



Practical:

- ✓ LAN cable making
- ✓ Router configuration
- ✓ WiFi setup

MONTH 6 – NETWORK CONFIGURATION & COMMANDS

- DNS basics
- DHCP basics
- File & Printer Sharing
- Workgroup configuration
- Network troubleshooting

CMD Commands:

```
C:\> ipconfig  
C:\> ping  
C:\> tracert  
C:\> netstat  
C:\> nslookup
```

Practical:

- ✓ Share files & printers
- ✓ Troubleshoot network connectivity



MONTH 7 – SERVER BASICS

(Using Windows Server)

- Windows Server installation
- Active Directory basics
- Domain Controller
- User & Group management
- File Server configuration
- DHCP & DNS roles



Practical:

- ✓ Create domain
- ✓ Add client to domain
- ✓ Create users



MONTH 8 – ADVANCED NETWORKING & SECURITY

- Firewall configuration
- Network security basics
- Antivirus & endpoint protection
- VPN basics
- Remote Desktop setup
- Data backup & recovery



Practical:

- ✓ Configure firewall rules
- ✓ Setup remote desktop

MONTH 9 – VIRTUALIZATION & CLOUD BASICS

- Virtual Machines
- VMware / VirtualBox
- Install OS in VM
- Introduction to Cloud Computing
- IaaS, PaaS, SaaS basics



Practical:

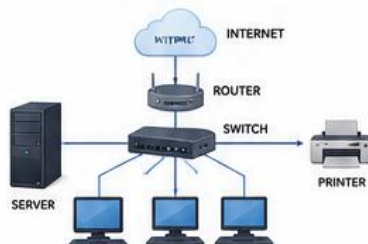
- ✓ Create virtual lab environment



MONTH 10 – FINAL PROJECT & JOB PREPARATION

FINAL PROJECT:

- Setup complete office network
- Install Server
- Configure domain users
- Setup printer sharing
- Implement security basics



JOB PREPARATION:

- Resume building
- Interview questions (Hardware + Networking)
- Troubleshooting case studies
- Field practice training



TOOLS COVERED



Windows 10/11



Windows Server



Router & Switch



LAN Crimping Tools



VMware /
VirtualBox



CMD Networking
Tools



CERTIFICATE IN TAXATION + EXCEL BASIC

– 9 MONTHS –



MONTH 1 BASICS OF ACCOUNTING & EXCEL ACCOUNTING FUNDAMENTALS



- Basic accounting concepts
- Journal, Ledger, Trial Balance
- Debit & Credit rules



EXCEL BASICS

- Excel interface
- Rows, Columns, Cells
- Basic formulas (SUM, AVERAGE, COUNT)
- Formatting & printing
- Basic charts

Practical:

- ✓ Prepare salary sheet
- ✓ Create expense report

MONTH 2 ADVANCED EXCEL FOR OFFICE WORK



- IF, AND, OR functions
- VLOOKUP / XLOOKUP
- Data Validation
- Conditional Formatting
- Pivot Table (Basic)
- Payroll preparation in Excel

Practical:

- ✓ Employee payroll sheet
- ✓ Attendance calculation

MONTH 3 GST FUNDAMENTALS (INDIAN GST SYSTEM)



- Introduction to GST
- CGST, SGST, IGST
- GST registration process
- GSTIN structure
- Input Tax Credit (ITC)
- Tax invoice & e-way bill basics

Practical:

- ✓ Prepare GST sales & purchase register

MONTH 4 GST RETURN FILING



- GSTR-1
- GSTR-3B
- GSTR-9 overview
- GST portal working
- GST payment process
- Late fees & penalties

Practical:

- ✓ Prepare return working sheet
- ✓ Simulated return filing

MONTH 5 ESI & PF



- ESI (Employees' State Insurance)
- ESI applicability
- Contribution calculation
- Employer & employee share
- ESI return filing



- PF (Provident Fund)
- PF registration
- PF contribution rules
- EPF & EPS
- Online return filing

Practical:

- ✓ Calculate PF & ESI deduction
- ✓ Prepare monthly return sheet

MONTH 6 PROFESSIONAL TAX (PTAX)



