



DON BOSCO COLLEGE, KOHIMA

Affiliated to Nagaland University

24th August 2021

TALLY ESSENTIAL CERTIFICATE COURSE

Dear 1st Semester Commerce Department Students,

This is to inform you that **Tally Essential Level-1** will start on 1st of September. Theory classes will be taken online and Practical classes will be taken on the days of offline classes so kindly refer to the offline routine. This course is compulsory for all the 1st Semester Commerce students and all must attend it without fail.

You may join the Tally Google Classroom using this code (**berxez3**) on or before 1st September.

With Regards,

Fr. Christudoss
24/8/21
Fr. Christudoss Antony SDB
Director,
Bosco Computer Centre,
Don Bosco College Kohima

A. Aye
24/8/21
Alovely Aye
Tally Instructor,
Don Bosco College Kohima



DON BOSCO COLLEGE KOHIMA

CERTIFICATE COURSES ON TALLY ACADEMIC YEAR 2021-22

Courses offered:

- 1. Tally One Time Certificate- For 3rd Semesters**
- 2. Tally Level 1- For 1st Semester Commerce**

- Chart of Accounts
- Accounting Transaction
- Banking
- MIS Reports
- Data Security
- Goods & Services Tax

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