



LEARN | PRACTICE | SUCCEED



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SAMABHAVANA

Vocational Training Institute

वोकेशनल ट्रेनिंग इन्स्टिट्यूट

GOV. AUTHORIZED CENTRE

ONE COURSE THREE CERTIFICATION



OUR MISSION

Students Are Not Only Trained BUT
Harnesses to Unleash the Power of
Knowledge. The Course Designed is
Steppingstone for Ensuring Earnings.
The Goal: Real-World Employability.

www.samabhavana.institute
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Mahatma Gandhi Hindi High
School, Sector-1 Airoli, Navi
Mumbai-400708



COURSE 1 | MS-CIT & ACCOUNTS

Module 1 — MS-CIT (Computer Fundamentals)

Core Topics

- Computer Fundamentals
- Typing Tutorial & Windows
- MS Paint & Wordpad
- MS Word
- MS Excel
- MS PowerPoint
- Internet

MS-CIT
World-class Comprehensive Computer Course

Module 2 — Tally & Accounting

Tally

Core Topics

- Accounting & Balance Sheet Concepts
- Chart of Accounts / Vouchers / Invoicing
- Inventory Masters
- Bill Wise Details / Petty Cash
- Bank & Interest Calculation
- Taxation — VAT / TDS / GST
- Receivables & Payables.

Duration : 3 Months

Fees : 35,000 /-

Module 3 — Advanced Excel

Core Topics

- Filtration of Data
- Pivot Table & MIS Reports
- Analysis Reports & Logical Functions
- Data Validation
- Conditional Formatting
- Formulations.
- Macros & Database
- HLOOKUP & VLOOKUP



Module 4 — Advanced Tally with GST

Core Topics

- Inventory & Accounting
- Bank Reconciliation (BRS)
- Advanced Financial Management
- Cheque Printing & Balance Sheet
- Excise for Dealer & Manufacturer
- GST Concepts & Multi Taxation
- Payroll & Point of Sale in GST
- Service Tax with GST & MIS



**We Train Students Not Just To Pass Exams
— But To Be Job-Ready**

COURSE 2 | DIGITAL MARKETING & ADVERTISING



Part A — Search Engine Optimisation

SEO & Web

- Foundation of Digital Marketing
- SEO Keywords & Research
- On-Page & Off-Page Optimisation
- WordPress Website Designing
- HTML Website Designing
- Google Analytics & Reporting
- Competitive Analysis
- Google Updates & Their Effects



Part B — Social Media Marketing

Platforms Covered

- Canva & Content Creation
- Facebook Marketing
- Instagram Marketing
- YouTube Marketing
- Twitter Marketing



Advanced Channels

- LinkedIn Marketing
- Telegram Marketing
- WhatsApp for Business
- Google Ads

Duration : 3 Months

Fees : 45,000 /-

Part C — B2B Lead Generation with AI Tools (Online Module)

- Introduction to Lead Generation
- Verticals in B2B Lead Generation
- Website Browsing & Market Research
- Finding Business Contacts
- Writing Convincing Cold Emails
- Personalisation in Email Marketing
- Email Marketing Funnel
- Compliance, Deliverability & CRM



Students Are Not Only Trained BUT Harnessed To Unleash The Power Of Knowledge.

COURSE 3 | GRAPHICS & WEB DESIGNING

Design Foundations & Tools

- Foundation of Graphic Designing
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Adobe Lightroom
- CorelDraw



Web & Digital Design

- HTML — Web Designing
- Canva (Design & Content Creation)
- Monthly Master Class
- Life Skills



100 % Practical Syllabus



Job Oriented Training



Expert Faculty Members

Duration : 3 Months

Fees : 35,000 /-

CERTIFICATIONS



MS-CIT / MBTB / MKCL



**Graphic Designing
MKCL + MBTB**



**Tally Prime
MKCL + MBTB**



**Digital Marketing
MKCL + MBTB**

📍 Address : Mahatma Gandhi Hindi High School, Sector-1 Airoli, Navi Mumbai-400708

Book a Free Consultation 📞 +91 8108483111

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