

NATIONAL INSTITUTE OF ELECTRONIC AND INFORMATION TECHNOLOGY (NIELIT)
An Autonomous Scientific Society of Ministry of Electronics and Information Technology Govt. of India
Delhi Centre

CERTIFICATE COURSE IN TALLY PRIME

Pre-requisite: Working knowledge of computer

Duration: 80 Hours

Course Outline:

1. Introduction to Financial Accounting
2. Fundamental of Tally & Journal entries
3. Introduction to Tally Prime & Creation of Company
4. Introduction to Inventories
5. Tally Vouchers
6. Concept of Security & Backup
7. Generating Reports
8. Overview of Inventory Management
9. Introduction to Goods and service tax (GST), Voucher entries with GST, Introduction to TDS & TCS
10. Brief topics of Order Management
11. Introduction to Cost Centre, Category and Budget

Admission Process: Apply Online at- <https://onlineapply.nielit.in/>

Course Fees: Rs. 8000/- inclusive 18% GST

Course Highlight:

- ✓ Well structured course & hands on practice session
- ✓ Soft copy and PPTs of course contents will be shared
- ✓ Module wise assignments for practice
- ✓ Assessment at completion of course
- ✓ Digitally signed E-Certificate on completion of training

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