

CERTIFICATE IN FINANCE APPLICATION



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About Glister Eduversity

Today is the era of working parents and due to workload, they do not get enough time to support their children's education. Therefore, they are heavily blamed by all, in the current dialogue and debate about improving the education system, the disadvantages of improper parenting is known to all.

It is time to start parenting in the education system. With the Glister Eduversity, We present you the solution to all such problems switching towards telephonic parenting, proper guidance and development graph.

This is the first Indian institution to provide education care with parenting. Glister Education offers telephonic parenting with a right strategic plan for the student, online test series, seminar, scholarship programs, in really attractive packages.

We also guide their appointments as well as their strategies. So, let's don't wait, and achieve nothing less than success with Glister Eduversity Parenting cum Education Care.



Director: Amit Pandey

Mission

The mission of Glister Eduversity is to educate the citizens and citizen-leaders for our society.

We do this through our commitment to the transformative power of a liberal arts and sciences education.

Beginning in the classroom with exposure to new ideas, new ways of understanding and new ways of knowing, students embark on a journey of intellectual transformation.

Through a diverse living environment, where students live with people who are studying different topics, who come from different walks of life and have evolving identities, intellectual transformation is deepened and conditions for social transformation are created.

From this we hope that students will begin to fashion their lives by gaining a sense of what they want to do with their gifts and talents, assessing their values and interests, and learning how they can best serve the world.

Vision

Glister Eduversity will set the standard for residential liberal arts and sciences education in the twenty-first century. We are committed to creating and sustaining the conditions that enable all Glister Eduversity students to experience an unparalleled educational journey that is intellectually, socially, and personally transformative.

Welcome to the Glister Eduversity, Varanasi. For more than three years, Glister Eduversity has served as our nation's flagship comprehensive institution of higher education.

Our primary goal is to become one of the most prominent and excellent educational institutes in the world. We are fortunate to have a talented, highly committed teaching and support staff here to ensure the learning environment of our students is the best it can be. Our faculties are renowned scholars and accomplished practitioners who are actively engaged in the academic excellence and innovative research ideas of the modern world. Our students are innovators, engineers, managers, great scientists, entrepreneurs, and aspiring leaders - from every age group and are located at every corner of the country. Our unique teaching and learning process with a proper blend of theory and practice crosses the boundaries of nations towards industry-readiness and global excellence.

Program overview

Financial management mentions to the well-organized and effective organization of money (funds) in such a manner as to complete the objectives of the society. It is the dedicated function right allied with the top management. The implication of this function is not gotten in the 'Line' but likewise in the size of 'Staff' in the overall of a company. It has been defined inversely by different authorities in the ground.

Certificate in Financial Management course is designed as a basic management course covering functional areas of management with quantitative and conceptual inputs. The program is specialized to create a basic integrated perspective of the primary managerial functions and provide candidates an establishment for pursuing managerial duties and further studies.

The course is appropriate for those candidates who are willing to opt teaching jobs as a career at higher degree level. Candidates should be able to communicate their knowledge with strong writing, speaking, and presentation skills. Candidates must have relationship-management expertise that incorporates understanding some personality types, asking the right questions, listening, educating others, resolving conflicts, and counseling customers. Candidates must also have sales and marketing skills which are very common for it.

Salient Features



Financial management has emerged as one of the lucrative career option. Financial managers of any company are among the highest paid professionals both in India and abroad. Generally MNCs are hot destinations for candidates qualified in financial management.



Financial management plays two main roles, one – contributing in funds utilization and controlling productivity, two – Identifying the requirements of funds and selecting the sources for those funds. Liquidity, profitability and management are the functions of financial management.



Learning how to use Tally prime efficiently with Goods & Services Tax. Tally an accounting software aids management in handling transactions, money flow and interest payment. Major function of tally software include:

- Account management
- Stock management
- Purchase order management
- Stock evaluation
- Invoice



Course Objective

The 9 Months Certificate in Finance Application course is for the Learners who want to work in Finance sector, with the aim to learn, develop and practice required by the market. In this course, the emphasis is put on the learner to acquire the ability to perform as a confident and Competent Finance Expert. .

The objectives of this course are to:

1. Provide an in-depth view of the process in financial management of the firm
2. Develop knowledge on the allocation, management and funding of financial resources.
3. Improving students' understanding of the time value of money concept and the role of a financial manager in the current competitive business scenario.
4. Enhancing student's ability in Tally & GST.

