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ISO 9001:2015 द्वारा प्रमाणित संस्थान

DOEACC (NIELIT) द्वारा मान्यता प्राप्त संस्थान

Tally Pvt. Ltd. Bangalore, Karnataka India द्वारा मान्यता प्राप्त संस्थान

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार द्वारा मान्यता प्राप्त संस्थान

सोसाइटी रजिस्ट्रार उ.प्र. से पंजीकृत संस्थान

CSC e- Governance Services India Ltd. द्वारा पंजीकृत संस्थान

Central Vigilance Commission द्वारा पंजीकृत संस्थान



**टैली कम्पनी द्वारा मान्यता प्राप्त बस्ती मण्डल की मात्र एक संस्थान**



# SOFTDEV TALLY GURU

(A COMPLETE COMPUTER EDUCATION INSTITUTE)



**Ram Preet Prajapati**

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**Chief Executive Director**

**हेड  
ऑफिस**

**निकट-महिला महाविद्यालय के सामने**

**कम्पनीबाग - बस्ती (उ.प्र.)**

सॉफ्टदेव टैली गुरु - कम्पनीबाग, बस्ती (उ.प्र.)

# SOFTDEV TALLY GURU

(A COMPLETE COMPUTER EDUCATION INSTITUTE)

**CERTIFIED**

AN ISO 9001 : 2015 CERTIFIED INSTITUTE

**REGISTERED**

Incorporated Under Registration Act 1860 Section (21)

Government of U.P. Reg. No. G-58913

Office of the General Manager District Industries Centre

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार द्वारा मान्यता प्राप्त संस्थान

CSC e-Governance Services India Ltd.

**ACCREDITED BY**

राष्ट्रीय इलेक्ट्रॉनिक एवं सूचना प्रौद्योगिकी संस्थान

(रा०इ०सू०प्रौ०सं०)

राष्ट्रीय इलेक्ट्रॉनिक एवं सूचना प्रौद्योगिकी विभाग, सूचना प्रौद्योगिकी मंत्रालय

भारत सरकार

Tally Pvt. Ltd. Bangalore, Karnataka India द्वारा मान्यता प्राप्त संस्थान

**संस्था का उद्देश्य**

संस्था का प्रमुख उद्देश्य बेरोजगार छात्र एवं छात्राओं को आईटी टेक्निकल प्रशिक्षण प्रदान करके स्वरोजगार तथा आत्मनिर्भर बनाना है।

आप ने बनाया हमें उ०प्र० का नं०-१ कम्प्यूटर प्रशिक्षण संस्थान



रा.इ.सू.प्रौ.सं  
**NIELIT**

# DOEACC (NIELIT) COURSES



सभी सरकारी एवं अर्द्धसरकारी नौकरियों के लिए अनिवार्य कोर्स

## COURSE ON COMPUTER CONCEPT (CCC) 3-Months

- Introduction to computer
- Introduction to GUI Based Operating System
- Elements of Word Processing
- Spreadsheets
- Computer communication and Internet
- WWW and web browsers
- Communication and Collaboration
- Making small presentations
- Application of Digital Financial Services

## BASIC COMPUTER COURSE (BCC) 3-Months

- Knowing Computer
- Operating Computer Using GUI Based Operating System
- Understanding word processing.
- Using Spread Sheet.
- Communicating using the Internet.
- WWW & Web Browser
- Communication & Collaboration
- Making small presentation.
- Financial Literacy for Banking scheme & application.

## DOEACC (NIELIT) 'O'-Level (1-Year)

- M1-R4 : IT Tools and Business System
- M2-R4 : Internet Technology and Web Designing
- M3-R4 : Programming and Problem Solving through "C"
- M4-R4 (the candidates should choose any one of the following modules) :
  - M4.1-R4 : Application of .NET Technology
  - M4.2-R4 : Introduction to Multimedia
  - M4.3-R4 : Introduction to ICT Resources
- Project

## DOEACC (NIELIT) 'A'-Level (2-Years)

- A1-R4 : IT Tools & Business Systems
- A2-R4 : Internet Technology & Web Designing
- A3-R4 : Programming and Problem Solving through 'C' Language
- A4-R4 : Computer System Architecture
- A5-R4 : Structured System Analysis & Design
- A6-R4 : Data Structure through 'C++'
- A7-R4 : Introduction to Data Base Management System
- A8-R4 : Basics of OS, Unix & Shell Programming
- A9-R4 : Data Communication and Network Technology
- A10.1-R4 : Introduction to Object Oriented Programming through JAVA
- PR-1 : Practical-1 (Based on A1,A2,A3,A4 Module Syllabus)
- PR-2 : Practical-2 (Based on A5, A6, A7, A8, A9, A10 module Syllabus)
- PJ-1 : Project

