



CERTIFICATE IN ACCOUNTING (TALLY)

COURSE SYLLABUS

COMPUTER FUNDAMENTALS / windows os

SOFTWARE

TALLY PRIME WITH GT

COURSE CONTENT

VOLUME 1 Fundamentals of Accounts and Inventory ACCOUNTING , BILLING , BANKING TAXATION , MANY MORE etc..

INTERNET

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

JOB PROFILE:

BACK OFFICE JOB / DATA ENTRY JOB
ACCOUNTANT..

FREE UP GRADATION

DURATION : 1 MONTHS
FEES : 5500/-
REG.FEES : 400/-
EXAM FEES : 400/-
APP FEES : 500/-
DOCUMENT : 3 PHOTOS, AADHARCARD
XEROX
NOTE : DURATION DEPEND UPON STUDENTS
GRASPING POWER IT MAY TAKE MORE DAYS

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