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CERTIFICATE IN GLOBAL PROFESSIONAL ACCOUNTING

DURATION: 150 Hours

TOTAL CREDITS: 05

COURSE SYLLABUS

Objective

Aspiring a career in the Finance domain that too in a reputed firm? Certification in SAP Finance and Control can be your key to it. SAP FICO power user module will take you from the basics of SAP Accounting until the final reports in the most structured way in the Global Platform. This would cover all major transactions from daily entry to management report to make you a Complete SAP FICO and expertise with the proficiency in Excel and English language.

Exit Profile

- Proficient in advanced Excel functions, PivotTables, formulas, dashboards, and basic VBA for data analysis.
- Confident in English communication with strong skills in grammar, writing, presentations, and professional interaction.
- Skilled in SAP FICO modules including General Ledger, Payables, Receivables, Asset and Cost Center Accounting.
- Job-ready for roles such as MIS Executive, Data Analyst, SAP FICO Consultant, or Finance Executive.

Career Path

- MIS Executive / Data Entry Operator
- Junior Accountant / Accounts Assistant
- Customer Support Executive / Front Office Executive
- Business Analyst / Data Analyst
- Accounts Executive (SAP Environment)
- SAP End User – Finance Module
- SAP FICO Support Consultant (Junior Level)
- Finance Analyst / Cost Analyst
- Team Leader – Accounts / MIS Department

Course Outline

Course Name:	CERTIFICATE IN GLOBAL PROFESSIONAL ACCOUNTING	Duration:	150 H
Module	**Topic**	**Duration.**	**Total Duration.**
Module – I	WORKING WITH FORMULAS/FUNCTIONS	5	40 H
	CONDITIONAL FORMATTING	3	
	DATA SORTING AND FILTERING	3	
	CHARTS	4	
	AUDITING	4	
	PIVOT TABLES & CHARTS	4	
	WORKING WITH DATA	8	
	EXPORTING AND IMPORTING	2	
	REVIEWING A WORKBOOK/WORKSHEET	2	
	VBA MACRO	5	
Module – 2	FLUENCY AND COHERENCE: -	3	30 H
	STRUCTURAL STYLES (BASICS): -	3	
	ACCENTUATION: -	5	
	GROUP DISCUSSION / PRACTICE FOR INTERVIEWS: -	15	
	EXTENSION OF ETIQUETTE: -	4	
Module – 3	ENTERPRISE STRUCTURE	15	80 H
	FINANCIAL ACCOUNTING GLOBAL SETTINGS	15	
	GENERAL LEDGER	15	
	ACCOUNTS RECEIVABLE & PAYABLE	25	
	ASSET ACCOUNTING	10	

Course in Detail

MODULE:1:

Advanced Excel

- ✓ Working with Formulas/Functions
    - Lookup and Reference Functions: VLOOKUP, HLOOKUP, INDEX, ADDRESS, MATCH, OFFSET, TRANSPOSE etc.
    - Logical Functions: IF / ELSE, AND, OR, NOT, TRUE, NESTED IF/ELSE etc.
    - Database Functions: DGET, DMAX, DMIN, DPRODUCT, DSTDEV, DSTDEVP, DSUM, DVAR, DVARP etc.
    - Date and Time Functions: DATE, DATEVALUE, DAY, DAY360, SECOND, MINUTES, HOURS, NOW, TODAY, MONTH, YEAR, YEARFRAC, TIME, WEEKDAY, WORKDAY etc.
    - Information Functions: CELL, ERROR.TYPE, INFO, ISBLANK, ISERR, ISERROR, ISEVEN, ISLOGICAL, ISNA, ISNONTEXT, ISNUMBER, ISREF, ISTEXT, TYPE etc.
    - Math and Trigonometry Functions: RAND, ROUND, CEILING, FLOOR, INT, LCM, MOD, SUMIF, SUMIFS etc.
    - Statistical Functions: AVERAGE, AVERAGEIF, AVERAGEIFS, COUNT, COUNTA, COUNTBLANK, COUNTIF, MAX, MAXA, MIN, MINA, etc.
    - Text Functions: LEFT, RIGHT, TEXT, TRIM, MID, LOWER, UPPER, PROPER, REPLACE, REPT, FIND, SEARCH, SUBSTITUTE, TRIM, TRUNC, CONVERT, CONCATENATE etc.
    - Financial Functions: PMT, PPMT, RATE etc.
- ✓ Conditional Formatting
    - Using Conditional Formatting
    - Using Conditional Formatting with Multiple Cell Rules
    - Using Color Scales and Icon Sets in Conditional Formatting
    - Creating New Rules and Managing Existing Rules
- ✓ Data Sorting and Filtering
    - Using Filters to Sort Data
    - Custom Sorting
    - Advance Filtering Options
- ✓ Charts
    - Bar Chart
    - Line or Area Chart
    - Pie or Doughnut Chart
    - Hierarchy Chart – Tree map, Sunburst
    - Scatter or Bubble Chart
    - Statistic Chart – Histogram, Box & Whisker

