

# LUB ACCOUNTANT COURSE

FOR  
**LAGHU UDHYOG BHARATI  
TRAINING WING**



लघु उद्योग भारती



**PRESENTED BY**  
**Team LUB**



# HELLO FROM **LUB TRAININGS**

We are pleased to present this course for an Advanced Excel, Power Point and Tally Training Course. In today's fast-paced corporate environment, proficiency in Excel and Tally are essential for effective accounting, data management and analysis. Our comprehensive training program aims to equip your team with advanced Excel, Tally and PPT techniques to enhance their productivity and efficiency.



# COURSE STRUCTURE

## COURSE CONTENT

- Basic of Accounting (40 Hours)
- Excel Training (40 Hours)
- Tally Accounting (140 Hours)
- Word and Power Point Presentation (20 Hours)

## TRAINING OVERVIEW

- Duration: 240 hours
- Frequency: Sessions (Daily Monday to Friday) 4 hours each
- Mode: On-site
- Batch Size: 30 Max No of Batches (2) Total 60 Students

## FEE

We offer flexible pricing options based on the number of training sessions:

- **INR 1100 (Full Course)**
- Discounted rate 100% discount on Full Attendance and All Assignment Completion.



# **BASIC OF ACCOUNTING AND TAXATION**

## **COURSE CONTENT**

- Basic of Accounting (40 Hours)

### **Module 1: Introduction to Accounting (5 Hours)**

- Overview of Accounting
  - Definition and importance
  - Users of accounting information
- Types of Accounting
  - Financial, managerial, and cost accounting
- Accounting Terminology
  - Key terms and concepts

### **Module 2: Accounting Principles and Concepts (10 Hours)**

- Fundamental Accounting Principles
  - The accounting equation
  - Double-entry system
- Accounting Concepts
  - Accrual vs. cash basis
  - Going concern, consistency, and prudence





# **BASIC OF ACCOUNTING AND TAXATION**

## **Module 3: Financial Statements (10 Hours)**

- Balance Sheet
  - Assets, liabilities, and equity
- Income Statement
  - Revenue, expenses, and profit
- Cash Flow Statement
  - Operating, investing, and financing activities

## **Module 4: Recording Transactions (10 Hours)**

- Journals and Ledgers
  - Recording and posting transactions
- Trial Balance
  - Preparing and understanding
- Adjusting Entries
  - Accruals and deferrals

## **Module 5: Final Accounts Preparation (5 Hours)**

- Closing Entries
  - Preparing for the new accounting period
- Preparing Final Accounts
  - From trial balance to financial statements



# ADVANCED EXCEL

## COURSE CONTENT

- Excel Training (40 Hours)

## TRAINING OVERVIEW

- Duration: 40 hours
- Frequency: Sessions (Daily Monday to Friday) 4 hours each
- Mode: On-site
- Batch Size: 30 Max No of Batches (2) Total 60 Students





# EXCEL COURSE CONTENT

## BASIC LEVEL

### **Module 1: Introduction to Excel**

- Introduction to Excel interface
- Basic navigation and data entry
- Formatting cells and data
- Managing worksheets and workbooks

### **Module 2: Data Management and Analysis**

- Sorting and filtering data
- Using AutoFill and Flash Fill
- Subtotal and database functions
- Introduction to Excel tables

### **Module 3: Conditional Formatting and Charts**

- Applying conditional formatting rules
- Creating and customizing charts
- Sparklines and trendlines
- Using slicers and timelines

### **Module 4: Advanced Data Analysis Tools**

- Using Data Validation
- Using Goal Seek and Solver
- Performing What-If analysis
- Using the Analysis ToolPak

### **Module 5: Collaboration and Sharing**

- Protecting worksheets and workbooks
- Sharing workbooks and collaboration tools
- Tracking changes and comments
- Excel online and co-authoring features





# EXCEL COURSE CONTENT

## ADVANCED LEVEL

### **Module 1: Advanced Functions and Formulas**

- Logical functions (IF, AND, OR, NOT)
- Lookup and reference functions (VLOOKUP, HLOOKUP, INDEX, MATCH)
- Text functions (LEFT, RIGHT, MID, CONCATENATE)
- Date and time functions (DATE, TIME, MONTH, YEAR)
- Array formulas and advanced formula techniques

### **Module 2: Pivot Tables and Power Query**

- Creating Pivot Tables and Pivot Charts
- Customizing Pivot Table fields and layouts
- Advanced Pivot Table techniques
- Introduction to Power Query
- Importing, transforming, and combining data

### **Module 3: Data Analysis with Excel**

- Advanced data analysis with Excel
- What-If analysis and Goal Seek
- Scenario Manager and Solver
- Analyzing data with statistical functions
- Using Excel for regression analysis and forecasting