Learning Outcomes :

- To enable the students, To understand the fundamentals of Banking Documentations.
- To understand the organization structure, Fundamentals of various Forms and also to get Awareness about usage of Computer Application & social networking



Details of Programme: Certificate in Finance Application

1. Title of the Course

The Course shall be called as "Certificate in Finance Application", a Regular course of 9 months (360 hrs.) duration.

2. Duration of the Course

This is a Regular course of 360 hrs. Extended over a period of 9 months duration.

3. What You Will Get:

You Will Get a Mark sheet and a Certificate That Will be Universally Acceptable.

4. Aims and Objectives of the Course

The main objective of this Course is to help students to acquire and develop skills in Computer and Tally Application.

5. SCOPE:

Accountant, Computer Operator, Data Entry Operator, Computer Faculty, Self Employed, Teacher of Tally, Finance Consultant, Portfolio Manager, Work in finance department , Account department job

6. Syllabus

The syllabus is design to fulfill aforesaid objectives containing theory subjects as well as practical in Finance Application.

Fundamental of Computer	Theory : 50 Marks, Practical/Assignment : 50 Marks
M.S. Office	Theory : 50 Marks, Practical/Assignment : 50 Marks
HTML	Theory : 50 Marks, Practical/Assignment : 50 Marks
Internet & E-mail	Theory : 50 Marks, Practical/Assignment : 50 Marks
Tally with Accounting	Theory : 50 Marks, Practical/Assignment : 50 Marks

7. Eligibility Conditions

- Minimum required qualification: 10+2 or other equivalent examination.
- Minimum required marks: 60% for the general category students and 55% for the reserved category students.

8. Course Fee: INR 22,500+GST/-



Content of Syllabus :

Unit 1:- Fundamental of Computer

Basic Knowledge of Computer 1-Fundamental of Computer, Operating Computer, M.S. Dos, Windows

