

# INFORMATION BOOKLET

Job Oriented Practical Training Modules 2017-18

“Helping You.....  
.....Achieve Your Dreams”



## IT Training Programs

Android App Course

Core & Adv. Java

Web Development

Digital Marketing

Dot.Net/C/C++/C#

## Non-IT Programs

Accounts & Taxation

Goods & Service Tax

Adv. Excel & VBA

Tally ERP with GST

Bank PO & Clerk

## Training Centers

ANDHERI

MIRA ROAD

DADAR

CHURCHGATE

NERUL

PUNE



**Welcome to The World of  
Professional Career in IT & Non-IT**

- **Private Sector Jobs**
- **Govt. Sector Jobs**

**- OUR TRAINING LOCATIONS -**

**Andheri**

**Dadar**

**Mira Road**

**Nerul**

**Pune**

**Enquiry Helpline Number**

**80 804 804 27**

**7208669962 | 8879773177**

**Web: [www.laqshya.in](http://www.laqshya.in) | Email: [info@laqshya.in](mailto:info@laqshya.in)**

## **COMPANY PROFILE**

**Greetings From Laqshya Institute of Skills Training (LIST).**

Laqshya Institute of Skills Training is one of the pioneer institute in education sector having practical approach for various industrial skills training requirement. Laqshya was founded in the year 2008 to promote Technical & Non Technical education in the state of Maharashtra covering a vast field of Information Technology, Web Services, Accounts, Taxation, Finance, Banking, HR, & Aviation. Since its inception, this institute has been synonymous with academic excellence, and student discipline. From past eight years we have exclusively developed the expertise for various trainings in the field of IT & Non IT Sectors.

**We Achieve our goals by**

- Undertaking R&D Activities in emerging thrust areas
- Introducing new & innovative practical training modules
- Collaborating with National & International clients
- Collaborating with State & Central Govt. for Various Schemes & Scholarships

## **Industries We Cater**

**IT & Non IT Sector**

MANUFACTURING | BPO | KPO | SOFTWARE | MARKET RESEARCH | TELECOM | MEDIA | TRANSPORT | HOSPITALITY | NON-BANKING FINANCE | PUBLISHING | INSURANCE | CHEMICAL | PHARMA | IRON & STEEL | TRAINING & EDUCATION | RETAIL | AUTOMOBILE | TRADING | CONSULTING | PRINT MEDIA | TEXTILE | NGO | POWER | AVIATION | AIRLINES | WAREHOUSING | TRAVEL & TOURISM | AGRO FOOD | AGRO CHEMICAL | DAIRY & MILK PRODUCT | ART & CULTURAL | DOCTOR & PATHOLOGIC | HEALTHCARE | FILM AND CINEMA | LAW FIRM | ADVERTISEMENT | ACCOUNTANCY FIRMS |

### **Career Path :-**

Assistant / Trainee → Executive → Senior Executive → Supervisor → Manager → General Manager → VP → CFO / COO / CEO

# 100% Job Oriented Practical Training With Exclusive Internship Experience Program

## HIGHLIGHTS OF TRAINING

We proudly Introduce our 100% job oriented practical program for IT & Non IT Skills includes Latest technology. These Program are specially designed for Fresher & Experienced Candidates from any background who want to make their career in today's vibrant IT Sector.

- Exclusively designed for Fresher & Experienced Candidates (Graduates & Undergraduates)
- Triple Benefits – Experience Letter (Only For Freshers) + Training Certificate + Placement
- Hardcore Practical Training
- Live Assignments & Projects
- In house CRM & R&D
- All Job oriented Topics Covered
- Industry Experts & Working Engineers as Faculties for core topics
- Easy to understand teaching methodology
- Industrial Training & Internship for 6 Months
- Practical exposure and Infield experience
- Limited Batch Size (only 10 students per batch)
- Special "SUNDAY BATCH" & "FAST TRACK BATCH" for Working Professionals

### Concept Clearing

- Understanding Basic Concepts

### Practical Exposure

- Learning through series of practical examples.

### Live Project & Assignments

- Actual working on ongoing projects for hands on experience

### Internship Program

- Assignments / Project / Development work for Internship Letter

### Doubt Clearing

- Doubt clearing cum revision sessions after completion of program

*“From Ordinary....To Professional.....  
Your Path Towards Bright Career.....”*

## Information Technology Training Programs :

- **Certified Android App Developer**
  - Suitable for Graduates & Under Graduates - Any Field
  - 100% Practical Training | Basic to Expert level | Develop 2 Real Apps
- **Certified Web Developer**
  - Suitable for Graduates & Under Graduates - Any Field
  - 100% Practical Training | PHP & MySQL Covered | 1 Live Project
- **Certified Course in JAVA**
  - Suitable for Graduates & Under Graduates - Any Field
  - 100% Practical Training | Core & Advanced Java with Assignments
- **Certified Course in Digital Marketing**
  - Suitable for Graduates & Under Graduates - Any Field
  - 100% Practical Training | Live Assignments | Real Ads Exposure
- **Certified IT Professional**
  - Suitable for Graduates & Under Graduates - Any Field
  - 100% Practical Training | Live Assignments | C,C++,Dot Net, Asp.Net covered