**आप ने बनाया हमें उ0प्र0 का नं0-1 कम्प्यूटर प्रशिक्षण संस्थान**

# COMPUTER ACADEMIC COURSES

## Certificate in Computer Application (CCA) (3-Months)

- Computer Fundamental
- MS Windows (GUI Based Operating System)
- MS - Office
- MS - Word (Word Processing)
- MS-Excel (Spread Sheet Programme)
- MS Power Point (Making Presentation)
- Internet
- Application of Digital Financial Services

## Diploma in Desktop Publishing (DTP) ( 6-Months)

- Computer Fundamental
- MS Windows (GUI Based Operating System)
- MS - Office
  - MS - Word (Word Processing)
  - MS - Excel (Spread Sheet Program)
  - MS - Power Point (Making Presentation)
- Adobe Photoshop
- Corel Draw
- Page Maker
- Internet
- Application of Digital Financial Services

## Diploma in Computer Application (DCA) (12-Months)

- Computer Fundamental
- MS-Windows (GUI Based Operating System)
- MS - Office
  - MS - Word (Word Processing)
  - MS - Excel (Spread Sheet Program)
  - MS - Power Point (Making Presentation)
  - MS - Access (Data Base)
- Adobe Photoshop
- Corel Draw
- Page Maker
- Tally, ERP 9
- HTML, Java Script
- Internet
- Application of Digital Financial Services

## Advance Diploma In Computer Application (ADCA) (12-Months)


- Computer Fundamental
- MS Windows (GUI Based Operating System)
- MS -Office
  - MS - Word (Word Processing)
  - MS - Excel (Spread Sheet Program)
  - MS - Power Point (Making Presentation)
  - MS - Access (Data Base)
- Programming & Problem Solving Through 'C' Language
- Application of .NET Technology (Visual Basic)
- HTML
- Java Script
- Internet
- Application of Digital Financial Services

## University Courses

All Course are Approved by UGC, DEC, AICTE Government of India

- Bachelor of Computer Application (BCA) (3-Years)
- Bachelor of Business Administrator (BBA) (3-Years)
- Master of Computer Application (MCA) (2-Years)
- Master of Business Administrator (MBA) (2-Years)
- Post Graduate Diploma In Computer Application (PGDCA) (1-Year)
- B.Sc. (I.T.)
- M.Sc. (I.T.)
- Polytechnic Diploma

आप ने बनाया हमें उ0प्र0 का नं0-1 कम्प्यूटर प्रशिक्षण संस्थान



## ***Computerize Financial Accounting Course (CFAC) (3-Months)***

### **Tally. ERP 9**

(Over 5,00,000 Companies worldwide use Tally Accounting & Inventory software, and need skilled persons to use it. Accounts of estimated half-million companies are being maintained on Tally and increasing by thousands each month. A CFAC Tally Accounting Certification and, since Tally is currently used across diverse segments like Multi National Companies, Government & local Business, job opportunities with the best companies in the country are immensely enhanced.)

- Basic Fundamental of Accounting.
- Master - Ledgers
- Master - Groups
- Master - Inventory
- Billing Features in Tally
- Stock & Godown Management
- Stock Order Processing
- Tax Accounting In Tally
- Payroll Accounting in Tally
- Goods & Services Tax (GST)
- GST Returns & Payment
- Data Security
- Tally Audit Features
- Printing Report & Miscellaneous
- E-Banking
- Final Account (Trading Profit & Loss Account)
- Balance Sheet & Trail Balance
- E-Way Billing

## ***Computerize Financial Accounting Course (CFAC) (3-Months)***


### **Busy Accounting**

(Busy is an integrated business accounting software for Micro, Small and Medium businesses. With over 1,20,000 installations (over 6 Lac. Users) worldwide, Busy is one of the leading accounting software's in India.)

- Basic Fundamental of Accounting
- Basic Financial Accounting (Multi-Currency)
- Inventory Management (Multi-Location)
- Production / Bills of materials
- Sales / Purchase Quotations
- Sales / Purchase Order Processing
- Fully User Configurable Invoice
- User Configurable Documents / Letters
- User Configurable Column in Report
- Goods & Services Tax (GST)
- GST Returns & Payment
- E-Banking, E-Way Billing
- Tax Deducted at Source
- MIS Reports & Analysis

