

P. C. E. T.'s

S. B. Patil Institute of Management

**907 – Certification Course for Finance
Syllabus for 2019 – 20**

Syllabus for Certification Course for Finance


Module No. – 1

Microsoft Excel and Advanced Excel

Details:

- Introduction to Microsoft Excel
- Organizing and printing
- Sorting & Filter
- Concatenate and Trim
- Group
- Sum and Sum If
- Sum Product
- Average and Average If
- V and H Lookup
- Pivot
- If and If Error
- Small
- Prop
- What are macros and what do they do
- Data Tables
- Goal seek
- Trace
- 2 Axis Chart
- Rank
- Index
- Match
- Data Tables
- XIRR
- Rate
- Key Board shortcuts and how to use any function in excel




Director (I/c)
Pimpri Chinchwad Education Trust's
S. G. Patil Institute of Management
Sector No. 26, Nigdi,
Pradhikaran, Pune - 411 044.

Module No. – 2

Microsoft PowerPoint course

Details:

- Formatting the content
- What is Slide Master and when to use it
- Understanding the slide interface
- Types of slides
- Align function
- Crop
- Graphs
- Line Chart
- Pie Graph
- 2 Axis Chart
- Bubble Chart
- Image formatting
- Key Board shortcuts and how to use any function in MS PowerPoint


Module No. – 3

Forecasting Financial Statements, DCF Valuation & Relative Valuation

Details:

- Accounting Equation
- Financial Statements
- Accounting Principles
- Basic Accounting Concepts
- Time Value of Money
- WACC
- What is financial modelling?
- Revenue Driver
- Income Statement forecast
- Balance Sheet Forecast
- Cash Flow Calculations
- Balancing Balance Sheet
- Debt Repayment Schedule
- Fixed Asset Schedule
- Equity Module
- Dividend Module
- FCFF, FCFE




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- Dividend Discount Model
- Enterprise Value
- Estimating Terminal Value
- Scenario Analysis
- Ratio calculation
- Accounting Ratios
- Valuation Ratios (P/E, P/S, EV/EBITDA, etc.)
- Peer analysis
- Trading Comps
- Transaction Comps
- Relative Valuation


Module No. – 4

Pitch Book Preparation and Forecasting of Merger Model

Details:

- What To Include In A Pitch Deck
- Step by step guide to create great presentation for investor using PowerPoint
- Do's and Don'ts for writing storyline
- Case study – Real time pitch deck case study
- Merger & Acquisition Theory
- Goodwill Calculation
- Merger Modelling




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Module No. – 2

Microsoft PowerPoint course

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- Dividend Discount Model
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Module No. – 4

Pitch Book Preparation and Forecasting of Merger Model

Details:

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**907 – Certification Course for Finance
Syllabus for 2016 – 17**

PACE CAREER ACADEMY

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Specialized Training on ACCOUNT & TAXATION

GROUP 1

Industrial Accounting/Business Accounting

- Basic Accounting to Finalization
- Indian Accounting Standards
- MNC
- Proprietary Business
- Partnership Firms
- Listed companies with SEBI

Sectors Wise Accounting On

- IT / ITES – (BPO / KPO / LPO) / Manufacturing / Service Sectors / BFSI – (Banking / Finance / Insurance / Securities)

Concepts to Be Covered In Detail: Start Working

- Types of Accounts and Entries
- Journal Entries
- Profit & Loss Accounts
- Assets & Liabilities Adjustments
- Trail Balance
- Income & Expenses Adjustments
- Preparing Ledgers
- Balance Sheet
- Revenue Recognition
- Depreciation

Payroll

- Payroll Processing
- Allowances & Perquisites
- Practical assignment
- Accounting processing PF, ESI, PT Contribution,
- Tracking salary advance, loan




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- Online Form filling.

Benefits

Candidate can independently identify accounts documents, managing ledger accounts, Preparing Trial Balance, Calculating Depreciation, Scrutinizing BRS and assisting in preparing Balance sheet.

GROUP 2

Indirect Taxes

- VAT – (Maharashtra)
- LBT – (Local Body Tax)
- Computation & Returns
- CST – (Central Sales Tax)
- CENVAT – Credit Rules
- Service Tax

Direct Taxes

- Provision of Income Tax
- TDS
- Filing Returns
- Computation of Tax
- Section – 192
- Tax Planning

Benefits

Candidate will come to know how to file Tax returns, Problem areas, How to do the adjustments, Penalty, structure of taxes, doing E-filing process, generating form-16, getting Refund.



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GROUP 3

E-Technology

- Tally – ERP
- MCA
- XBRL
- E-Transactions & Banking Operations
- ECR Challans / PT
- Web Based Payroll
- E-Filing of ROC forms
- E-Payments & E-Filings for : (CST / VAT / S.TAX / TDS)
- Digital Signature

Benefits

Candidate will be having depth knowledge of payroll Processing, generating ECR Challan, doing all E-payments and E-filing process mentioned above, Digital signature.

OTHER

Excel

- V-Look up
- MIS Reports
- Goal Seeking
- H-Look up
- Pivot Table
- Normal functions




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