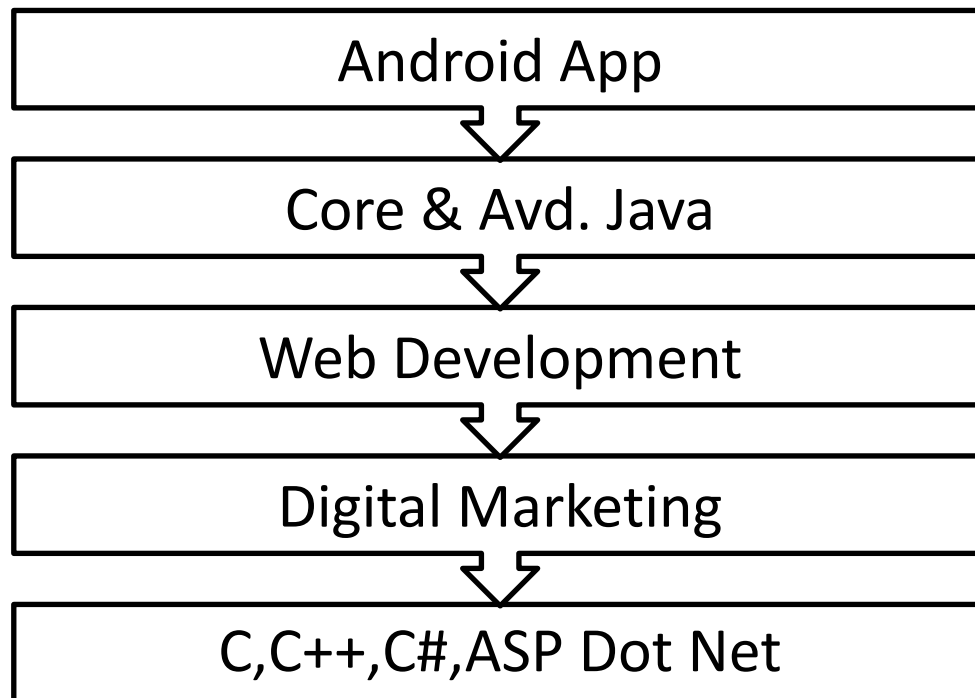
## Accounts, Finance & Banking Training Programs :

- **Certified Course in Accounts & Taxation (Freshers)**
  - Specially Designed For Fresher Students from any field
  - Basic Level to Expert Level | Practical Training & Live Assignments
- **Certified Course in Accounts & Taxation(WP)**
  - Specially Designed For Working Professionals
  - Intermediate to Expert Level | Practical Training & Live Assignments
- **Certified Course in Finance**
  - Specially Designed For both - Fresher Students & Working Professionals
  - Basic Level to Expert Level | Practical Training & Live Assignments
- **Bank PO / Clerk & Govt. Exam Training**
  - Suitable for Any Graduates - Any Field
  - Quantitative, Reasoning & English Training | Also covers Campus Aptitude
- **Advanced Excel & Tally Training**
  - Suitable for Graduates & Under Graduates - Any Field
  - 100% Practical Training | Practice Assignments



## PART - A

# Information Technology Training Programs



# Certified Android App Developer

Course Name - Certified Android App Developer  
 Eligibility - Any Graduate / Any Undergraduate  
 Duration - 2 Months (3 Days per Week / 2 Hrs. per Day)



## Syllabus -

- Introduction to Android
- JAVA Concepts
- SQL Concepts
- Preparing Android Environment
- Android Architecture
- Creating First Project
- Basic UI Design
- Preferences
- Menu
- Intents
- User Interface Design
- Styles and Themes
- Content Providers
- Adapters and Widgets
- Notifications
- Custom Components
- Threads
- Advanced
- Network Communication
- Multimedia Programming
- Database - SQLite
- Testing & Debugging App
- Publishing The Application
- Live Project

**Fees Structure** - there are two type of fees for above mentioned training program, you can choose any one of the following fees structure as per your need-

### 1) Only Certification Program -

- a. Certificate will be provided by LAQSHYA after clearing Lab Exam

### 2) Certification cum Internship Experience Program -

- a. Certificate will be provided by LAQSHYA after clearing Lab Exam
- b. 6 Months Internship Experience Letter provided by Associated Company
- c. Placement Assistance Provided

### **\*\*Important Note :-**

- Friends Group Discount of Rs.1000 per student applicable for 3 or more admissions at a time in the same batch.
- For Installment payments, Post Dated Cheques are compulsory for Installment payments at the time of admission.
- **OWN LAPTOP COMPULSORY.** Bring Your Own Laptop for Training & get Rs.2000/- Discount.

### **Tentative Batch Timing** (Can be Modified as per Need & Availability) -

- Mon/Wed/Fri OR Tue/Thur/Sat - 7am to 9am , 4pm to 6pm , 7pm to 9pm
- Weekend Batch (Saturday & Sunday) - 1pm to 4pm OR 4pm to 7pm

# Certified Course in Java Programming

Course Name - Certified Course in JAVA (Core Java & Advanced Java)

Eligibility - Any Graduate / Any Undergraduate

Duration - 2 Months (3 Days per Week / 2 Hrs. per Day)



## Syllabus -

- Introduction to Java programming
- Object-oriented programming with Java Classes and Objects
- Inheritance
- Exception handling
- The Object class
- Working with Wrapper classes
- Packages
- Basics of AWT and Swing
- Threads
- The I/O Package
- Basic concepts of networking
- Java Database Connectivity
- Create/Replace/Update/Del - Database Queries
- Servlets
- Java Server Pages
- Spring
- Struts
- Hibernate
- Web Services
- Restful Web services - XML & JSON

**Fees Structure** - there are two type of fees for above mentioned training program, you can choose any one of the following fees structure as per your need-

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# IT Basics - C & C++ Programming

Course Name - C & C++ Programming | Eligibility - Anyone (School/College Student)  
Duration - 2 Months | Group Discount on 3 or More Students - Rs.500

## Syllabus -

- **Programming in C :**

**Module 1:- Introduction and First Program :** Why Programming | Types of Programming | Introduction to C | Benefits of C | Some Facts about C | Understanding First C Program | Executing using IDE

**Module 2:- Variables, Data Types & IO Operations :** Identifiers | Keywords | Data Types | Variables | Constants | printf & scanf function | Unformatted Functions | Expressions | Operators | Type Casting