- PT applicability
- Slab rates (State-wise basics)
- Registration & Enrollment
- PT return filing
- Payment process

Practical:

- ✓ Prepare PT calculation sheet

MONTH 7 INCOME TAX BASICS



- Types of Income
- PAN & TAN
- Residential status
- Tax slabs (Individual)
- Deductions (80C, 80D etc.)
- TDS basics

Practical:

- ✓ Income tax computation for individual
- ✓ TDS calculation

MONTH 8 INCOME TAX RETURN (ITR)



- ITR forms overview
- Filing ITR (Individual)
- Form 16
- Advance tax
- TDS return basics
- Online filing process

Practical:

- ✓ Prepare ITR working sheet
- ✓ Simulated return filing

MONTH 9 FINAL PROJECT & JOB PREPARATION



Final Project:

- Complete payroll with GST
- PF, ESI, PT deduction
- Income tax calculation
- GST return preparation

Job Preparation:

- Resume building
- Interview questions
- Practical case studies
- Office documentation practice

TOOLS COVERED



Microsoft Excel



GST Portal (Demo)



Income Tax Portal (Demo)



PF & ESI Online Systems

SKILLS YOU WILL GAIN



Accounting Foundation



Excel Efficiency for Office



GST Compliance Expertise



Payroll & Statutory Compliance



Tax Filing & Reporting



DIPLOMA IN PROFESSIONAL ACCOUNTING (DIA)

— 24 MONTHS —



PRACTICAL
LEARNING



INDUSTRY ORIENTED
CURRICULUM



EXPERT
FACULTY



REAL BUSINESS
PROJECTS



TAX & STATUTORY
EXPERTISE



CAREER
READY SKILLS



YEAR 1 – FOUNDATION IN ACCOUNTING, TALLY & GST



MONTH 1-3

DITA (DIPLOMA IN INFORMATION TECHNOLOGY APPLICATION)

Computer Fundamentals



- Windows Operating System
- File Management
- Internet & Email
- Basic Hardware • MS Office
- Word (Documentation)
- Excel (Basic formulas & formatting)
- PowerPoint (Presentation)
- Access (Database basics)

Practical:

- ✓ Create business letters
- ✓ Prepare salary sheet in Excel
- ✓ Presentation project



MONTH 4-6

BASIC ACCOUNTING



- Accounting Principles
- Journal, Ledger, Trial Balance
- Final Accounts
- Cash Book & Bank Reconciliation
- Depreciation methods
- Inventory basics

Practical:

- ✓ Manual accounting entries
- ✓ Final account preparation



MONTH 7-9

TALLY PRIME (FOUNDATION)

Using TallyPrime



- Company creation
- Ledger creation
- Voucher entries
- Purchase & Sales entry
- GST configuration
- Inventory management
- Reports & Balance Sheet

Practical:

- ✓ Create company & enter transactions
- ✓ Generate Profit & Loss



MONTH 10-12

GST PRACTICAL



- GST registration
- CGST, SGST, IGST
- Input Tax Credit (ITC)
- GST returns (GSTR-1, GSTR-3B)
- E-way bill
- GST reconciliation

Practical:

- ✓ Prepare GST sales & purchase register
- ✓ GST return working



YEAR 2 – ADVANCED ACCOUNTING & TAXATION



MONTH 13-15

ADVANCED TALLY



- Payroll in Tally
- TDS in Tally
- Cost Centre & Cost Category
- Budget & Scenario
- Multi-location stock
- Banking & Cheque printing

Project:

- ✓ Payroll system setup
- ✓ TDS calculation



MONTH 16-18

INCOME TAX & TDS



- Income tax slabs
- Deductions (80C, 80D, etc.)
- Residential status
- Computation of income
- TDS return basics
- ITR filing process

Practical:

- ✓ Individual tax computation
- ✓ TDS calculation sheet



MONTH 19-21

PF, ESI & PROFESSIONAL TAX



- PF registration & return
- ESI registration & return
- Contribution calculation
- PTAX registration & return
- Salary structure preparation

Practical:

