

LEARN THE ESSENTIAL SKILLS REQUIRED TO BECOME A SUCCESSFUL ACCOUNTANT. WE OFFER MODULES IN MANUAL ACCOUNTING, TALLY PRIME, ADVANCED EXCEL, GULF VAT, POWER BI AND SAP FICO / S4 HANA.

**DURATION 4 MONTHS /288 HRS** 

# **MANUAL ACCOUNTING**



#### **KEEP ACCURATE RECORDS**

Learn the fundamentals of book keeping and accounting principles to maintain accurate financial records.



#### **CASH MANAGEMENT**

Master the basics of cash handling, recording transactions, transactions, and reconciling bank statements.



#### **BUSINESS TRANSACTIONS**

Understand the procedures and documentation required to record business transactions and post them to the general ledger.



## **ADVANCED EXCEL**

# Formulas & Functions

Master complex calculations using formulas and functions such as XLOOKUP, VLOOKUP, SUMEIF, IF functions and New Excel 365 functions.

## **Charts & Graphs**

Create beautiful, interactive charts and graphs to represent data, trends, and patterns.

## Data Analysis Tools

Use advanced data analysis tools like Power Pivot Tables, Power Pivot, Power Query and PivotCharts to organize and summarize data.

## Macros & VBA

Automate tasks using macros and Visual Basic for Applications (VBA), saving time and reducing errors in data entry.

# **GULF VAT**

01

## Introduction to Gulf VAT

Understand the basics of VAT implementation in the Gulf region and the fundamentals of VAT compliance.

02

## **VAT in Accounting Software**

Explore how to manage VAT in accounting software like Tally Prime and SAP Fico S4 Hana and how it affects financial statements.

03

## **Filing VAT Returns**

Learn how to complete and file VAT returns on time and avoid potential fines and penalties.

# **POWER BI**



Power BI is like a super-smart tool for analyzing data. It lets you take all kinds of info, like sales numbers or website visits, and turn it into interactive visualizations and reports. Basically, it helps you understand your data better and make smarter decisions. Plus, it's user-friendly, so even if you're not a data expert, you can still use it to uncover insights.





- 1. Getting Started with Power BI
- 2. Data Connections and Importing in Power BI
- 3. Visualizations in Power BI
- 4. Power BI Desktop Interface Overview
- 5. DAX Essentials: Basic to Advanced
- 6. Power Query: Data Transformation
- 7. Interactive Dashboards in Power BI
- 8. Importance of DAX Functions
- 9. Sharing Reports in Power BI
- 10. Data Modeling & Relationship

# **SAP FICO S4 HANA**

SAP FI MODULES	SAP CO MODULES
General Ledger Accounting	Cost Element Accounting
Accounts Payable	Cost Centre Accounting
Account Receivables	Profit Centre Accounting
Asset and Bank Accounting	Profitability Analysis
Special Purpose Ledger	Product Cost Controlling



## FINANCIAL ACCOUNTING

Master the processes involved in financial accounting such as general ledger, accounts payable, and accounts receivable.

#### MANAGEMENT ACCOUNTING

Understand the concepts and techniques of managerial accounting such as cost center accounting and profitability analysis.



### INTEGRATION AND REPORTING

Learn how to integrate accounting processes with other SAP modules and report financial data using SAP reporting tools.



# **CERTIFICATIONS:**

Microsoft Office Specialist(MOS)

Microsoft Office Specialist Certification in Excel.

**Tally Prime** 

Tally Prime Certification

SAP Fico & S4 Hana

SAP Fico and S4 Hana Certificates.

**NSDC** 

Govt. Certificate provided by NSDC(National Skill Development Corporation).

# CONCLUSION

01

## **REAL-WORLD SKILLS**

Our MFA in Accounting program prepares you with the skills that are essential in today's accounting profession.

## **CAREER OPPORTUNITIES**

Upon completion of the course, you will have in-demand accounting skills to work in various industries and at different levels.

02

03

## **EXPERT FACULTY**

Our faculty members are experienced accounting professionals and are dedicated to providing you with the best education.