**Module 3:- Control Flow Statements :** Decision Making in C | If Statement | Switch Statement | Unconditional Branching | While Loop | Do...While Loop | For Loop | Break and continue statements

**Module 4:- Working with Functions :** What is a Function | Benefits of a Function | Function Terminology | Array of Structures | How does Function Works | Scope and Lifetime of Variables in function | Storage Classes of Variables | Call by value and call by reference | Recursion

**Module 5:- Working with Arrays & String :** Understanding Arrays | Arrays Declaration and Initialization | Sample Programs | Multidimensional Arrays | Arrays and Functions | Declaration and Initialization | Reading and Writing Strings | Standard string library functions | Array of pointers to string

**Module 6:- Pointers :** Understanding Pointers | Declaring and Initializing Pointers | Function and Pointer Parameters | Pointer Arithmetic | Pointer and Arrays | Two Dimensional Arrays and Pointers | Void Pointer | Dynamic allocation of memory | Difference between malloc and calloc

**Module 7- Structure and Unions :** Overview of Structures | Defining and Using a Structure | Structures within a Structure | typedef keyword | Passing Structures to Functions | Structure and Pointers | Unions

**Module 8:- File Handling :** What is a Stream | Opening & Closing of Files | Writing & Reading in Text Format | Writing & Reading in Binary Format | Pre-Processor Directives | #define Macro | Conditional Compilation | Pre-defined Macros | #include & Header Files | Command Line & Variable Arguments

- **Programming in C++ :**

**Module 1:- Language Features :** How C++ differs from C | Variables Declaration | Function overloading | Optional Parameters | Reference Variables | Operator overloading | Basics of Console Input and Output | Constant Pointers | Dynamic Memory Allocation

**Module 2:- OOPs Concepts :** Overview of OOPs Principles | Introduction to classes & objects | Creation & destruction of objects | Data Members | Member Functions | this Pointer | Constructor & Destructor | Static class member | Friend class and functions | Namespace

**Module 3:- Inheritance :** Access Specifier | Base and Derived class Constructors | Types of Inheritance | Down casting and up casting | Function overriding | Virtual functions | Destructor overriding

**Module 4:- Polymorphism :** What is Polymorphism | Pure virtual functions | Virtual Base Class

**Module 5:- I/O Streams :** C++ Class Hierarchy | File Stream | Text File Handling | Binary File Handling | Error handling during file operations | Overloading << and >> operators

**Module 6:- Exception Handling :** Introduction | Benefits of Exception handling | Try and catch block | Throw statement | Pre-defined exceptions in C++ | Writing custom Exception class | Stack Unwinding

**Module 7:- Templates :** Introduction | Function Templates | Class Templates

# Certified IT Professional



**Course Name - Certified IT Professional**

**Eligibility - Knowledge of C/C++**

**Duration - 3 Months (3 Days per Week / 2 Hrs. per Day)**

**Syllabus -**

## **PART-1 : C#.NET / VB.NET**

**.NET Enterprise Architecture** : Introduction to the .NET platform | Common Language Run Time (CLR) | The Common Type Specification (CTS) | The Common Language Specifications (CLS) | Microsoft Intermediate Language (MSIL) | C#.NET Language Basics | Data Types -Type Conversion | Boxing & Unboxing | Conditional Statements | Looping | Methods in C# | Properties | Arrays | Structures, Enumerations | Strings

**Objects Oriented Programming** : OOps Concepts | Encapsulation | Inheritance | Polymorphism | Class and Object | Constructors | Dynamic types | Optional parameters | Names & optional | arguments | Covariant generic type parameters | Destructors | Method | overloading | Method overriding | Early binding, Late Binding | Abstract Classes | Abstract Methods | Interfaces | Multiple Inheritance

**Memory Management** : Garbage Collector | Stack.and Heap | System. GC Class | System. Object Class

**Exception Handling** : System Defined & Custom Exceptions | Try, Catch, Finally | Throwing exceptions

**Operator Overloading Gui Application Development** : Windows forms and Controls | Creating Menus | Toolbars, Image List | Tree view, List view

**File Handling** : System .IO namespace | File stream | Stream Reader & writer | Fileinfo | Directory info

**Multi Threading** : Threading | Thread synchronization | Thread life cycle

## **PART-2 : ASP.NET**

Web Programming Inroduction | HTML and JavaScript Inroduction | Introduction to ASP | ASP.NET Introduction & Sample Programs | Validation Controls | Applying Themes and Styles to Controls | ASP.NET Architecture | Page Navigation Options | Creating a Layout Using Master Pages | User Control | ASP.NET State Management | Databound Controls | Creating Virtual Directory & Web Application | Understanding Web.Config | Web Caching | Authentication & Authorization | Globalization and Localization

## **PART-3 : ASP.NET MVC**

ASP.NET MVC Intro | Advantages MVC | MVC Controller | MVC Action | MVC Action Selector | MVC Action Filter | MVC Model | MVC Model Binding | MVC View | MVC Validation | MVC Authentication | MVC Routing | MVC Project

**Fees Structure - there are two type of fees for above mentioned training program, you can choose any one of the following fees structure as per your need-**

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- **OWN LAPTOP DISCOUNT.** Bring Your Own Laptop for Training & get Rs.2000/- Discount.

