



CIN
U74999DL2016PTC302872

immense
INSTITUTE OF TECHNOLOGY & MANAGEMENT

Regd. Under the Companies Act. 2013 Ministry of Corporate Affairs, Govt. of India.

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Certificate in Financial Accounting & Publication

Duration: Six Months

Module 1: Basic Computer

1. Fundamentals
2. MS-Windows 7

Module 2: Accounting Introduction

1. Financial Accounting Concept
2. Need for Accounting
3. Types of Accounting
4. Accounting Principles or Standards
5. Accounting System

Module 4: Accounts with Inventory

1. Accounts with Inventory Information
2. Inventory Vouchers
3. Advanced Entries

Module 3: Accounts Only

1. Accounts Information
2. Accounts Group
3. Ledger Creation
4. Balance Sheet
5. Profit and Loss A/c
6. Voucher Types
7. Multi-Account Printing
8. Accounts Books
9. Statement of Accounts
10. Cash/Fund Flow
11. List of Accounts
12. Exception Report
13. Ratio Analysis
14. Backup/Recovery
5. ODBC Connectivity
6. Internet Connectivity
7. Invoicing
8. Inventory Report
9. Sales/Purchase Analysis
10. Stock Journal Report
11. Income Tax, Discount
12. TDS (Tax Deduction at Source)
13. TCS (Tax Collection at Source)
14. FBT, Service Tax
15. Interest, Queries
16. Price List, Sales Tax
17. VAT, Excise Duty
18. Billing Company Entry Challan
19. Manufacturing
20. Bank Reconciliation



Tally
POWER OF SIMPLICITY



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Module 5: Adobe PageMaker

1. Basics of PageMaker
2. Grids Rulers and Guides
3. Working with Text, Formatting Text
4. Working with Graphics and Layers
5. Working with Color
6. Layers
7. Importing Text Features
8. Publishing and Printing
9. Project Work
10. Basic Terminology
11. Text Basics
12. Advanced Topics
13. Transforming Objects
14. Locking Objects
15. Importing, Linking and Exporting

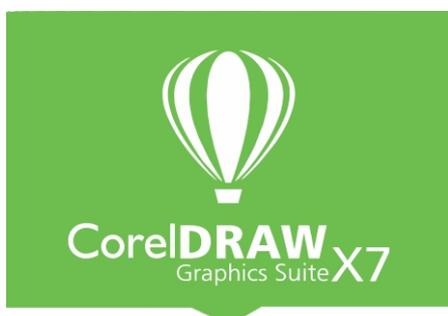


Module 6: CorelDraw

1. Work in Wireframe View
2. CorelDraw Total Text Control
3. All About CorelDraw Outlines
4. All About CorelDraw Pattern Fills
5. Vectors and Bitmaps, Set View
6. CorelDraw Basic Toolbox
7. Line & Character Spacing
8. Create Column
9. Photoshop Textures & Patterns

Module 7: Photoshop

1. Photoshop Learning Tools
2. Artistic Effects
3. Black & White
4. Photoshop Text Effects
5. Photoshop Web Buttons
6. Photo Shop Basics
7. Photoshop Image Effects
8. Photo Retouching
9. Photoshop Focus Effects
10. Photoshop Frames & Borders
11. Photoshop Textures & Patterns



Module 8: Project / Assignment / Practical