- ✓ Complete payroll sheet
- ✓ Monthly statutory return



MONTH 22-23

ADVANCED EXCEL FOR ACCOUNTING



- IF, VLOOKUP, XLOOKUP
- Pivot Tables
- Dashboard basics
- Data validation
- Financial reporting

Project:

- ✓ Accounting dashboard
- ✓ MIS report



MONTH 24

FINAL PROJECT & PLACEMENT PREPARATION



Final Major Project:

- Complete company accounting
- GST filing
- Payroll with PF/ESI/PT
- Income tax computation
- Final balance sheet

Job Preparation:

- Resume building
- Interview practice
- Real case studies
- Office documentation

TOOLS
COVERED



Microsoft
Excel



TallyPrime



GST Portal
(Demo)



Income Tax Portal
(Demo)



PF & ESI
Online Systems



Professional Tax
(PT) Portal



7-MONTH ADVANCED EXCEL (365)

From Data to Decisions.

Analyze Smarter. Work Faster. Grow Further.



**PRACTICAL
LEARNING**



**REAL BUSINESS
CASES**



**EXPERT-LED
TRAINING**



**MICROSOFT
EXCEL 365**



**7 MONTHS
COMPREHENSIVE
PROGRAM**

01

MONTH 1 — EXCEL FOUNDATIONS (REVIEW + SPEED)



- Excel interface, ribbons, help & navigation
- Shortcuts, custom settings, Quick Access Toolbar
- Data entry, cell formatting, number/date formats
- Basic formulas & functions (SUM, AVERAGE, COUNT)
- Data validation and sorting & filtering fundamentals

02

MONTH 2 — INTERMEDIATE FORMULAS & DATA HANDLING



- Logical functions: IF, AND, OR, IFERROR
- Lookup functions: VLOOKUP, HLOOKUP, XLOOKUP, INDEX-MATCH
- Text & Date functions (CONCAT, TEXTJOIN, YEAR, EOMONTH)
- Named ranges & structured referencing

03

MONTH 3 — DATA CLEANUP & VALIDATION



- Remove duplicates & error checking
- Advanced filters & custom criteria
- Data validation with drop-downs & dynamic lists
- Flash Fill & Smart Fill automation

04

MONTH 4 — PIVOT TABLES & DATA SUMMARIZATION



- Creating PivotTables & PivotCharts
- Grouping, filtering & slicers
- Summarizing large datasets for insights
- Calculated fields in PivotTables

05

MONTH 5 — DASHBOARDS & VISUALIZATION



- Chart types (bar, line, combo, waterfall)
- Dynamic dashboards with slicers & timelines
- Conditional formatting for visuals
- Linking visuals to live data

06

MONTH 6 — AUTOMATION & ADVANCED TOOLS



- Macros: recording, editing & practical uses
- Introduction to VBA for automation
- What-If Analysis (Goal Seek, Data Tables, Scenario Manager)
- Solver add-in basics

07

MONTH 7 — REAL PROJECTS & BUSINESS APPLICATIONS



- Business problem solving with real datasets
- Sales reports, financial modelling & forecasting
- Interactive dashboard case study
- Automation case study & final project
- Presentation & reporting best practices



WHAT YOU WILL MASTER



**POWERFUL
FORMULAS**



**DATA CLEANING
& ANALYSIS**



**PIVOT TABLES &
REPORTING**



**DASHBOARDS &
VISUALIZATION**



**AUTOMATION
& VBA**



**REAL-WORLD
PROJECTS**



MICROSOFT EXCEL 365
UNLOCK THE POWER OF DATA.



**PRACTICAL
APPROACH**



**EXPERT
FACULTY**



**INDUSTRY
RELEVANT**



**CAREER
FOCUSED**



14-MONTH MICROSOFT EXCEL (365) + AI + GOOGLE SHEETS

DIPLOMA IN EXCEL

Text, Date and Time, Lookup and Reference, Math and Tring, And **Python in Excel** etc.