# Certified Web Developer

**Course Name - Certified Web Developer**  
**Eligibility - Any Graduate / Any Undergraduate**  
**Duration - 2 Months (3 Days per Week / 2 Hrs. per Day)**



## Syllabus -

### HTML with Bootstrap

HTML Introduction | Understanding & using HTML | HTML headings, Comment | HTML Paragraphs | HTML Line Breaks & Rules | Font tags & styles | Hyperlinks | The Image Tag and the Src Attribute | LIST Tags | Tables: Border & Headings | Tables: Empty Cells in a Table | Declaring width & height | Tables: Cellspacing, Cellpadding | Table: Bgcolor, Colspan, Nesting | Forms: Text Fields | Forms: Radio Buttons | Forms: Checkboxes | Drop down menu | Complete webpage | BOOTSTRAP

### CSS

Introduction, Understanding & using CSS | CSS Syntax | classes | IDs | Divisions | Spans | Margins | Padding | CSS Text Properties | Letter spacing | Text align | Text Decoration | Text Indent | Word Spacing | Font Properties | Font Size | Style | Weight | CSS links | CSS Backgrounds | Border | Lists | Width and Height Properties | Line Height | Max Height | Min Height | Width | CSS Classification

### JAVA Script

Introduction to JavaScript | Testing your Visitor's Browser | Setting up Variables in JavaScript | Conditional Statements | JavaScript Loops | Arrays! | Events and Functions | JavaScript Form Validation

### PHP

Install of PHP 5 Apache MySQL | PHP Introduction | Data types | Variables and Constants | Strings, Regular Expressions | Operators | Conditional statements | Looping statements | Functions | Arrays | PHP Forms | Files | PHP Cookies | Sessions | Intron to OOP | Visibility, Scope Resolution Operator, Static Keywords | Inheritance | Smarty | Installation | smarty loops | Variables Modifiers | Caching

### MySQL

Database | Retrieving and Sorting | Restricting Data | MySQL Functions | Displaying Data from Multiple Table (Joining) | Aggregate Functions and Aggregation Using GROUP BY Clause (Grouping) | Subquery | Manipulating table | Creating and Managing Table | Indexing & Engine

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## PART - B

# Accounts & Finance Training Programs

Accounts & Taxation (CCAT)



Goods & Services Tax (GST)



Bank PO & Clerk Exams



Advanced MS-Excel

# CCAT - For Fresher Students

Course Name - Certified Course in Account & Taxation (Freshers)

Eligibility - Any Graduate / Undergraduate Fresher



## Syllabus -

### PART 1 - Basic Accounting & Tally ERP 9.0 (Foundation Level)

- **MS-Excel** : Entering Data, Simple Calculations | Rows & Columns, Table style, cell Reference | Formatting | Sorting | Filtering | Fill Series, Custom List, Conditional Formatting | Logical, Statistical, Math's Functions.
- **Basic Accounting & Tally ERP 9** : Journal Entries | Ledger Posting | Bank Reconciliation Statement | Depreciation | Creation, Modification & Deletion in Tally | Group and Ledger | Security Control | Back-up & Restore Process | Accounting voucher and Inventory entries | Cost Centre & B.R.S. | TDS Entries in Tally | PF & ESIC Entries in Tally | GST Accounting Entries in Tally

### PART 2 - Direct Taxation

- **Income Tax - Govt. e-Filing** : Basic concepts of Income Tax | Deductions, Advance Tax & Interest | Taxable Income-Individual & Firm | PAN & Income Tax Return | e-filing process | ITR 1 & ITR 4
- **TDS - Govt. e-Filing** : TDS Returns | Issue of TDS Certificate | e-filing | Tax Collection at Source (TCS) | Rate of TCS | Quarterly Return & Issue of Certificate | TAN & Application for TAN.
- **Professional Tax** : Concept of PT | Online Application of PT | Rate of Tax | Registration Process | Accounting Entries | Online Payment Process | E-filing Process | MTR-6, FORM- ( B ) | Class Assignment-1 | Assignment -1

### PART 3 - Goods & Services Tax (GST)

Overview of Goods and Services Tax | All the Rules of CGST, SGST, UGST, IGST Act 2017 | Meaning and Scope of Supply | Time of Supply | Valuation in GST | Tax Rate & Classification | Registration Process | Electronic Commerce | Job Work | Payment of GST | Input Tax Credit | Input Service Distributors | Matching of Input Tax Credit | GST Portal - Offline Utility Tool | General Framework of GST | Composition Scheme | Returns in GST - GSTR-1,2,3 | Refund & Penalty | Input Tax, Output Tax And Credit Mechanism | GST in Tally ERP 9 - Create Company and Activate GST in Company Level, Creating Masters and Set GST Rates, Creating Tax Ledgers etc.

### PART 4 - Advanced Accounts & Finalization

- **Advance Accounting** : Concept of Advance Accounting | Finalization Process | Profit Screening | Advance Entries | Audit Adjustment Entries | Depreciation | Accounting Treatment | Cash Flow Statement | Ratio Analysis | Company Final Accounts | Assignment in Excel | Fixed Assets Register | Assignment Practice-1 | Schedule III
- **Live Project** : Objective of Live Project | Practice of Live Project | Importance of Working Paper | Advance Entries | Audit Adjustment Entries | Depreciation Accounting | Assignment in Tally.

### CONCLUSION -

Doubts Clearing | Interviews Tips | Due Date of Payment of Tax | Due Date of e-filing | Assessment Test

**\*\*FREE ADD ON : Personality Development, Interview Tips, Resume Preparation, Body Language etc.**

**\*\*Batch Time - Weekday Batch - 2 hrs | \*\*Duration - 3 days a Week - 5 months**

**\*\* Friends Group Discount : Rs.1000/- for group of 3 or more admissions in same batch**

**\*\* Referral Incentive of Rs.500/- per referral admission.**

# CCAT - Working Professional

**Course Name - Certified Course in Accounts & Taxation (CCAT)**

**Eligibility - Any Graduate / Undergraduate with Knowledge of Tally & Excel**

**Batch Time - Weekday Batch - 2 hrs OR Sunday Batch - 3 hrs**

**Duration - 5 days a Week - 2 months OR 3 days a Week - 3 months**

**Sunday Batch - 5 Months**

## Syllabus -

### BASE - Concept of Accounts

Accounting Concepts | Golden Rule | Diamond Rule | Purchase Entries in Tally ERP | Sales Entries in Tally ERP | Debit Note & Credit Note | Accounting Voucher in Tally | Capital & Revenue Concepts | Assignment Practice-1

