

<div>An ISO 9001:2008 Certified</div> <div>DiSHA[®]</div> <div>COMPUTER INSTITUTE</div> <div>EXPERTS IN COMPUTER TRAINING</div>	SHREYA ABHJIT JANGAM		Course : CAA		Mob No.:	
		Admission Date :16-05-2022	Start Date :17-05-2022		End Date :27-11-2022	
DATE	TOPICS NAME		DAYS REQUIR	STUDENT SIGN		FACULTY SIGN
	BASIC APPLICATION					
	PAINT		1			
	NOTEPAD		1			
	WORDPAD		1			
	MS WORD 2016					
	HOME TAB		1			
	INSERT TAB		2			
	DESIGN TAB		1			
	PAGE LAYOUT TAB		1			
	REFERENCES TAB		2			
	MAILINGS TAB		2			
	REVIEW TAB		1			
	VIEW TAB		1			
	MS EXCEL 2016					
	HOME TAB		1			
	INSERT TAB		3			
	PAGE LAYOUT TAB		1			
	FORMULAS TAB		1			
	DATA TAB		2			
	REVIEW TAB		1			
	VIEW TAB		1			
	ADV EXCEL					
	VLOOKUP, HLOOKUP, SUMIF,SUMIFS,COUNTIF,COUNTIFS		7			
	PIVOT TABLE, RECOMMENDED PIVOT TABLES, PIVOT CHART		2			
	PAY SLIP		2			
	MS POWER POINT 2016					
	HOME TAB		1			

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	INSERT TAB	1		
	DESIGN TAB	1		
	TRANSITION TAB	1		
	ANIMATIONS TAB	1		
	SLIDE SHOW TAB	1		
	REVIEW TAB	1		
	VIEW TAB	1		
	EXAM			
	COMPUTERISED ACCOUNTING			
	TALLY ERP 9	1		
	WHAT IS MEANT BY ACCOUNTING, TYPES OF ACCOUNTS, GOLDEN RULES OF ACCOUNTING.	1		
	COMPANY LEVEL, 10 ASSIGNMENTS, DR/CR, PROPER JOURNAL ENTRIES, MANUAL ACCOUNTING.	1		
	COMPANY CREATION, LEDGER CREATION	1		
	INVENTORY (STOCKS)	3		
	GODOWN	1		
	BRS	1		
	COST CENTERS	2		
	DATA EXPORTS	1		
	PAYROLL	4		
	ADVANCE ACCOUNTING			
	BOOK KEEPING	1		
	LEDGER JOURNALS	2		
	INTEREST CALCULATION	1		
	BUDGET	1		
	SECURITY CONTROLS	2		

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	RATIO ANALYSIS	1		
	P & L ACCOUNT	1		
	TRADING ACCOUNT	1		
	TILL THE FINALIZATION	1		
	EXAM			
	BANKING			
	BANKING SYSTEM, HOW IT WORKS, CURRENT BANKING TOOLS, (CRR, REPO RATE, REV. REPO)	2		
	ALL KINDS OF LOANS, LOAN SCHEDULE STATEMENT, HISTORY OF BANKS, CURRENT AFFAIRS	2		
	AUDITING			
	NEEDS, ERRORS, CASH TRANSACTION	1		
	TRADING TRANSACTION, CONCEPTUAL MODULE	3		
	TAXATION			
	INTRODUCTION , TYPES OF TAXES, DIRECT TAX AND INDIRECT TAX	1		
	INCOME TAX, FEATURES, DEFINITIONS, PAN (PERMANENT ACCOUNT NUMBER), SLAB RATES, COMPUTATION OF TOTAL INCOME.	2		
	INCOME FROM SALARY , CONCEPT OF INCOME TAX 2 (24) , DIFFERENCE BETWEEN CAPITAL RECEIPTS & REVENUE RECEIPTS, FORMAT FOR COMPUTATION OF TOTAL INCOME.	3		
	INCOME FROM HOUSE PROPERTY, HOUSE RENT ALLOWANCE, LEAVE TRAVEL ALLOWANCE.	1		
	INCOME FROM BUSINESS AND PROFESSION, PRACTICALS	2		
	INCOME FROM CAPITAL GAINS, CHANGE IN TAX RULES FOR DEBT MUTUAL FUNDS, INCOME FROM OTHER SOURCES, TABLES AND CHARTS, SEC.	3		
	ADVANCE TAX, CALCULATIONS, EXAMPLE, DATE OF TAX AND SEC OF ACT.	2		

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	GST (Goods And Service Tax), GST Introduction, GST Registration and HSN, GST Rates	1		
	CGST/SGST/IGST	1		
	GST Adjustment	2		
	E-Payment For GST & GST Return	1		
	GST RETURN (GSTR1,GSTR2,GSTR3B)	1		
	<i>EXAM</i>			