

1 Year Full time allround development program in  
Accounts + Taxes + Advance Finance + Life style, Communication & Personality Grooming

WHY **MBA?**  
when **CAFM** is  
**Faster, Better & Affordable than MBA**  
& we give you

Nilaya I-CATS Institute of Commerce  
Revolutionary Education for Excellence in Life & Skills  
97 3000 5000 / 020-6050 3002



Nilaya I-CATS Institute of Commerce

**1<sup>st</sup>** EDUCATION INSTITUTE TO GIVE  
**100%**  
PRACTICAL TRAINING



Courses Appreciated by Media, L & T Ltd, Many Corporates & awarded "Shikshanaduta Award"

### CAFM THE BEST COURSE FOR

Graduates looking for Best career in Finance

MBA's needing All round grooming & Practical Exposure for Best Jobs

## SYLLABUS



### Concepts in Accounts & Finance

**ACCOUNTS** : All Skills from Basic to Finalisation: Concepts of Debit, Credit, Income, Expenses, Assets, Liabilities; Journal entries; Ledgers; Preparation of Balance Sheet and Profit & Loss A/c; Accounting Standards; Accrual System; Revenue Recognition; Accounting of Taxes; Accounting of Shares, Corporate Accounts & many More.

**FINANCE** : Scrutiny & Analysis of Bal Sheet and P & L; Financial Statements under Company Act; Ratio Analysis;

**Practical Documentation** : Day to day Accounts Documents, Stores Documents, Bankings Documents, Taxes Registration Forms, Challans Returns, etc.

### PRACTICAL SKILLS IN DIRECT & INDIRECT TAXES & ALLIED AREAS

#### TAXES:

- Income Tax
- TDS
- Custom (BCD)
- **GST**

To whom Tax applicable?  
How to Charge?  
When to Charge?  
When to get Credit / Refund?  
How to Pay?  
How to File Returns?  
Due Dates & Penalties.  
Record keeping and required formalities.

#### Allied Areas:

**Banking** : Type of Loans, Type of Deposits, BRS, KYC norms, Interest calculation, Account opening, Resolutions, Basics of Negotiable Instrument Act.

**Insurance** : Type of Insurances, Group claims, Fire & Burglary policies, Endowment & Term insurances, Staff policies.

**Share Market** : Basics of Share Market, D-MAT, Accounting of Shares, Taxation of Shares, Purchase, Sale & Profit, Loss Booking.

**Payroll** : Pay-Roll Softwares, EPF, ESI, PT rules, Salary Calculations, Record keeping.

### Practical Experience

#### Technology & Software Training:

Tally ERP, TDS Express/Taxbase, Pay-Roll, Advanced Word, PPT Presentation, Advanced XL (Pivot Table, V / H look-up, Finance Functions, Auto Linking, Filters, and all other), E-Payments, E-Taxes, E-Banking, E-Commerce, Digital Signs, E-mails, Net surfing.

#### Real Life Company Projects on Accounts & Finance::

9+Projects with actual Accounting, Scrutiny, Finalisation, Tax calculation & finalisation, Management Report Preparation, etc.

Projects Reports, Company Valuations, Real client Credit Appraisal, Security Analysis, Finance Reporting of various Real companies, MIS & Internal System Designing, Portfolio Management.



### Management Expertise

Office Administration; Preparation of Checklist, Planner, Organisation Charts, Responsibility Charts; Reporting Systems; MIS; Ratio Analysis; Filling System; Stock System; Stock Accounting; Internal Systems; Audit; Record Keeping; Lessoning with bank / Tax / Govt Officers; E-Banking, etc.

**Management Report Preparation** : Charts & Graphs, Branch wise Profitability reports, Cost-Centre wise Revenue Comparison Reports, Cash Flow, Recovery & payable Reports, Funds Availability Report, Scrutiny of Accounts.



### Advanced Finance

**Generating** : Ways & Procedures of Bank Finance, Private Equity, Venture Capital, IPO, Capital Budgeting, Financial Statement Analysis, Credit Appraisal, Share-Market.

**Finance Management** : Finance Management, Working Capital Mgmt, Stock & Debtors Mgmt, Ratio Analysis, Cash & Funds Flow.

**Investment Decision making** : Security Analysis, Portfolio Management, Valuation of Companies / Shares, Sell & Purchase Decisions.

**International Finance** : International Finance Management, IFRS Introduction, Foreign Currency Transactions, Import Export Recording.



### SOFT SKILLS

#### LIFE LEADERSHIP:

Shaping thinking patterns; Developing physical, mental, emotional, intellectual and spiritual personalities; Improving Relations, Devotion, Success and all important facets of life.

#### BUSINESS COMMUNICATION:

English training, Confidence Building, Communication Practice, Vocabulary, Advanced English Communication, Writing Skills, International Ascent Training, Public Speaking, Group Discussions.

#### PERSONALITY & ETIQUETTES GROOMING:

Creating awareness of personality development, Postures training, Corporate Appearance, Dressing Styles, Manners, Etiquettes, Self presentation, Image Building, Confidence Building, Character Shaping, etc.

### FINANCE REFERENCE BOOKS

1. Financial Management by Prassanna Chandra
2. Security Analysis by Prassanna Chandra
3. Port-folio Management by Prassanna Chandra
4. Damodaran on Valuation by Damodaran
5. Working Capital Management by Vk Bhalla

And many more extra  
Curricular Activities

### FEATURES

- A Life Revolutionary Program which will not only provide skills but also enhance your life style.
- Converting untrained graduates into skilled professionals.
- Real Life exposure through meetings with industry leaders, visits to corporates, seminars, mock business, real life 10+ projects...
- Practical Oriented Training.
- Top most Management & Professional Faculties.
- 100% Job Guarantee on Stamp Paper.
- Up-gradation of Knowledge, throughout Life.

### ELIGIBILITY

- Graduates with at least 50% aggregate in SSC, HSC and degree
- Basic computer knowledge
- Final selection of eligible candidates through our Interview. (to be taken on your visit)

### PROGRAM OBJECTIVE

A Life Revolutionary program, providing knowledge and practical exposure along with life-style grooming & making the student capable to earn highest salaries.

### DURATION

ONE ACADEMIC YEAR



Nilaya I-CATS Institute of Commerce

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