### PART 1 - Direct Taxation

- **Income Tax** :- Concept of Income Tax | Source of income | Five Heads of Income | Rate of Income Tax | Application Of PAN | Accounting Entries | Interest Computation | Advance Tax | Computation of Total Income | Deduction U/S 80C to 80U | Online Payment Process | E-filing Process | Class Assignment | ITR-1, Form 49A | ITR-4S, ITR-2A | Assignment Practice-1
- **TDS** : Concept of TDS | Applicability of TDS | Rate of TDS | Application TAN | Accounting Entries | Interest Computation | Online Payment Process | E-filing Process | Issue of TDS Certificate | Class Assignment | Concept of TCS | Form 49B, Form 26Q | Form16, Form 16A | Assignment Practice-1.
- **Professional Tax** : Concept of PT | Online Application of PT | Rate of Tax | Registration Process | Accounting Entries | Online Payment Process | E-filing Process | MTR-6, FORM- ( B ) | Class Assigment-1 | Assignment Practice-1

### PART 2 - Goods & Services Tax (GST)

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### CONCLUSION -

Doubts Clearing | Interviews Tips | Due Date of Payment of Tax | Due Date of e-filing | Assessment Test

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# GST - Goods & Services Tax

**Course Name** - Certified Course in Goods & Services Tax (CCGST)

**Eligibility** - Anyone with accounts & taxation background

## Course Duration (Approx.) -

Sunday Batch : 4 Weeks | 8 Weeks

Regular Batch : 3 weeks (Mon to Fri)

Fast Track Batch : 3 Days (Every Saturday - 10am to 6pm)

## Syllabus -

- **Overview of Goods and Services Tax** - Overview of GST, Implementation of GST, Liability of the Tax Payer, GST Network, GST Council, Complete rules of CGST, SGST, UGST, IGST Act 2017
- **Levy of an Exemption from Tax** - Levy of GST - Introduction, Composition Scheme, Remission of Tax / Duty
- **Meaning and Scope of Supply** - Taxable Supply, Supply of Goods and Supply of Services, Course or Furtherance of Business, Special Transactions
- **Time of Supply** - Goods, Services, Other Points & **Valuation in GST** - Transaction Value, Valuation Rules
- **Electronic Commerce** - Introduction, Tax Collected at Source (TCS), Procedures for E-commerce Operator
- **Composition Scheme & Job Work** - Introduction and case studies with practical examples
- **Input Tax Credit & Input Service Distributors** - Introduction, Important Points, Case Studies, Concept of Input Service Distributor, Legal Formalities for an ISD, Distribution of Credit
- **Place of Supply of Goods & Services** - Introduction, Registered and Unregistered Persons, Case Studies
- **General Framework of GST** - Scope of tax, Impact on pricing, Current Sales Tax v GST, Tests for GST, Accounts and Records
- **GST Portal** - Introduction, GST Eco-system, GST Suvidha Provider (GSP), Uploading Invoices
- **Registration** - Application for Registration under GST, Registration Certificate Issue, Application for Registration as Tax Deductor or Tax Collector at Source, Application for Amendment in Particulars subsequent to Registration, Application for Cancellation of Registration
- **Returns in GST- GSTR-1, 2, 3 etc** - Returns for Special Persons, E-commerce Operators, Annual Return and Final Return, Matching of Input Tax Credit, Matching of Claim of Reduction in the Output Tax Liability
- **Matching of Input Tax Credit** - Returns, GSTR-2, Other Taxable Persons, Annual Return
- **Payment of GST** - Electronic Tax Liability Register, Electronic Credit Ledger, Electronic Cash Ledger, Challan for Deposit of GST, Payment Register of Temporary IDs / Unregistered Tax Payers, Application for Credit of Missing Payment
- **Invoice** - Tax Invoice, Manner of Issuing Invoice, Bill of Supply, Supplementary Tax Invoice and Credit / Debit Notes, Tax Invoice in Special Cases
- **Refund** - Refund Application Form, Acknowledgement, Notice of Deficiency on Application for Refund, Provisional Refund Sanction Order, Refund Sanction/Rejection Order
- **GST in Tally ERP 9** - Create Company and Activate GST in Company Level, Creating Masters and Set GST Rates, Creating Tax Ledgers etc. Recording GST Sales and Printing Invoices, Recording GST Interstate Sales, Printing Invoices, Advance Payment to Supplier under GST, Recording GST Local Purchase, Recording GST Interstate Purchase

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# Certified Course in MS Office & Tally Accounting

**Eligibility - 10th/12th/Graduate | Duration - 2 Months**

## PART 1 : MS OFFICE

**Module 1 : Microsoft Word :** Getting Started With Word | Text Basics | Saving | Modifying Page Layout | Checking Spelling and Grammar | Printing | Indents and Tabs | Line and Paragraph Spacing | Working with Lists | Adding Breaks | Working with Columns | Working with Hyperlinks | Working with Shapes | Text Boxes and Word Art | Inserting Clip Art and Picture | Formatting Pictures | Styles and Themes | Working with Headers and Footers | Reviewing Documents | Working with Tables | Smart Art Graphics | Using a Template | Using Mail Merge

**Module 2 : Microsoft Excel :** Getting Started with Excel | Cell Basics | Modifying Columns, Rows and Cells | Formatting Cells | Saving | Creating Simple Formulas | Worksheet Basics | Printing | Sorting Data | Outlining Data | Filtering Data | Formatting Tables | Logical, Statistical, Math's Functions