**PRACTICAL
LEARNING**



**REAL-WORLD
APPLICATIONS**



**EXPERT
FACULTY**



**INDUSTRY
RELEVANT**



**CAREER
FOCUSED**



MONTH 1

SPREADSHEET FUNDAMENTALS



- Introduction to Excel & Google Sheets interface
- Workbook, Worksheet, Cells
- Data Types & Formatting
- Basic Formulas (SUM, AVERAGE, COUNT)
- Keyboard Shortcuts



MONTH 2

ESSENTIAL FUNCTIONS



- Logical Functions (IF, AND, OR)
- Text Functions (LEFT, RIGHT, MID, LEN, TRIM)
- Date & Time Functions
- Basic Conditional Formatting



MONTH 3

ADVANCED FORMULAS



- VLOOKUP / HLOOKUP
- XLOOKUP (Excel 365)
- INDEX + MATCH
- Nested IF
- Other Formula
- Data Validation



MONTH 4

DATA CLEANING & MANAGEMENT



- Remove Duplicates
- Text to Columns
- Flash Fill
- Sort & Filter (Advanced)
- Named Ranges



MONTH 5

PIVOT TABLES & CHARTS



- Pivot Table Creation
- Pivot Charts
- Slicers
- Dashboard Basics
- Dynamic Charts



MONTH 6

ADVANCED EXCEL 365 FEATURES



- Dynamic Arrays
- FILTER, UNIQUE, SORT
- LET Function
- LAMBDA Function
- Power Query Introduction



MONTH 7

POWER TOOLS



- Power Query
- Power Pivot



MONTH 8

AUTOMATION & MACROS



- Introduction to VBA
- Automated Reports



MONTH 9

AI IN EXCEL 365



- Using Microsoft Copilot in Excel
- AI-based Formula Suggestions
- Natural Language Queries
- Automated Chart Creation
- Data Insights with AI



MONTH 10

GOOGLE SHEETS CORE



- Sheets Interface
- Basic & Advanced Formulas
- IMPORTRANGE
- QUERY Function
- Conditional Formatting



MONTH 11

GOOGLE SHEETS ADVANCED



- Apps Script Basics
- Google Forms Integration
- Add-ons Usage



MONTH 12

DASHBOARD & MIS REPORTING



- KPI Dashboard Design
- Sales Dashboard
- HR Dashboard
- Financial Reporting
- Interactive Reports



MONTH 13

DATA ANALYSIS & VISUALIZATION



- Statistical Functions
- What-If Analysis
- Scenario Manager
- Goal Seek
- Basic Forecasting
- Advance Filter
- Consolidate



MONTH 14

FINAL PROJECTS & CAREER PREPARATION



- Real Business Case Studies
- Data Cleaning Project
- Dashboard Project
- Interview Preparation
- Resume Building
- Freelancing Guidance

KEY SKILLS YOU WILL MASTER



ADVANCED
FORMULAS



DATA ANALYSIS
& VISUALIZATION



DASHBOARDS
& REPORTS



AUTOMATION
& MACROS



AI POWERED
INSIGHTS



GOOGLE SHEETS
PROFICIENCY

TOOLS & TECHNOLOGIES



EXCEL
365



GOOGLE
SHEETS



POWER
QUERY



POWER
PIVOT



MICROSOFT
COPILOT



PYTHON
IN EXCEL



100% PRACTICAL
LEARNING



EXPERT-LED
TRAINING



REAL BUSINESS
PROJECTS



CERTIFICATE OF
COMPLETION



CAREER & FREELANCE
OPPORTUNITIES



12-MONTH DITA COURSE SYLLABUS

(DIPLOMA IN INFORMATION TECHNOLOGY APPLICATION)



PRACTICAL
KNOWLEDGE



INDUSTRY
RELEVANT



EXPERT
FACULTY



CAREER
READY



MONTH 1

COMPUTER FUNDAMENTALS



- Introduction to Computer
- Types of Computers
- Hardware & Software
- Input / Output Devices
- Memory (RAM, ROM)
- Generations of Computer



MONTH 2

WINDOWS 10/11 OPERATING SYSTEM



- Installation of Windows
- Desktop & Taskbar
- File & Folder Management
- Control Panel
- System Settings
- Disk Cleanup & Maintenance
- Basic Troubleshooting