### **Module 4: Macros and Automation**

- Recording and editing macros
- Introduction to VBA (Visual Basic for Applications)
- Writing VBA code for automation
- Creating custom functions
- Integrating macros and automation into Excel workflows

### **Module 5: Excel Tips and Tricks**

- Advanced formatting techniques
- Keyboard shortcuts for efficiency
- Troubleshooting common Excel issues
- Optimizing Excel performance





# TALLY

## COURSE CONTENT

- Excel Training (140 Hours)

## TRAINING OVERVIEW

- Duration: 140 hours
- Frequency: Sessions (Daily Monday to Friday) 4 hours each
- Mode: On-site
- Batch Size: 30 Max No of Batches (2) Total 60 Students



# **COURSE CONTENT- TALLY**



## **Module 1: Introduction to Tally (10 Hours)**

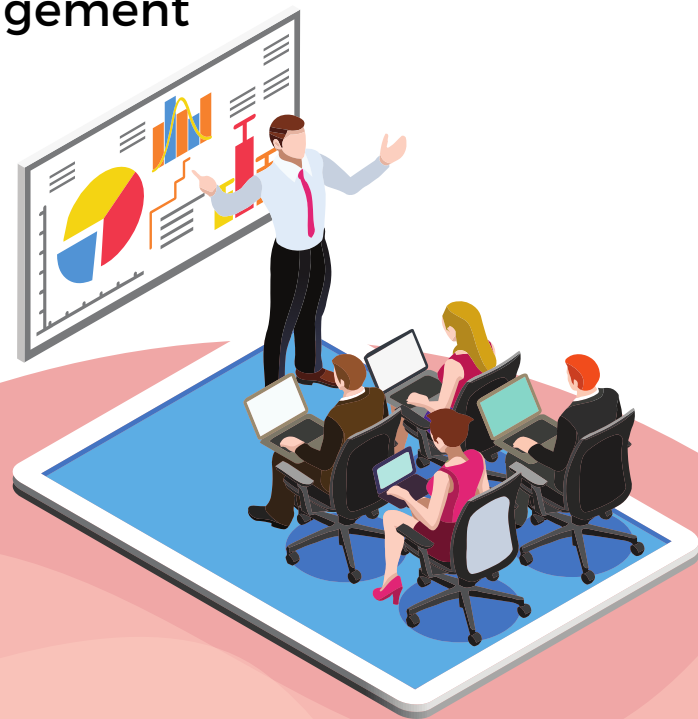
- Overview of Tally Software
  - Features and benefits
- Installation and Setup
  - Configuring Tally for first use

## **Module 2: Creating and Managing Accounts (30 Hours)**

- Ledger Creation
  - Setting up and managing ledgers
- Group Creation and Management
  - Organizing accounts into groups

## **Module 3: Voucher Entry and Transactions (40 Hours)**

- Types of Vouchers
  - Sales, purchase, payment, receipt
- Recording Transactions
  - Day-to-day transaction management



# COURSE CONTENT- TALLY



## **Module 4: Inventory Management (20 Hours)**

- Stock Groups and Categories
  - Organizing inventory
- Inventory Vouchers
  - Managing stock movements

## **Module 5: Payroll and Taxation (20 Hours)**

- Payroll Setup
  - Employee records and salary processing
- GST and Other Tax Configurations
  - Setting up and managing taxes

## **Module 6: Advanced Features and Reporting (20 Hours)**

- Generating Reports
  - Financial, inventory, and statutory reports
- Data Security and Backup
  - Ensuring data integrity and safety



# **WORD AND POWER POINT**

## **COURSE CONTENT**

- Excel Training (20 Hours)

## **TRAINING OVERVIEW**

- Duration: 20 hours
- Frequency: Sessions (Daily Monday to Friday) 4 hours each
- Mode: On-site
- Batch Size: 30 Max No of Batches (2) Total 60 Students



# **COURSE CONTENT- WORD PPT**

## **Module 1: Microsoft Word Basics (10 Hours)**

- Document Creation and Formatting
  - Creating, editing, and formatting documents
- Using Templates and Styles
  - Applying and customizing styles
- Advanced Word Features
  - Table of contents, mail merge, and references

## **Module 2: Microsoft PowerPoint Basics (10 Hours)**

- Creating Presentations
  - Slide creation and layout
- Design and Animation Features
  - Applying themes and transitions
- Delivering Presentations
  - Tips for effective presentation delivery





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# **REQUIREMENTS**

To fully benefit from the training program, we kindly request the following requirements:

- 1. Laptop or computer for each participant with access to Microsoft Excel.**
- 2. A positive learning attitude and active participation from all participants.**

## **NEXT**

We are keen to discuss this proposal further and address any questions or concerns you may have, additionally.





# CONTACT US

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