## PART 2 : TALLY.ERP 9

**Module 1 : BASIC TALLY.ERP 9 :** Fundamentals & Installation of Tally.ERP 9 | Creating Company | Working with Ledgers and Groups | Voucher Entry in Tally.ERP 9 | Payment, Receipt and Contra Voucher | Sales and Purchase Vouchers | Journal Voucher | Debit Notes and Credit Note | Day Book and Ledgers | Accounting Books & Registers | Financial Statements | Basics of Inventory | Inventory Masters | Purchase Procedure | Sales Procedure | Special Vouchers | Invoicing | Inventory Books and Reports | Creating a New Voucher

**Module 2 : ADVANCED TALLY.ERP 9 :** Bill-wise Details | Cost Centres and Cost Categories | Interest Calculations | Budgets & Controls | Banking | Order Processing | Payment of GST | Tracking Numbers | Batch-wise Details | Bill of Materials | Price Levels and Price List | Getting Started with TDS | Recording Transactions | TDS Deduction at Lower | Rate or Zero Rate | TDS Reports

**Module 3 : GST IN TALLY.ERP 9 :** Create Company and Activate GST in Company Level | Creating Masters and Set GST Rates | Creating Tax Ledgers | Transferring Tax Credits of VAT, Excise and Service Tax to GST | Recording GST Sales and Printing Invoices | Recording GST Interstate Sales and Printing Invoices | Recording an Advance Payment to Supplier under GST | Recording GST Local Purchase | Recording GST Interstate Purchase

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# Certified Course in Graphic Design

**Eligibility - 10th/12th/Graduate | Duration - 2 Months**

## MODULE 1 : ADOBE PHOTOSHOP

Import and Export your Images | Retouch, Manipulate and Enhance Designs | Image Editing, Resolution, Correction, Saturation | Tool Box, Navigator, Info, Option, Swatches, Brushes | Layers: Adding, Deleting, Merge, Duplicating, Rotate | Filters: Built-in Effects Blur, Twirl, Stain | Emboss, Spotlight, Fire, Embossed...etc.  
Retouching, Colouring, Creating Backgrounds, Buttons

## MODULE 2 : ADOBE ILLUSTRATOR

Creative tools for Print Media Output, Sophisticated Web Graphic Tools | Special Effects to Images, Versatile Transparency Capabilities | Dynamic Media Projects, Vector vs. Raster Demo, Artboard Demo, Menu Tools Palette, Pen Tool Techniques, Magic Wand Tool | Rotate & Reflect Tool, Twist Tool, Liquefy, Free Transform/Creative Tool | Graphs, Layers & Appearance, Styles Palette, Filter Effects, Transparency, Isolating Blending Modes, Opacity Masks, Swatches, Custom Swatch Libraries, Photo Cross, Hatch, Roughen/Scribble, Transform, Twist | Zigzag, Pathfinder, Rasterize, Blocks & Wraps, Manipulating Containers | Slice Tool, Exporting to .psd, Flattening, Separation Setup...etc.

## MODULE 3 : ADOBE IN-DESIGN

Creating and Laying | out periodical publications, posters, and print media | The Work Area, The Menu Bar, The Control Palette | The Other Palettes, The Tools Palette, Contextual Menus | Managing the InDesign Environment, Designing Documents Create the Structure of a Document, Develop Master Pages Manage Text and Graphic Placement, Develop Layers Utilizing Colors, Swatches, and Gradients | Managing Transparency, Utilizing, Tables, Print a Document | Creating Acrobat PDF Files, Controlling Text | Handling Page Elements and Graphics, Managing Long Documents | Create a Book, Adjusting Print Settings.

## MODULE 4 : CORELDRAW

Vector Graphics Vs Rastor, Property Bar, Welding | Drawing Tools, Modifying Tools, Skewing | Fill Types: Fountain, Pattern, Textures, Mesh, Uniform, | Special Effects: Contour Extrude, Distort, Blend, Shadow, PowerClip Perspective, Fit to Text, Character Converts Importing & Exporting Images



# Certified Course in Human Resource Management (CCHRM)

**Eligibility - Any Under-Graduate / Graduate / MBA-HR**

**Certificate - Provided by Laqshya after Assessment Test (Internship Program)**

**COURSE HIGHLIGHT** - This is specially designed job oriented training program for Fresher or Experienced Candidates seeking HR Management career such as HR Recruiter, HR Executive, HR Generalist, Payroll Executive etc. 100 % Practical, Live case studies, Live work on Job Portals, Revision, Live Interviews session. Along with Training certificate, candidates will also get an experience letter of 6 months as Internship Experience.

## Part 1 - HR Generalist Recruiter

- **Module 1 - Basics of Human Resources** : Basic Concepts | Understanding HR Roles & Responsibility | Manpower Planning | Recruitment Approach | New Client Generation
- **Module 2 - Recruitment Process** : Understanding Manpower Requirement | Identifying Industry, Functional Area & Role | Preparing Job Description | Recruitment Strategy & Planning
- **Module 3 - Job Portal Training** : Searching Candidate | Screening CVs | Mass Mailing | Job Posting | LinkedIn, Facebook, Quikr, Olx | Headhunting | Creating References | Mapping
- **Module 4 - Interview Scheduling** : Matching Candidate's CV with Job Profile | Short listing Candidates | Conducting Telephonic Interviews | Matching Skills & Salary | Scheduling Personal round / Technical Round and HR Interviews | Generating Invoice to Client

