



GRADUATION IN TALLY (008-GIT)

COURSE SYLLABUS

COMPUTER FUNDAMENTALS/ WINDOWS OS

SOFTWARE :

TALLY PRIME WITH GST

COURSE CONTENT:

VOLUME 1 Fundamentals of Accounts and Inventory (trading business & service business)

VOLUME 2 Advanced Inventory and Technological Capabilities

PURCHASE, SALES WITH GST REPORTS & PAYMENT, BILLING FEATURES, POP SOP, DEBIT NOTES, CREDIT NOTE, B.R.S, PRICE LIST, STOCK JOURNAL, MANUFACTURING JOURNAL, STOCK ANALYSIS REPORTS, RCM, MULTI LANGUAGE, TDS, IMPORT, EXPORT BACKUP & RESTORE, FINALIZATION DATA SECURITY & MULTI CURRENCY BILLING ACCOUNTING, INVENTORY, BILLING, PAYROLL, BANKING, TAXATION, MANY MORE...

INTERNET:

EMAIL ID CREATION AND OPERATING
TICKETS BOOKING
CYBER SAFETY TIPS
PRINTING & SCANNING DOCUMENT

FREE UP GRADATION


DURATION : 3 MONTHS
FEES : 7500/-
REG.FEES : 500/-
EXAM FEES : 500/-
APP FESS : 500/-
DOCUMENT ; 3 PHOTOS, AADHARCARD
XEROX

JOB PROFILE:

BACK OFFICE JOB / DATA ENTRY JOB
ACCOUNTANT / TAX ASSISTANT

NOTE.: DURATION DEPEND UPON STUDENTS
GRASPING POWER IT MAY TAKE MORE DAYS

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GIDC Housing Board Colony, Golden Town, Gunjan (Vapi).