About The Course

BBC
A Unit Of BBC Foundation

Professional Accounting with G.S.T & Advanced Excel 18 Months

SEMESTER - 1
Computer Fundamental
Operating System (Windows 7 / 10)
M.S. Office 7/10 (Word, Excel, Power Point)
Internet & E-Mailing
Live Project work

SEMESTER - 2
Fundamentals of Accounts
journal, Ledger, Cash Book, Purchase & Sales Transaction, By Cash Cheque and Credit with GST, Cost Center, Cost Category, Bill Wise Trasnaction

SEMESTER - 3
Accounting Vouchers, Inventory Vouchers, Stock Group, Item Wise Transaction, Stock Report, Goods Return Inward Outward, Alteration of Transction, CGST & SGST, IGST.

SEMESTER - 4
Depreciation of Assest, Banking System with Contra Entry, Dishonour Entry, Drawing Account, Manufacturing Account, Point Of Sales, Item Wise GST Report, POS Invoice CGST & SGST.

SEMESTER - 5
Profit Seeking Business and NOn Profit Seeking Business, Trading, Profit & Loss and Balance Sheet, Ration Analyasis, % of Return of Investment, Real Life Project

SEMESTER - 6
Inventory Management with Godown System Order System (Purchase & Sales Order with GST), Order Receipt and Order Delivery, POS Invoice with GST, Pay Roll System, Pay Roll Report & Pay Slip

SEMESTER - 7
Tax collected at source, Tax deducted at source, TCS & TDS Report, Profit & Loss Balance Sheet 3 years Report, Real Life Balance Sheet Project.

SEMESTER - 8
Advanced Excel - Spread Sheet Counting Number, Counting Text, Counting Condition Wise Text value, SUM, SUM IF, SUMIFS, Function of SUBTOTAL, SUBMAXIMUM, SUBMINIMUM, IF CONDITATION WITH DATED IF, DATA ANALYSIS, CENERIO, GOAL SEEK, DATA TABLES, PVOT TABLES, DATA ENTRY SHEET.

Certificate In Financial Accounting with G.S.T 6 Months

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Fundamentals of Accounts
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SEMESTER - 2
Accounting Vouchers, Inventory Vouchers, Stock Group, Item Wise Transaction, Stock Report, Goods Return Inward Outward, Alteration of Transction, CGST & SGST.

Diploma In Computer Application & Financial Accounting with G.S.T 12 Months

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Live Project work

SEMESTER - 2
Fundamentals of Accounts
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SEMESTER - 3
Accounting Vouchers, Inventory Vouchers, Stock Group, Item Wise Transaction, Stock Report, Goods Return Inward Outward, Alteration of Transction, CGST & SGST, IGST.

SEMESTER - 4
Depreciation of Assest, Banking System with Contra Entry, Dishonour Entry, Drawing Account, Manufacturing Account, Point Of Sales, Item Wise GST Report, POS Invoice CGST & SGST.

SEMESTER - 5
Profit Seeking Business and NOn Profit Seeking Business, Trading, Profit & Loss and Balance Sheet, Ration Analyasis, % of Return of Investment, Real Life Project

DDEO (Diploma in Data Entry Operator) 6 Months

SEMESTER - 1
• Introduction Fundamentals About Hardware, Software, Computer System
• Operating System (Windows 7 / 10)
• Introduction To Word Processing, Introduction To Spreadsheet, Introduction To Presentation Software. & Basic Internet Operation.