## Part 2 - HR Administration Role

- **Module 1 - Employee Joining Formalities** : Filing Updated Resume | Previous company's Experience Letter / appointment letter / Offer letter | Previous company's Last 3 months salary slip | Last 6 Months Bank statement | Address Proof , Identity Proof | Educational Qualification Documents
- **Module 2 - Employee On boarding Process** : On boarding | Brief about organization | Benefits & Future growth plans | Opening Bank accounts | Creating Employee ID's | Maintain Employees Personal Information | Arranging Induction Programme | Legal compliances | Do's & Don'ts
- **Module 3 - Background Verification** : Reference Check | Academics Check | Verification of Address | Document Verification | Authenticity of Letters | Salary Slips | Previous Employer verification
- **Module 4 - Various HR Letters** : Offer letter | Appointment letter | Probation Letter | Extension of probation period | Confirmation letter | Increment/Appraisal letter | Resignation Acceptance Letter | Relieving letter | Experience Certificate | No dues Certificate
- **Module 5 - Miscellaneous HR Activities** : Attrition & Retention Management | Employee relationship Management | Performance management techniques | Methods & Systems of performance evaluation | KRA (Key Responsibility Areas) Setting | Goal Setting & Employee Evaluation | Designing the training calendar & Training Budget | Training need Identification | Training Effectiveness

## Part 3 - Payroll & Compliances

- **Module 1 - Payroll Management** : Compensation & Benefits | Attendance Management | Leave Management | Salary Slip Generation | Salary Disbursement | Bonus Compliance | Performance Appraisals | Gratuity Act (Calculations, Remittance etc...)
- **Module 2 - Labour Laws** : Minimum Wages Act 1948 | Factories Act 1948 | Labour Welfare Fund Act 1953 | Maternity Benefit Act 1961 | Payment of Bonus Act 1965 | The Contract Labour Act 1970 | Payment of Gratuity Act 1972 | Professional Tax Act 1975
- **Module 3 - Statutory Compliances & E-Filing** : Provident Fund : PFO, Rules, Calculation, PF Challan generation, PF Forms - Form 2 , Form 5, Form 19, Form 31, Form 10 C. | Employee State Insurance : Act, Employee benefits, Audit , Report, Form1 , Form 6 | Professional Tax : Rules, Calculation , Challan generation. | Maharashtra Labor Welfare Fund , Form A-1 cum challan | Payment of Bonus Act 1965, form D | TDS : Form 16, Investments declarations, exemption on investments, Tax calculation

## PART 4 : Soft Skills Module

Overall grooming - self introduction, body language etc | Corporate Business Communication | E-mail Drafting & E-mail Etiquette | SWOT Analysis | CV Preparation | Interview skills development

# Certified Course in Advanced MS-Excel with VBA

**Eligibility** – Anyone with Knowledge of Basic MS-Excel

**Admission Helpline** – 80 804 804 27 | 8976789830 | info@laqshya.in

## Advanced Excel - Foundation

Names in Excel, Name Manager & Application of defining names Advanced filter and remove duplicates | Getting started with formulas | Formulas & Functions | IF and nested IF | COUNT, COUNTA & COUNTBLANK | COUNTIF, SUMIF, COUNTIFS & SUMIFS & SUMPRODUCT | Trace Precedents & Dependents | Group & Outline | Text to columns | Linking Excel to web (Importing data with real time updation) | Sharing workbook | Thesaurus in Excel | Protection of worksheet & workbook with exceptions | Advanced Functions & formulae | VLOOKUP, HLOOKUP | MATCH : Using MATCH to make 'Column / row index no.' dynamic | INDEX : Combination of INDEX and MATCH for left lookup | Conditional Formatting | Using basic conditions | Advanced application using formula | Data bars & cell icons

## Advanced Excel - Expert

Data Validation | Basic validation & its types | Alert & Error messages | Dependent validation with INDIRECT and SUBSTITUTE | Miscellaneous Functions : ISERROR, ISBLANK, ISNUMBER, ISTEXT, ISODD, ISEVEN | DATE, DATEVALUE, DAY, MONTH, YEAR, TODAY, NOW, WEEKDAY | Charts | Selecting appropriate chart type | Plotting charts & common errors encountered | Basic chart types – Line, Bar, Pie, Doughnut, Scatter | Charts with a Z axis value – Bubble charts | PivotTable and Pivot Charts | Inserting a PivotTable | Components of a PivotTable – Row, Column, Data & Page fields | Working with a PivotTable | Calculated Item and Calculated Field | String Functions | CONCATENATE, &, TRIM, LEN, LEFT, MID, RIGHT | FIND, SEARCH, REPLACE, SUBSTITUTE, CHAR, EXACT | Introduction to array / CSE formulae | How to enter an array formula | Basic array formulae – INDIRECT & TRANSPOSE | Analysis tools | Sensitivity analysis with Data Table | Goal Seek and Solver | Use of the scenario manager | Other advanced functions | Data filter & sort | Paste special | Excel date system | Tricks

## Excel Macros & VBA - Foundation

Introduction to Macros & Visual Basic for Applications (VBA) | What are Macros | Use of Macros | Recording Macros and viewing generated code | Running Macros | Macros panel | Assigning a keyboard shortcut | Assigning a macro to a toolbar, menu, button or object | VB editor | Writing macros in the VB editor | Understanding Project Explorer, Properties Window, Code Window | Introduction to Excel Object Model | Basic syntax | Using generated code instead of remembering code | Writing a basic macro

## Excel VBA Programming - Expert

Variables and Constants, Data types, Variable Levels, Declaring Variables, Constants, Loops, Types of Loops, Loop Pitfalls, Effective Decision Making, If/And/Or, Select Case, Dates and Times | Workbook and Worksheet Events, Debugging & Error Handling, Prevention, Good Habits, Runtime Errors, Excel Worksheet Functions in VBA, Specific Examples, Excels Built-In Features | User Defined Functions, Good vs Bad, Arguments, Calculation, Controls, ActiveX, Control Toolbox, Control Properties, Control Parents | UserForms Introduction, Filling UserForm Controls, Putting Data into our Controls, When to put Data into our Control, Filling a ListBox and/or ComboBox using Loops | Multi-Page Control, Creating a wizard using the Multi-Page Control, Validating the User Inputs, Some Useful Methods and Functions, When to apply Validation, Control Events, Which Controls to use & When | Parsing Control Values back to a Spreadsheet, Parsing range values to the UserForm Controls, Option Buttons and Checkboxes in Detail, True or False | Creating Template Controls, Using RefEdit Control, Finding the Active Control, Creating Controls at Runtime

