

AL-AMEEN INSTITUTE OF INFORMATION TECHNOLOGY

Certificate Course in Ms-Office with Financial Accounting Using Tally

1. Computer Fundamentals

Characteristics of Computers, Input Output Devices, Memory, Parts of Computers, Hardware & Software, types & generations of Computers, Applications, Uses & Advantages of Computers.

2. Operating System

Overview of different versions of Windows, Basic Windows Elements. File & Folders Management through Windows Using essential accessories, System Tools, Notepad, Paint, Word Pad (cut copy paste), Windows explorer, System Tools, Calculator.

3. Ms-Word

Word Processing Concepts: Creating, Saving and Printing A New Document. Opening, Closing & Editing Existing Documents. Selecting And Editing Text, Find & Replacing Text, Creating And Printing Documents, Labels & Envelope Using Mail Merge Feature Of Word. Formatting the Document, Page Setup and Layout. Print & Print Preview. Editing and Proofing Tools, Spelling and Grammar Checking, Handling Graphics, Creating Tables and Charts.

4. Ms-Excel

Spreadsheet Concepts, Creating, saving and editing a Workbook, Inserting, Deleting Worksheets, entering data in cell, Formulas. Copy and moving data from cells, handling operators in formulae, Using function wizard, Mathematical, Logical, Statistical, Text, financial, date and time functions. Formatting a Worksheet, formatting cells-changing data alignment, changing data, number character, or currency format, changing font, adding borders and colors, Printing worksheet, Charts and graph creating, Previewing, Modifying Charts.

5. Ms-PowerPoint

Concept and need of Presentation, Creating, Opening and Saving Presentations, working in different Views, working with Slides, Adding and Formatting Text, Formatting Paragraphs, Checking Spellings and Correcting Typing Mistakes, Making Notes Pages and Handouts, drawing and working with Objects, Adding Clip Arts and Pictures, Designing Slide Shows, running and controlling slide shows<printing Presentations.

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6. Financial Accounting Using Tally

UNIT -I

- Introduction to Accounting - Fundamentals of Accounts,
- Definition of Accounting,
- Recording of Transactions,
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- Trail Balance and Rectification of Errors,
- Branches of accounting, double entry system,
- Rules of accounting, mode of accounting,
- Financial statement,
- Business organizations.

UNIT II

- ❖ What is Tally?
- ❖ Types of Accounting - Personal A/c, Real a/c, Nominal a/c
- ❖ Processing transaction in Tally
- ❖ Creating a New Company
- ❖ What is Ledger and Accounts Groups - Capital A/c, Cash in Hand A/c, Bank Account A/c, Bank OD A/c, Direct
- ❖ Expenses A/c, Fixed Assets A/c, Indirect Expenses A/c, Indirect Income A/c, Purchase A/c, Sales A/c, Sundry
- ❖ Creditors A/c, Sundry Debtors
- ❖ Accounting Vouchers
- ❖ Generating and printing reports, Financial Reports in Tally
- ❖ Introduction to Inventory, Purchase and Sales, Accounting and Inventory Report in Tally.
- ❖ Tax calculation in tally.

Course Duration: 4 Months

Timings: 1:30 Hrs. Daily (Mon-Sat)

EMI payment Fees: 1500x4 = 6000/-

Full payment Fees: Rs.4550 /-

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