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| **www.sharda.weebly.com** | | From Accoun ting To ERP |
| Courses - Certified Banking Executive [Duration: 3 months] | | |
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| Module – I | Perfect Office |  |

Windows, MS Office 2007 - Word, Exc el (special emphasis on MIS Reports), Power Point, Acces s, Outlook Express,

Internet, E-Ticketing, E-Banking, E-Ma il etc.

Module - II Advance Practical Accounts With Banking (with Real Life Project)

Accounting Fundamentals, Final Acco unts, Accounting Instruments & Documents, Stock Valuat ion, Ratio Analysis,

Cash Flows, Basic Concepts of Banking , Various Accounts, Plastic Money, Routine Banking etc.

Module - III Indian Financial System, Banking System In India

Various Banking Instruments, Interest Calculations, Types of Business Loan-Overdraft, Cash cre dit & Term loan Consumer Loans like Housing loan and Car loan, Net Banking, Debit Card, Credit Card & Phone Banking

Loan Project Preparation, Capital Budgeting, Financial Planning, Procurement of Frauds, Dividend & Deployment

Capital Budgeting, Financial Planning, Procurement of Funds, Dividend & Deployment

Module - IV Investment & Portfolio Management

Depository, Primary Market – IPO, Secondary Market Online Trading through ODIN software Corporate Actions - Rights issue, Buy back of Shares, Stock Split, Bonus Issue, Mutual Funds Derivatives - Futures & Options, Com modity Market, Portfolio Management through E-Share Software

Module - V Embedded Course in Soft Skills from Job Skills

Personality Development, Resume Wri ting, Interview Skills