ICITSS-IT SYLLABUS

E-Learning

a. Computer Fundamentals
b. Operation Systems
c. CBS

MS-Word 2010

a. Introduction
b. The Insert Tab
c. Managing Documents
d. Page Formatting, Printing and Mailing

MS-Excel 2010

a. Introduction
b. Cell Referencing, Ranges and Functions
c. Working with worksheets, Charts, Macros and Hyperlinks
d. Consolidation of Data & Data Analysis
e. Data Validation and Protection
f. Pivot Table Reports and Pivot Chart Reports
g. Importing/Exporting Data
h. Multi-Dimensional Analysis of Data
i. Dashboard Reporting

MS-PowerPoint 2010

a. Introduction

MS-Access-2010:

a. Introduction
b. Working with Tables and Forms
c. Working with Queries and Reports

Computer Assisted Audit Techniques

a. Introduction to CAAT
b. Data Analysis and Audit Techniques
c. Data Analysis Using Idea
d. Advanced Analytics Using Idea

Accounting Package:

a. Principles of Accounting
b. Introduction to Tally.ERP 9
c. Voucher Entry in Tally.ERP 9
d. Generating Reports in Tally.ERP 9
e. Financial Analysis Tools in Tally.ERP 9
f. E-filing Process