# Aptitude Exam Training (AET)

**ELIGIBILITY CRITERIA :** HSC or Graduation in any field

**TRAINING METHODOLOGY -**

- Classroom Training / Faculty Training
- Daily Practice Sessions / Faculty Assignments
- **Online Test Series** & Preparation - 100 Speed Test & Full length Papers
- Exhaustive Study Material
- Whatsapp & Google Group Discussions
- Explanatory Sessions / Doubt Clearing Sessions
- Help & Support while applying to exams
- Regular Updates on various Exam Dates
- Training also helpful in cracking various govt. exams, viz, Banks, IBPS, SBI, RBI, Railways, LIC, SSC, RRB etc.
- Job Interview & Group Discussion Training covered

Minimum marks required for passing any Competitive Exam conducted by concerned authorities, may vary from time to time. Training will be in Hindi or English only.

**TOPICS COVERED -**

**MODULE-1-Quantitative Aptitude**

Operations On Number | HCF And LCM | Decimal fraction | Simplification | Square Roots And Cube Roots | Average | Problems On Number | Problem On Ages | Surds And Indices | Percentage | Profit And Loss | Ratio And Proportion | Partnership | Chain Rule | Time And Work | Time And Distance | Problems On Trains | Simple Interest | Compound Interest | Area | Volume And Surface Area | Permutation And Combinations | Probability | Tabulation | Bar graphs

**MODULE-2-Reasoning Aptitude**

Alphabet Test | Spotting Out The Dissimilar | Analogy Test | Coding And Decoding | Number Series And Times | Number Related Test | Blood Relation Test | Ordering Test | Syllogism | Question Based On Passage And Course Of Action | Direction Test | Statement And Condition | Arguments | Statement And Assumptions | Mathematical Test | Series Test | Accuracy Of Statement And Venn Diagram | Five Options Test | Sentence Or Number Configuration Test | Statement And Conclusion | Problem And Statement Type Test | Cube Type Test | Miscellaneous | Figure Analogy & Series Test |

**MODULE-3-English Language**

Noun | Pronoun | Verbs | Adverbs | Adjectives | Determiners | Tenses | Prepositions | Conjunctions | Common Errors | Antonyms | Synonyms | Sentence Completion | One Word Substitution | Comprehension | Passage Completion | Completion Of Paragraphs & Sentence | letter-writing | Precise Writing | Essays

**Validity of Studentship – 12 Months**

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**Sunday Batch Duration – 3.5 Months | 8am-12pm & 2pm-6pm**  
**Regular Batch Duration – 1.5 Months | 7am-9am & 7pm-9pm**

## Aptitude Exam Training Very Useful For

**GOVERNMENT SECTOR EXAMS**

- ✓ Bank PO & Clerk
- ✓ SBI | RBI | IBPS | RRB
- ✓ Railways Recruitment
- ✓ Post Office Recruitment
- ✓ LIC Recruitment
- ✓ Staff Selection Recruitment
- ✓ MSEB, CBI, Forest Dept.
- ✓ Municipal Corporations etc.

**PRIVATE SECTOR EXAMS**

- ✓ Private Banks Recruitment
- ✓ Eg. Axis, ICICI, Kotak, HDFC
- ✓ Co-Operative Bank Jobs
- ✓ Engg. Campus Recruitment
- ✓ MBA/MCA Campus Jobs
- ✓ Inter-department Promotions
- ✓ Walk-ins for Multinational Companies, TCS, Infosys etc.

## OUR CLIENT LIST

- Panoramic Universal Ltd. (Mumbai)
- Lemon Tree Hotels (Pune)
- Jet Air Pvt. Ltd. (Mumbai)
- CMS Ltd. (Mumbai)
- Nahar Group of Companies (Ludhiana,Delhi)
- Harve Group of Companies (Mumbai)
- Team One computers Pvt. Ltd. (Mumbai)
- I-Sarla Software Ltd. (I-Employee) (Mumbai)
- Rent-A-Computer (Mumbai)
- Krit Quality & Safety Services (Mumbai)
- Music India (TV Channel - Sangeet Bangla Network Pvt. Ltd.) (Mumbai)
- Momentum Ads (Mumbai)
- Ascent Networks (Mumbai)
- CIL Technosoft (Mumbai)
- HDFC Bank Ltd. (Mumbai)
- SAAG RR Infra Ltd. (Chennai)
- Powerband Ltd. (Daman)
- Lucas India Services (Mumbai)
- Dial Karo Yellow Pages (Mumbai)
- Infovision India Ltd. (Mumbai)
- Asian Business Exhibitions & Conferences (Mumbai)
- Sweet Dreams Pvt. Ltd. (Mumbai)
- Andromeda Marketing Pvt. Ltd.
- TeleBrands Pvt. Ltd. (Mumbai)
- The Resort (5\* Luxury Delux Hotel)
- Hi-Fly Aviation (Mumbai)
- London Home Education Pvt. Ltd.
- Soneva Resorts (Maldives)
- Six Senses (Bangkok,Thailand)
- HPL Hotels & Resorts (Singapore)
- AL GhaliaWLL (Bahrain)
- New Mwanza Hotel (Tanzania)
- London Creek Hotels & Apartment (Dubai)
- UK Job Track Ltd. (Berkshire,UK)
- DODSAL Corporation (Dubai)
- AL-Bander Resorts (Bahrain)

**AND MANY MORE ...**