



Certificate Program in Computer Based Accounting and eCommerce Applications

A proper training for productive use of technology is necessary for a great career, business growth or for a better quality of life and of course for attaining continuous progress.



Information Technology has become a bigger part of modern society. The people who can utilize computers at work place are in demand in every industry like health care, law, pharmaceuticals, finance, telecommunication, aviation, tourism, government sector, revenue departments, super markets, banking, insurance sector and automobiles etc.

So there is a critically high demand for people who have the knowledge and skills essential for computer applications, accounting software and eCommerce applications to meet the needs of businesses and industry. Computer-based accounting leads to good, responsible

positions in a field where good accounting personnel are always in demand. eCommerce (buying and selling over the Internet) and eBusiness (conducting business using Internet technology) are today's fastest growing sectors globally. There is even great necessity of using eCommerce applications by business people, professionals, self-employed and entrepreneurs for their success. The objective of this training is to train the people professionally for the entry level, essential skills and enabling them to have many options to make use of computer applications in effective way.

A continuous progress is impossible without the training for the use of latest technology. Those who cannot change their mind cannot change anything.

Open your eyes, look within !!! Are you satisfied with the career scope you are having?

Taking the next step upward in your career is something gives you satisfaction and power. Career is not something that you leave on chance. You are there to make it happen. Undertaking professional development helps you:

- take ownership of your career, being interested in your work. Develop, maintain drive and motivation
- maintain a competitive advantage in the field
- increase your productivity. Keep on dealing with challenges and difficulties and overcome the barriers and stops continuously.
- enjoy a fulfilling and rewarding career. Get strongly grounded & deep rooted in your profession.
- get present to potential & possibilities around you
- be confident in your future & lifetime employability
- develop skills and maintain a high level of competence. Being effective in your field.

Who joins this training program?

This program is broadly preferred by commerce students who want to develop their practical skill according to demand in industry and cooperates. The students make use of their skill either for employment purposes or implement their skill to expand their own family business. Following are the people who join this program:

- Those students from commerce field who aim to enhance their practical skills
- Those students from commerce field who seek job oriented skill to prepare themselves for employment in very short period
- M.Com, B.Com, BBA, MBA candidates who want to enhance their IT skills for better employment and get a skill certification.
- +1, +2 Commerce students who give importance to practical skills and want to prepare for job.
- Students from any stream who wants practical skills for implementing in their family business.
- House wives who are interested in training and want to support their family business.



Training Program Outline

This training program is systematically designed to deliver the program objective. Its divided into four modules. Each module is having a specific target. Following are the modules with objective of each module:

Computer Applications in Office

This module introduces software applications used today in any type of business, professional, educational, and industrial setting. Emphasis is placed on working knowledge of the most frequently used computer application programs common in today's work environment.

The students develop office and computer skills to use Microsoft Office (Word, Excel, PowerPoint) proficiently, according to professional business standards. It includes computer keyboarding, proofreading, integrate the programs in the Microsoft Office suite for maximum productivity and use the Internet as a research tool. The duration of this module is 9 weeks.

Computer Based Accounting

The Computer-Based Accounting module prepares students for popular computerized accounting software like Tally & QuickBooks. It includes accounting fundamentals, types of accounts and their rules, company creation, alter and delete, types of accounting vouchers, cost centers, inventory features, types of inventory vouchers, statutory accounting, price levels, voucher classes, multi currency, TDS, payroll system, job costing, ITR filing, GST returns, ODBC, import and export of data. Accounting projects and scenarios are part of the program for hands-on computer training. Duration of this module is 12 Weeks.

E-Commerce and E-Business

This module begins by looking at the tools and techniques those can be used to conduct e-business or implement e-commerce. These tools and techniques are important for businesses considering to grow their online presence. The participants become aware of online auctions, online retailing & online selling. The participants learn how to setup own store front on various e-commerce platforms. Online advertisement is the part of this module. The latest customer relationship management (CRM) applications are covered as a necessary tool for modern business. The students are practically trained for personal productivity tools like task management & scheduling by implementing in real life. Its duration is 4 weeks.

Career Planning & Goal Setting

This module is one of the most important and finishing part of this certification program. This module provide the participants with tools and techniques to realize their career vision into reality. It provides access for being effective and productive in career endeavor. It covers well designed topics which generally are provided during internship of IT professionals and trainers. This conclude the certification program by empowering and enabling the participants for their journey towards great and promising future.

Program Duration

The total duration of this program is 25 Weeks or approximately 6 months. The training program starts with one week induction program and concludes with a written future plan of participants to use the technology they have learnt for their career, profession or business.

Examination & Certification

The candidates are provided certification and life membership upon the successful completion of the training program. Since 1993, CCIT is involved in the field of design of latest IT training programs, examinations and certifications. Our system is approved under the globally recognized system ISO 9001:2015 & ISO 29990:2010. These certifications are accepted by government, public sector and multinational companies (MNC's) as proof of IT training where ever it is required or demanded.

Further training scope

Those candidates who wish to explore more and dive deep into this field can join Certification Program for e-Commerce Development. Apart from this training, we have wide number of training programs in IT field like Web or Software Development, ERP, CRM etc. to fulfill different aims and objectives for successful career.



Training Environment and Features

Our trainers are committed to provide you value for your time and money. This program is delivered through interactive training sessions in the classroom utilizing visual aids and other teaching materials to gain the knowledge. There are lab sessions to acquire the required practical skills and competencies. Our unique features are:

- High level of commitment of trainers to fulfill learner's training objective. The trainer are into their continuous training to enhance their skills.
- Professional IT trainers with profound relation with their field. Training & development is their passion.
- Trainers are certified based on global certifications from companies like Adobe, Microsoft, Oracle etc.
- Systems are well maintained, well configured, specifically for specific professional purpose like office applications, e-commerce applications, business applications & software development etc.
- Large collection of information resources like e-books, magazines and CBT's are available.
- Conducive environment for professional development in IT field. Spacious, air-conditioned, well equipped, hi-tech labs.
- A network of strong and effective training partners in the field of Professional IT training through our affiliate programs.

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Entry level Employment Opportunity

Companies hire a certified professional accounts and e-commerce assistant (CPAEA) to handle a range of routine financial activities, such as payroll, billing, banking and purchases offline as well as online. Small manufacturers, retail stores, distributors, large law offices, small accounting firms, online business firms, hospitals and educational institutions are examples of such employers. You are expected to be accurate and efficient with a range of basic financial and online tasks that are critical to a company to keep accurate information for finance and business.

The beginners are generally need to get on-the-job experience in the use of accounting software, office applications and e-commerce usage. The increasing software means that employers will continue to recruit people who are proficient in accounting and e-commerce software. Due to new technologies such as e-commerce applications businesses will give preference to hiring people who knows well the latest computer based applications.

Batch starting date

Available time slot

Last date to register

Fee Plan

Program In-charge

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EMPLOYMENT GUARANTEED**

Affiliated training partner -



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