**आप ने बनाया हमें उ0प्र0 का नं0-1 कम्प्यूटर प्रशिक्षण संस्थान**





## ***Financial Tax Accounting Course (FTAC) (3- Months)***

### **E-Taxation/Tax Accounting**

- **Income Tax Return (ITR)**
  - Income Tax E-Return
  - ITR-1, ITR-2, ITR-3, ITR-4, ITR-5, ITR-6, ITR-7
- **Tax Deducted at Source (TDS) Return**
  - TDS E-Filing, TDS Annexure, TDS Form
  - TDS-Form 24 Q, TDS-Form 26 Q, TDS-Form 27 Q,
  - TDS-Form 27 EQ
- **Tax Collected at Source (TCS) Return**
  - TCS E-Filing, TCS Form
  - TCS-Form 24, TCS-Form 26, TCS-Form 27, TCS-Form 27 E
  - TCS-Form 24 Q, TCS-Form 26 Q, TCS-Form 27 Q, TCS-Form 27 EQ
- **Goods & Services Tax (GST)**
  - GST Returns & Payment, GST E-Filing
  - GST R-1, GST R-2, GST R-3, GST R-3B, GST R-4
  - GST R-5, GST R-6, GST R-7, GST R-8, GST R-9 A
  - GST R-10, GST R-11.
- **Balance & Audit Report**
  - Annual Information Report (AIR Return)
- **E-Way Billing**

## ***Certificate in Finance and Office Management (CFOM) (6- Months)***

(The Certificate in Finance and Office Management (CFOM) is 6-Months diploma programs, specially design to that who have interest in Accounting official job. The SOFTDEV TALLY GURU- CFOM course is designed in such a manner that it caters the specific requirement of the Profession Finance office management. CFOM course is hands on job-oriented course.)

#### **Module 1:**

- Computer Fundamental
- MS - Windows (GUI Based Operating System)
- MS - Office
  - MS - Word (Word Processing)
  - MS - Excel (Spread Sheet Programme)
  - MS - Power Point (Making Presentation)
- Internet
- Application of Digital Financial Services

**Module 2 : Tally.ERP 9**

## ***Diploma in Finance and Accounts Management (DFAM) (12- Months)***

(The Diploma in Finance and Account Management (DFAM) is one year (12 Months) diploma programs, specially design to that who have interest in Accounts & Finance sector. The SOFTDEV TALLY GURU- DFAM course is designed in such a manner that it caters the specific requirement of the Profession Accounting & Finance. DFAM course is hands on job-oriented course.)

#### **Module 1:**

- Computer Fundamental
- MS - Windows (GUI Based Operating System)
- MS - Office
  - MS - Word (Word Processing)
  - MS - Excel (Spread Sheet Programme)
  - MS - Power Point (Making Presentation)
- Internet
- Application of Digital Financial Services

**Module 2 : Tally.ERP 9**

**Module 3 : Busy Accounting**

**Module 4 : E- Taxation / Tax Accounting**

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POWER OF EMPLOYABILITY

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# Institute of Tally Learning *Tally*

टैली कम्पनी द्वारा मान्यता प्राप्त बस्ती मण्डल की मात्र एक संस्था।

Power of Simplicity

**AN AUTHORISED TALLY EDUCATION PARTNER**

## *Courses Availables*

### **Certificate Program in Financial Accounting (CEFA) (3-Months)**

Volume I - Fundamental of Accounting & Inventory.

Volume II - Advanced Inventory & Technological Capabilities.

Volume III - Fundamental of Taxation.

### **Advance Certificate Program in Financial Accounting & Taxation (ACPFAT) (12-Months)**

Volume I - Fundamental of Accounting & Inventory.

Volume II - Advanced Inventory & Technological Capabilities.

Volume III - Fundamental of Taxation.

Volume IV - Advanced Taxation.

Volume V - Payroll & Advanced Features.

- **Basic of English**
  - Learn English with Easy way.
- **Business Communication**
  - Business Communication for Professional Success.
  - Provide Training on Business Communication skills (Spoken & Written) for professional Success.
- **Basic of Accountancy**
  - Accountancy Simplified.
- **Account & Taxation**
  - Master of Elements of Indian Taxation.
  - To Familiarise students with basic of Accounts and tax system in india.
- **Personality Development (Vol-I)**
  - The ABC of Personality Development.
  - Impart Life skills for personality & Professional Success.
  - Introduction to Communication, Presentation & Planning Concept.
- **Basic of Computers**
  - Computers made easy.
  - Provide working knowledge of computers in order to enable students to adapt to a computerized work environment.
- **Advance Computers**
  - Computers for professionals.
  - Impart working & technical knowledge of computers.
- **Sales Management**
  - The art of successful selling.
  - Provide a general understanding of Management & Sharpen sales skills.
  - Introduction to management, Introduction to marketing evolution of sales management and sales process.
- **Personality Development (Vol-II)**
  - Face the world with confidence.
  - Develop skills necessary for taking on higher responsibilities at the work place.
  - International Skills problem solving & Decision making.

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