

PITMAN COMPUTER CENTER

TALLY

DURATION : 4 MONTHS

SYLLABUS

FEE : 2500/-

DIPLOMA IN FINANCIAL ACCOUNTING

Tally ^{erp-9}
+GST

POWER OF SIMPLICITY

OFFICIAL WORK COURSE

Course Syllabus



Tally software एक एकीकृत व्यापार सॉफ्टवेयर तथा वित्तीय वक्तव्यों, वाउचर एवं taxation आदि व्यापार की जरूरतों के लिए उपयोग किया जाता है। Tally खुदरा व्यापार (retail) के लिए एक विशेष सॉफ्टवेयर है। टैली के चार उप उत्पाद market में उपलब्ध हैं— Tally ERP 9+GST

यह सरकारी कामकाज और लेखा उद्देश्य के लिए बहुत उपयोगी है। Tally सीखने के बाद आप एक खाता कार्यकारी, कर लेखाकार, खाता प्रबंधक, कार्यालय कार्यकारी आदि पदों के लिए आवेदन कर सकते हैं।

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|---------------------------------|-----------------------------------|---------------------------|
| ● Basic of Accountancy | ● Sale Order | ● Split Company Data |
| ● Financial Accounting | ● Stock Journal | ● Contry Details |
| ● Types of Accounts | ● Discount | ● Day Book |
| ● Ledger, Trail Balance | ● Sales Tax | ● Accts./Inventory Info. |
| ● Balance Sheet & Final Account | ● Purchase Tax | ● Take Printing |
| ● Company Creation | ● Backup Restore | ● Inventory Features |
| ● Company Editing | ● Godown Transfer | ● Prepare Ledgers |
| ● Company Delete | ● Print | ● Voucher Entries |
| ● Ledger Creation | ● Physical Stock Register | ● Inventory Configuration |
| ● Voucher Using | ● Invoice | ● General Voucher |
| ● Contra | ● Feature and Configuration | ● Purchase order Entry |
| ● Payment | ● Measurement | ● Sales Order Entry |
| ● Daybook Print | ● Create Stock Item | ● Accounting Report |
| ● Journal Sale | ● Create Stock Group | ● Trial Balance |
| ● Purchase | ● Fundamentals of Tally ERP 9 GST | ● Profit & Loss |
| ● Credit Note | ● Accounting Using Bill Details | ● Balance Sheet |
| ● Debit Note | ● Physical Stock Voucher Entry | ● Purchase |
| ● General A/C | ● Select Company | ● Inventory Reports? |
| ● Opening Balance | ● Shut Company | ● Stock Summary |
| ● Final Account | ● Alter Company | ● Sales Register |
| ● Receipt Note | ● Security Control | ● Purchase Register |
| ● Purchase Order | ● Change Tally Vault | ● SGST/CGST/IGST |
| | | ● Party Ledgers |

PITMAN COMPUTER CENTER

DCA

DURATION : 4 Months

SYLLABUS

FEE : 3000/-

Diploma In Computer Application

(i) Fundamentals of Computers

- Importants Questions of Window7



(ii) Operating System Window7

- MS Paint
- Word Pad
- Note Pad

(iii) MS-Office 7

- MS-Word,
- MS-Excel,
- MS-PowerPoint,

.OFFICIAL WORK ASSIGNMENT

(iv) Introduction to Internet & E-mail

Career

Computer Operator, Office Assistant, Data Entry Operator, Beltron

Note: For certificate for the above course, the Regd. & Adm. Amount (Additional) will be charged

PITMAN COMPUTER CENTER

Office Assistant Course

DURATION :

SYLLABUS

FEE : 6000/-

Diploma In Computer Application

1. **Importants Questions of Window-7**

Fundamentals of Computers

2. **Operating System Window-7**

MS Paint

Word Pad

Note Pad

3. **MS-Office-7**

MS-Word,

MS-Excel,

MS-PowerPoint,

MS-Access



Assignment : Word, Excel, Powerpoint

1. Official Letter & Application

2. Smart Art

3. Magazine Cover

4. News Paper Design

5. Mail Merge

6. Table of Contents

7. Table of Adjustment

8. Page Setting

9. Image and Shape Effect

10. Mark Sheet

11. Pivot Table

12. Chart

13. Conditional Formatting

14. Presentation

15. Animation

16. Page Size

17. Screen Shot

18. Slide Setting

19. Bio Data

20. Header & Footer

Introduction to Internet & E-mail

Career

Computer Operator, Office Assistant, Data Entry Operator, Beltron

Note: For certificate for the above course, the Regd. & Adm. Amount (Additional) will be charged

PITMAN COMPUTER CENTER

ADCA

DURATION : 1 Year

SYLLABUS

FEE : 10000/-

Diploma In Computer Application

(i) Fundamentals of Computers

- Important Questions of Window7



(ii) Operating System Window7

- MS Paint
- Word Pad
- Note Pad

(iii) MS-Office 7

- MS-Word,
- MS-Excel,
- MS-PowerPoint,

OFFICIAL WORK ASSIGNMENT

Diploma Desktop Publishing (DDTP)

Page Maker : About the PageMaker concept, Working with Toolbox, View Pages, Moving Pages, Adding & Deleting Pages, Setting default & preferences, working with Text & Graphics, working with Multiple Open Publications.

CorelDraw : Concept of CorelDraw, Import files, Add objects, Change Objects, Use spiral tool, Use free skew tool, Drawing, Corel Support & working with lines.

Photoshop : An overview of Photoshop, Working with Toolbox, Getting images into Photoshop & Image Ready, Using Layers.

Career

Computer Operator, Office Assistant, Data Entry Operator, Beltron

Note: For certificate for the above course, the Regd. & Adm. Amount (Additional) will be charged