

SUCCESSFUL INSTITUTE OF TECHNOLOGY

An Autonomous Institution Registered Under The Public Trust & of India NCT New Delhi
AN ISO 9001:2015 Certified Computer Education & Registered Under Ministry of MSME
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DCA

BASIC (3 MONTHS)

- Introduction Of Computer
- Benefits Of Computer
- Input Processing & Output Cycle
- Introduction To Ms Office
- Introduction To Ms Word
- Introduction To Ms Excel
- Introduction To Ms- Power Point
- Introduction To MS- Access
- Introduction To Internet



TALLY ERP-9 WITH GST(3 MONTHS)

- Introduction Of Tally
- Merits
- Version Of Tally
- Ledgers
- Create Company
- Functions Keys
- Final Account (Balance Sheet, Trading A/C)
- Profit & Loss
- Journal Entry (Transaction)
- Cash Book (Double Entry)

- Purchase Book (With GST)
- Sale Book (With GST)
- Debit Note (Billing)
- Credit Note (Billing)
- GSTT In Billing
- TDS (Tax Deducted At Source)
- Payroll (PF, Esic,DA ,TA ,DWA,)
- Cost Category
- Password



COURSE DURATION

6 MONTHS

FEES: 7,999/-