- Waterfall or Stock Chart
- Combo Chart

✓ Auditing
- Show Formulas
- Trace Precedents & Dependents
- Remove Arrows
- Evaluate Formula

✓ Pivot Tables
- Creating Pivot Tables
- Using Pivot Table Options
- Changing and Updating Data Range
- Formatting Pivot Table and Making Dynamic Pivot Tables

✓ Pivot Charts
- Creating Pivot Charts
- Types of Pivot Charts and Their Usage
- Formatting Pivot Charts and Making Dynamic Pivot Charts

✓ Working with Data
- Text to Columns
- Data Validation
- Remove Duplicates
- Consolidate
- Outlining & Grouping
- Subtotal

✓ What-If Analysis
- Scenario Manager
- Goal Seek
- Data Table

✓ Exporting and Importing
- Exporting data from Web
- Exporting data from other sources
- Working with queries
- Get & Transform
- Loading & Editing queries

✓ Reviewing a Workbook/Worksheet
- Protecting and Sharing a Workbook/Worksheet
- Locking and Editing Cells
- Proofing
- Insights
- Comments

✓ VBA Macro

- Introduction to VBA Macro
- Recording Macro & Understanding Code Behind
- Editing, Writing VBA Code and Saving as Macro
- Knowing Forms & Properties

MODULE:2

COMMUNICATIVE ENGLISH

FLUENCY AND COHERENCE: -

Methods of brief conversations closely associated with routines/ profession, travelogues, queries an answer (both positive negative) Fun or Frolic etc. where importance to constructional styles and cohesive measures will be given in the right perspective. For example- Mingle with English speaking crowd, take mirror practice, listen to the BBC news on Radio/ TV. Listen, cassettes or CDs and even read dialogues.

STRUCTURAL STYLES (BASICS): -

Basic structures like usage of tenses, auxiliary verbs, modals, prepositions articles etc., will be taught to the students in such a way that they are able to use it at instantaneous conversations very effectively. On furnishing knowledge about it, they will be helped to construct dialogues and practice it in the classroom under the behest of the instructor. Within few hours the individual gains ample of knowledge in the above-mentioned regions

ACCENTUATION: -

The Trainees will be made to accentuate both the public-school pronunciations and the Received pronunciation methods. According to General Indian English, we generally follow P.S.P in almost all organizations, where we find a lot of provincial influence in utter case which will be eliminated by rapid training. Received pronunciation is known as pronunciation of socialization which is widely used amongst educated Londoners, innovative methods are introduced at our institutions

GROUP DISCUSSION / PRACTICE FOR INTERVIEWS: -

We have classified the steps for interviews in to 3 parts.

- Personal details, interests, views. (4-5 minutes talk)
- Talk on a particular topic. (3-4 minutes)
- Discussions (abstract) in connection with the above-mentioned topic (whatever may be the talk). 4-5 minutes

EXTENSION OF ETIQUETTE: -

  Trainees are taught the specific polite way of behavior, customs, rules and courtesies to be followed according to the occasions / situations.

MODULE:3

SAP FICO POWER USER (INCLUDING SAP ERP OVERVIEW)

I.   INTRODUCTION TO ERP

   (a) Definition
   (b) History and Evaluation of ERP
   (c) Major ERP Vendors
   (d) ERP Merits & De-Merits
   (e) ERP Implementation Method

II.   ERP MODULES:

   (a) ERP Modules – An Overview
   (b) Introduction to Finance Module
   (c) Sub Systems of Finance Module

III.   INTRODUCTION TO FICO – (FINANCE AND CONTROLLING) MODULE

IV.   ENTERPRISE STRUCTURE

   (a) Enterprise Structure Settings
   (b) Company and Company Code
   (c) Business Area
   (d) Functional Area
   (e) Credit Control Area

V.   FINANCIAL ACCOUNTING GLOBAL SETTINGS

   (a) Fiscal Year
   (b) Posting Periods
   (c) Field Status Variant
   (d) Tolerance Group
   (e) Document Type
   (f) Number Range
   (g) Posting Keys
   (h) Account Type and Line Item.

VI.   GENERAL LEDGER

   (a) Chart of Accounts
   (b) Accounting Groups and Number Ranges
   (c) Retain Earning Account
   (d) GL Master Records
   (e) GL Document Entry