



An ISO 9001:2008 Certified Institute
GLOBAL INFOTECH

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Affiliated from NIELIT (National Institute of Electronics and Information Technology), Government of India

भारत सरकार द्वारा मान्यता प्राप्त कम्प्यूटर सेंटर

Course Duration: 3 Months	Tally.ERP 9 Certificate Course in Tally	Course Fees : Rs. 6000/-
Module-I		
1. Fundamentals of Accounts 2. Accounting Terminology 3. Company Creation 4. Alter Backup Restore Delete 5. Ledger Creation 6. Liabilities of Ledger Creation 7. Withdraw Transaction 8. Withdraw Transaction for Personal use	9. Creation and Using New Voucher Types 10. Trail Balance sheet Final 11. Balance sheet 12. Profit Loss A/c 13. Working on Daybook 14. Printing Balance sheet 15. Accounting Exercise	
Module-II		
1. Voucher Printing 2. Export Option 3. Use of Calculator 4. Stock Items 5. Stock Summary 6. Using VAT value Added Tax 7. Using TDS Tax Deduct at Source 8. Security Control	9. Remove Security Control 10. Physical Stock Maintenance 11. Tally Short Cut 12. Memo Voucher 13. Transfer of Material Final 14. Interest Calculate 15. Accounting Exercise	

Terms & Conditions :-

1. Registration Fees Rs. 1000/-
2. Fees Once paid would not be refundable.
3. Fee would be paid in one installment Rs. 2000 * 3 = 6000/-
4. Certificate Fees would be extra Rs. 1000/-
5. To submit a passport size Photo and ID is must at admission time.