MONTH 3

WORDPAD & NOTEPAD (365)



- Introduction to WordPad
- Creating & Saving Files
- Text Formatting
- Printing Documents
- Introduction to Notepad
- Creating Basic Text Files
- Editing & Saving .txt Files



MONTH 4

MS WORD (MICROSOFT WORD 365)



- Document Creation
- Formatting Tools
- Page Setup
- Tables & Images
- Mail Merge
- Resume & Letter Design
- Project Work



MONTH 5

BASIC MS EXCEL (MICROSOFT EXCEL 365)



- Workbook & Worksheet
- Basic Formulas (SUM, AVERAGE, COUNT)
- IF Function (Basic)
- Charts
- Formatting
- Simple MIS Reports



MONTH 6

MS POWERPOINT (MICROSOFT POWERPOINT 365)



- Creating Slides
- Slide Layout
- Animations & Transitions
- Inserting Images & Charts
- Presentation Design
- Project Presentation



MONTH 7

MS ACCESS (DATABASE) (MICROSOFT ACCESS)



- Introduction to Database
- Tables Creation
- Forms
- Queries
- Reports
- Simple Database Project



MONTH 8

INTERNET & EMAIL

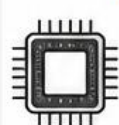


- Internet Basics
- Web Browsing
- Search Techniques
- Email Creation & Sending
- Attachments
- Cloud Storage Basics
- Online Safety



MONTH 9

HARDWARE FUNDAMENTALS



- Internal Hardware Components
- CPU, Motherboard, SMPS
- RAM, Hard Disk
- Input / Output Devices
- Assembling Basics
- Basic Troubleshooting



MONTH 10

CMD (COMMAND PROMPT) BASIC



- Introduction to Command Prompt
- Basic Commands:
 - >> dir >> mkdir
 - >> cd >> rmdir
 - >> copy >> ipconfig
 - >> del >> ping
- File Management using CMD



MONTH 11

PRACTICAL LAB & OFFICE PROJECTS



- Word Project
- Excel Project
- PowerPoint Presentation
- Access Database Project
- Internet Practical
- Hardware Practical



MONTH 12

FINAL PROJECT & EXAM PREPARATION



- Complete Practical Examination
- Viva Preparation
- Resume Building
- Interview Skills
- Certificate Preparation

WHAT YOU WILL LEARN



STRONG
IT BASICS



OFFICE
PRODUCTIVITY



DATABASE
MANAGEMENT



INTERNET &
COMMUNICATION



PRACTICAL
APPLICATION

TOOLS & TECHNOLOGIES COVERED



Windows
10/11



Word
365



Excel
365



PowerPoint
365



Access



CMD



PRACTICAL TRAINING



REAL-WORLD SKILLS



CERTIFICATE OF COMPLETION



BETTER CAREER OPPORTUNITIES



CITA

CERTIFICATE IN INFORMATION TECHNOLOGY APPLICATION

DURATION: 7 MONTHS



**PRACTICAL
LEARNING**



**EXPERT
FACULTY**



**SKILL
DEVELOPMENT**



**CERTIFICATE
OF COMPLETION**



**CAREER
READY**



MONTH 1



COMPUTER FUNDAMENTALS

- Introduction to Computer
- Hardware & Software
- Input / Output Devices
- Types of Computers
- Memory (RAM, ROM)
- Basic Operating System Concept



MONTH 2



WINDOWS OPERATING SYSTEM

- Working with Windows
- Desktop & Taskbar
- File & Folder Management
- Control Panel
- System Settings
- Basic Troubleshooting



MONTH 3



WORD PROCESSING (MICROSOFT WORD)

- Document Creation
- Text Formatting
- Page Setup
- Tables & Images
- Mail Merge
- Resume & Letter Writing



MONTH 4



SPREADSHEET (BASIC) (MICROSOFT EXCEL)

- Workbook & Worksheet
- Basic Formulas (SUM, AVERAGE, COUNT)
- IF Function (Basic)
- Charts
- Formatting
- Simple Reports



MONTH 5



PRESENTATION (MICROSOFT POWERPOINT)

