



सरकार मान्य



Duration: 12 Months

The Best Program For Commerce Students™

Raj Certified Professional Accountant program aims to develop student into a complete accountant, working on accounting related software on computers. This program basically caters to Commerce graduates as well as people who are interested to make career in computerised accounting. The minimum qualification required for enrollment in this program is HSC. The program has modular pattern of teaching and examination. On successful completion of R-CPA the student would be awarded final certification. Student has to appear for MBTB examinations by paying examination fees as prescribed from time to time for all modules.



Career Opportunities: Professional Corporate Accountants, Tally Professional, Account Assistant, Tax Process Executive, Teaching Professional for Tally and Taxations, Jobs in Stock Market, Self Employment in Tally - GST Work. R-CPA give Career readiness for Accounting, Banking and Finance Industry.

Semester-1

Certificate Course in Operating System & Application Management

Windows	MS Excel (Advance Level)	Data Validation	Text Functions	Debugging Formulas
Networking Concepts	Basic Functions	Whatif Analysis	Mathematical Functions	Working with Macros
Multimedia & E-Commerce	Number Formatting	Goal Seek	Statistical Functions	MIS Reporting
Advance MS Office with AI Tools	Advance Conditional Formatting	Scenario Management	Financial Functions	Shortcut Keys
MS Word	Paste Special	Sub Total / Consolidation	Logical Functions	Page and Margin Setup
MS Excel	Insert Tab	Working with Charts	Conditional Functions	Protection and Security
MS PowerPoint	Page Layout Tab	Pivot Table	Lookup Functions	Advance Printing Features
Net Banking	Data Tab / Data Filtrations	Pivot Charts with Report	Database Functions	
MS Outlook	Data Sorting	Date and Time Functions	Array Functions	

Certificate Course in Computerised Accounting Using TallyPrime

Beginner Level	Intermediate Level
Basics of Accounting	Interest Calculations, Stock Categories
Accounting Principles	Order Processing , Batchwise Details
Golden Rules of Accounting,	Manufacturing Journal, Voucher Class
Tally Fundamentals, Chart of Accounts	Budgets & Controls, Credit Limit
Accounting & Inventory Masters	Cost Centre & Cost Category
Accounting Vouchers	Multiple Currencies
Purchase / Sale, Receipt / Payment,	Stock Valuation Methods
Contra / Journal Debit Note / Credit Note	Bank Reconciliation Statement
Inventory Vouchers, Stock Journal /	F11 Features
Physical Stock, Trial Balance	Security Controls and Tally Audit
Profit & Loss Account Balance Sheet	Tally Vault
	Printing from Tally

Certificate Course in Advanced Computerised Accounting Using TallyPrime

Advance Level	Expert Level
Scenario Management,	Statutory Info, Exception Reports
Optional / Post Dated Vouchers	Cash and Funds Flow
Price List, Re Order Levels, Alternate /	Intro. to GST, GST Classification
Compound UOM	GST Master Creation
Export & Import of Data, Export Formats	GST Different Tax Rate
ODBC in Tally Consolidation	GST Invoice / GST Report
Split of Accounts, Company Logo Printing	GST Challans / Returns
Bill Settlement	TDS / TCS, POS, Payroll, Income Tax
Receipt and Payment Statement	Advance Banking Features Setting up of
E-mail & Uploading, Backup & Restore	Tally, Migrating Data, Advance F12
Multi Linguistic Features	Configurations
	Financial / Inventory Reporting

Semester-2

Certificate Course in Tax Administration

Domain Knowledge of Income Tax	Procedure with Online IT Portal	Domain Knowledge of GST	Procedure with Online GST Portal
Introduction of Income Tax Act	Introduction and Creation of Account	Introduction to GST Act	Introduction to GST Portal
Permanent Account Number (PAN)	Prefiling Process (View 26AS, AIS)	GST Registration and Returns	Registration on GST Portal
Heads of Income	Practical of E-Filing of Income Tax Return	E-Invoicing	Filing of GST R-1, 3B and Online Tax
Deductions and Exemptions	Online Tax Payment	E-Way Bill	Payment
Computation of Total Income and Tax	Post Filing Features of ITR	Problems on GST Calculation	Generating E-Way Bill Online
Tax Deducted at Source (TDS)	Online TDS Application		Generating E-Invoicing Online

Certificate Course in Capital Market

Basic Investment	IPO (Initial Public Offering)	Technical Analysis	Currency Markets
Understanding Capital Market & Its Structure	Macro Economic Analysis	Derivatives (Call Put Strategy)	Commodity Markets
Mutual Funds	Fundamental Analysis	Future and Option (F&O)	Practical Training on Trading App

Certificate Course in Banking and Financial Modeling

Banking	Banking Products	Financial Modeling	Risk Management and Scenario Analysis
Banking Fundamentals	Banking Process	Introduction to Banking and Financial	Creating Dynamic Financial Dashboard
Basics Understanding of Banking	Fin-tech & Digitization	Systems	and Reporting
Practices and Procedures	Securities	Fundamentals of Financial Modelling	Technology Tools and Industry Best
Retail Banking	Understanding Credit & Risk	Financial Modelling with Excel	Practices
Commercial Banking	Marketing of Financial Services	Financial Instruments and Valuation	

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