



BLENDED (LIVE + SELF PACED)

CERTIFICATE IN ACCOUNTING USING TALLY PRIME



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COURSE OVERVIEW

The Tally course provides comprehensive training on Tally software, a popular tool for accounting and financial management. Participants will learn key features such as ledger management, inventory tracking, invoicing, and taxation. The course covers practical aspects like creating and analyzing financial reports, GST compliance, and customization of Tally for specific business needs. By the end of the course, students will be proficient in using Tally to streamline accounting processes and enhance business efficiency.

COURSE OBJECTIVE

1. Preparing for Jobs: Many Tally courses are designed to prepare students for job roles in accounting, finance, and related fields by providing them with practical skills and knowledge of Tally software commonly used in businesses.

2. Improving Career Prospects: Completing a Tally course can improve career prospects by adding a valuable skill set to a candidate's resume, making them more attractive to potential employers.

KEY POINTS

1. To give learners a basic understanding of financial accounting with tally software.
2. To give learners in-depth practical skills and knowledge of Tally software commonly used in businesses

WHAT YOU WILL LEARN

Step-1 Basic Fundamental of Manual Accounting Concepts & Process

Step-2 Computerized Accounting Process in Tally Prime Software

Step-3 School & College Accounting Process in Tally Prime

Step-4 Accounting with Inventory Processes in Tally Prime Software (company / shop)

Step-5 Inventory & Manufacturing Processes in Tally Prime Software

Step-6 Inventory & Manufacturing Processes with GST Calculation in Tally Prime



Step - 7 Payroll Management and Data Security , Export & Import, User Create

COURSE SKILL SET

Tally Software Mastery, Accounting Skills, Taxation Knowledge, Reporting Skills, Problem-solving Skills, Business Management, Time Management, Inventory Management, Financial Reporting, Data Analysis



PROGRAM HIGHLIGHTS

Instructor - Mrs. Anita Sahu | Assistant Professor, CS - Dept.

Access - 1 Year

Duration - 72 hours

Eligibility- 12th pass

No. of Modules - 1 modules

Language - English

Shareable certificate - Yes

Webinar- Yes



PROGRAM SYLLABUS

Module 1 - Graphics Design Certificate

Chapter 1 - Basic Fundamentals of Manual Accounting Concepts & Process

Chapter 2 - Computerized Accounting Process in Tally Prime Software

Chapter 3 - School & College Accounting Process in Tally Prime

Chapter 4 - Accounting with Inventory Processes in Tally Prime Software (company / shop)

Chapter 5 - Inventory & Manufacturing Processes in Tally Prime Software

Chapter 6 - Inventory & Manufacturing Processes with GST Calculation in Tally Prime

Chapter 7 - Payroll Management and Data security, Export & Import, User Create





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