- Creating Slides
- Slide Layout & Design
- Animations & Transitions
- Inserting Images & Charts
- Presentation Project



MONTH 6



INTERNET & EMAIL

- Internet Basics
- Web Browsing
- Email Creation
- Sending & Receiving Emails
- Attachments
- Online Safety



MONTH 7



HARDWARE & BASIC CMD

- Basic Hardware Components
- Input / Output Devices
- Introduction to Command Prompt
- Basic CMD Commands (dir, cd, copy, del)
- Final Practical Project
- Viva & Exam Preparation

TOOLS YOU WILL LEARN



Windows
OS



Word



Excel



PowerPoint



Internet



CMD

BENEFITS OF CITA COURSE



STRONG
IT BASICS



PRACTICAL
KNOWLEDGE



IMPROVE
PRODUCTIVITY



BOOST
CONFIDENCE



BETTER
JOB PROSPECTS



BEGINNER
FRIENDLY



HANDS-ON
PRACTICE



REAL-WORLD
APPLICATION



CAREER
FOCUSED



CERTIFICATE
OF COMPLETION



CERTIFICATE IN POWER BI

DURATION: 7 MONTHS

Learn. Analyze. Visualize. Decide Better.



Power BI



DATA-DRIVEN
DECISIONS



INTERACTIVE
VISUALS



REAL BUSINESS
INSIGHTS



PRACTICAL
PROJECTS



INDUSTRY
RELEVANT



CAREER
GROWTH



MONTH 1

DATA ANALYTICS FUNDAMENTALS



- Introduction to Data & Business Intelligence
- Types of Data (Structured / Unstructured)
- Basics of Data Analysis Concepts
- Introduction to BI Tools
- Overview of Microsoft Power BI
- Installation of Power BI Desktop
- Power BI Interface & Navigation



MONTH 2

DATA IMPORT & DATA TRANSFORMATION



- Connecting to Data Sources (Excel, CSV, Database)
- Working with Microsoft Excel Data
- Introduction to Power Query Editor
- Data Cleaning & Transformation
- Remove Duplicates, Split Columns, Merge Queries
- Data Types & Formatting



MONTH 3

DATA MODELING



- Understanding Data Relationships
- Creating Relationships Between Tables
- Star Schema Concept
- Data Normalization Basics
- Calculated Columns
- Measures vs Columns



MONTH 4

DAX (DATA ANALYSIS EXPRESSIONS)



- Introduction to DAX
- Basic DAX Formulas (SUM, COUNT, AVERAGE)
- Logical Functions (IF, SWITCH)
- Time Intelligence Functions
- CALCULATE Function
- Filter Context & Row Context



MONTH 5

DATA VISUALIZATION & DASHBOARD DESIGN



- Creating Charts (Bar, Line, Pie, Combo)
- Cards, KPIs & Tables
- Slicers & Filters
- Drill Through & Tooltips
- Custom Visuals
- Designing Interactive Dashboards
- Best Practices for Visualization



MONTH 6

POWER BI SERVICE & PUBLISHING



- Introduction to Power BI Service
- Creating Power BI Account
- Publishing Reports
- Creating Dashboards in Service
- Sharing & Collaboration
- Data Refresh & Gateway Basics
- Introduction to Row Level Security (RLS)



MONTH 7

REAL PROJECTS & ADVANCED TOPICS

- Sales Dashboard Project
- HR Analytics Dashboard
- Financial Report Dashboard



- Introduction to Power BI Mobile View
- Performance Optimization
- Final Capstone Project
- Viva & Certification Exam



TOOLS & TECHNOLOGIES



POWER BI
DESKTOP



MICROSOFT
EXCEL



SQL / DATABASE
SOURCES



POWER BI
SERVICE

WHAT YOU WILL GAIN



DATA
ANALYSIS
SKILLS



POWERFUL
VISUALIZATIONS



BUSINESS
INSIGHTS



JOB-READY
EXPERTISE



CAREER
GROWTH



HANDS-ON
TRAINING



EXPERT
FACULTY



REAL-WORLD
PROJECTS



CERTIFICATE OF
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100% PRACTICAL
LEARNING