

# National Institute of Electronics and Information Technology Lucknow

**Name of Group:** IT Division

**Name of Course:** Certificate Course in Tally

**Objective:** The Objective of the course is to acquaint student with knowledge of accounting concept with computer accounting software .

**Duration:** 4 Weeks

**Eligibility:** 12<sup>th</sup> Passed

**Course Fees (Proposed):** Rs. 3000/- (Plus GST)

**Registration Process:** Candidates have to apply in prescribed application form. The forms can be collected from NIELIT Lucknow centre or can be downloaded from the NIELIT Lucknow website. The duly filled form along with the course fees has to be submitted at NIELIT Lucknow centre. The Fees deposited is Non-Refundable.

## **Course Content:**

<b>Duration</b>	<b>Contents</b>
4 Week	Introduction to Basics and Financial Accounting
	Company Creation and Maintenance
	Preparation of Reports
	Introduction and maintain of Inventory/ stock godown
	Preparation of Trail Balance /Profit and Loss /Balance sheet
	Back-up and Restore.(Security Reason)
	TDS concepts and Implenmentation in Tally
	Payroll (Salary record and maintain)
	Voucher Types ( Pos etc.)
	GST (Introduction , Concepts and Data maintain in tally )

- \* There will be 3 Hours Session per day.
- \* These sessions will include Theory Classes, Demo and Practical.

**Mode of Payment:** Fees can be paid either by swiping debit/credit card or by challan.

For any queries and more details please contact Sh Arvindra Sharma on **7706009319**