Unit 2: - M.S. Office

M.S Office

Unit 3:- HTML

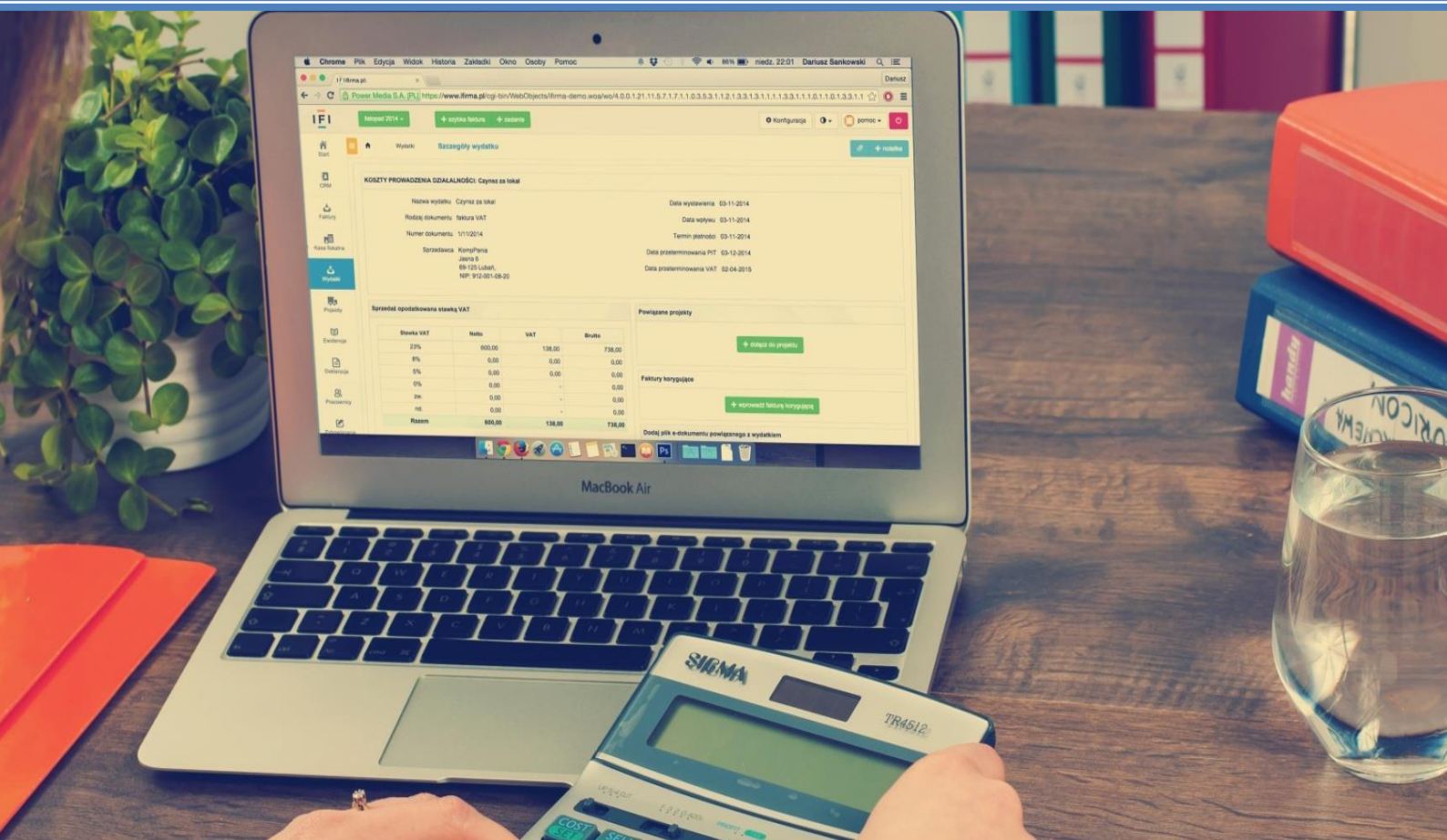
HTML

Unit 4:- Internet & E-mail

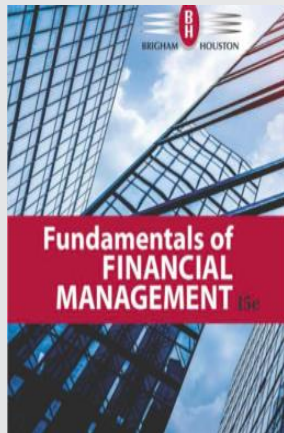
Internet-Email & Web Surfing, Downloading, Uploading

Unit 5:- Tally with Accounting

Tally with Accounting -with GST Latest Version

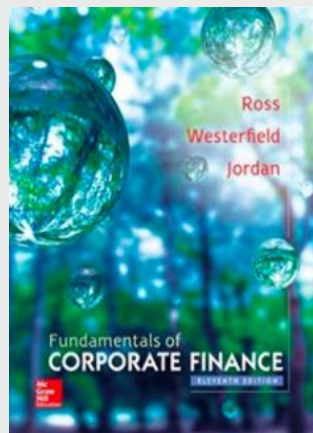


Books For Reference



Fundamentals of Financial Management

Dr. Eugene F. Brigham



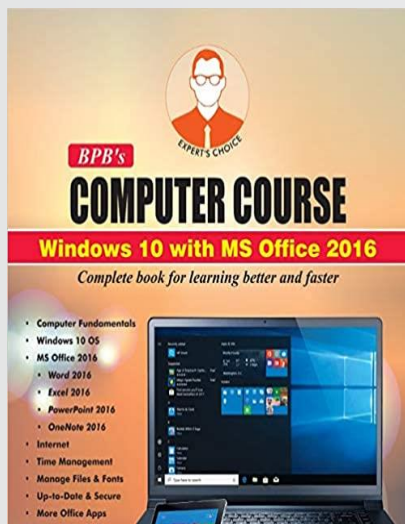
Fundamentals of Corporate Finance

Stephen A. Ross

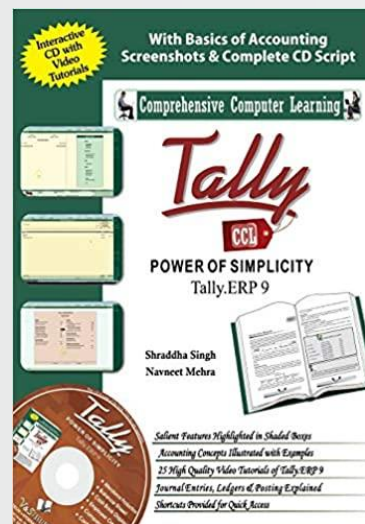


Foundations of Finance

Arthur J. Keown



Computer Course
BPB's Publication



Tally ERP 9 (Power Of Simplicity)
Shradha Singh