



GLADSME
COMPUTER EDUCATION
Learn | Build | Succeed

LEARN TODAY.
BUILD TOMORROW.
LEAD THE FUTURE.

TALLY PRIME & PRACTICAL ACCOUNTING PROGRAM

1-2 MONTH CERTIFICATE PROGRAM

Master Tally Prime and Excel with practical accounting. Handle business transactions, GST, inventory, banking and financial reports with confidence.



PRACTICAL
HANDS-ON
TRAINING



CERTIFICATE
ON COMPLETION

WHAT YOU WILL LEARN

- PRACTICAL ACCOUNTING FUNDAMENTALS
- TALLY PRIME From Basics to Advanced
- GST ACCOUNTING & REPORTS
- INVENTORY & STOCK MANAGEMENT
- BANKING & RECONCILIATION
- EXCEL FOR ACCOUNTING & REPORTING

TOOLS YOU WILL MASTER

Tally Prime

TALLY PRIME

Microsoft Excel

MICROSOFT EXCEL

COMPREHENSIVE CURRICULUM

ACCOUNTING FUNDAMENTALS

- 01 Accounting Basics
- 02 Accounting Principles
- 03 Debit & Credit Concepts
- 04 Journal & Ledger
- 05 Trial Balance
- 06 Profit & Loss Account
- 07 Balance Sheet
- 08 Assets & Liabilities

TALLY PRIME

- 09 Tally Prime Introduction
- 10 Company Creation & Configuration
- 11 Groups & Ledgers
- 12 Voucher Types & Entries
- 13 Contra, Payment & Receipt Entries
- 14 Journal Entries
- 15 Purchase & Sales Transactions
- 16 Debit & Credit Notes
- 17 Outstanding Receivables & Payables

GST ACCOUNTING

- 18 GST Fundamentals
- 19 GST Configuration in Tally
- 20 GST Ledgers
- 21 CGST, SGST & IGST
- 22 GST Purchase & Sales Entries
- 23 Input Tax Credit
- 24 GST Reports

INVENTORY MANAGEMENT

- 25 Stock Groups & Categories
- 26 Stock Items & Units
- 27 Godowns & Locations
- 28 Inventory Purchase & Sales
- 29 Stock Transfer
- 30 Stock Reports

BANKING & REPORTING

- 31 Bank Transactions
- 32 Bank Reconciliation
- 33 Cash & Bank Management
- 34 Receivables & Payables Reports
- 35 Trial Balance
- 36 Profit & Loss Statement
- 37 Balance Sheet
- 38 Financial Analysis

EXCEL FOR ACCOUNTING

- 39 Excel Fundamentals
- 40 Data Entry & Formatting
- 41 Basic Accounting Formulas
- 42 IF & Logical Functions
- 43 COUNTIF, SUMIF, SUMIFS
- 44 VLOOKUP / XLOOKUP Basics
- 45 Sorting & Filtering
- 46 Tables & Conditional Formatting
- 47 Accounting Reports in Excel

7 PRACTICAL ACCOUNTING PROJECT



COURSE HIGHLIGHTS

- ✓ 100% Practical & Job-Oriented Training
- ✓ Real-World Business Scenarios
- ✓ Comprehensive Tally Prime Training
- ✓ GST Entries & Reports
- ✓ Excel for Accounting & Reporting
- ✓ Experienced Faculty Support
- ✓ Certificate on Completion

PRACTICAL TRAINING – LEARN BY DOING



DURATION
1-2 MONTHS

CLASS SCHEDULE
1.5 HOURS / DAY
5 DAYS / WEEK

MODE
ONLINE + OFFLINE
FLEXIBLE BATCHES

LANGUAGE
ENGLISH, KANNADA,
MALAYALAM

CAREER OPPORTUNITIES

- Accounting Assistant
- Tally Operator
- Junior Accountant
- Accounts Executive
- Billing Executive
- GST Accounting Assistant
- Accounts & Finance Assistant