

National Institute of Electronics and Information Technology, Haridwar

Certificate Course in



Tally



Course Objective

The objective of the course is to impart basic to advance level knowledge and skills in Tally.ERP 9 software. The course provides an in-depth knowledge various features such as Record-keeping, Account Receivable/Payable management, Inventory, GST, TDS and Bank Reconciliations.

Duration

4 weeks - Online Mode

Prerequisites

Candidate must have basic knowledge of computers.

Course Material

e-Content will be provided in form of presentations/e-handouts, links etc. Online assignments will be given to participants. An online quiz will be conducted at the end of the course.

Certificate

e-Certificate will be issued to each participant after the completion of the training. Participant needs to maintain minimum 75% attendance during the online classes and is required to score minimum 50% marks in the online test in order to successfully complete the course.

For Registration

CLICK HERE

Course Contents

1	Basics of Financial Accounting
2	Fundamentals of Tally.ERP 9
3	Company Creation and Maintenance
4	Inventory - Introduction and Maintenance
5	Creating - Ledger, Voucher and Voucher Entries
6	Cash Book, Trial Balance, Profit & Loss Account, Balance Sheet, BRS
7	GST - Introduction, Concepts and Implementation in Tally
8	TDS - Introduction, Concepts and Implementation in Tally
9	Deleting/Backup/Restore/Securing Company

How to Apply

Candidate may apply online at following link: <http://nielit.gov.in/haridwar/content/online-courses>. Fee is to be submitted to the following account and details to be submitted in online registration form.



Name	NIELIT Haridwar
Account No.	12922122001331
IFSC No.	ORBC0101292
Bank Name	Oriental Bank of Commerce
Branch	SIDCUL Haridwar

For any further information/clarification, please contact on 9368349990

Contact Details: NIELIT Haridwar, 2nd Floor, Government Polytechnic Building, Plot No-6C, Sector-11, Near Pentagon Mall, SIDCUL, Haridwar, Uttarakhand – 249403, Phone:- 01334-235617, 235054, 9368349990, E-Mail: haridwar@nielit.gov.in