



CERTIFICATE IN ACCOUNTING (TALLY)

COURE SYLLABUS

COMPUTER FUNDAMETALS / 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 OPEATING DURATION
TICKETS BOOKING
CYBER SAFTY 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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