



# APPLE INSTITUTE



Kozhikode, Eranhipalam, Branch-Malaparamba



**"Learn From The Expert's"**  
24 Years of Experience

# COURSES

- ◆ MS OFFICE
- ◆ DATA ENTRY
- ◆ TALLY ADVANCED
- ◆ DIPLOMA IN OFFICE AUTOMATION
- ◆ DTP(DESK TOP PUBLISHING)
- ◆ DECO (DATA ENTRY & COMPUTER OPERATION)
- ◆ TALLY ACCOUNTING
- ◆ DIFA (DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING)
- ◆ DFA (DIPLOMA IN FINANCIAL ACCOUNTING)
- ◆ TALLY COMPREHENSIVE
- ◆ MPA  
( MASTER IN PROFESSIONAL ACCOUNTING )
- ◆ CGMA  
(Certified Global Management Accountant )
- ◆ CTTC  
(COMPUTER TEACHERS TRAINING COURSE)



## MS OFFICE

- Computer Fundamentals
- Microsoft Windows
- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Internet & Email

Duration :15 days , 1Month

Fee :

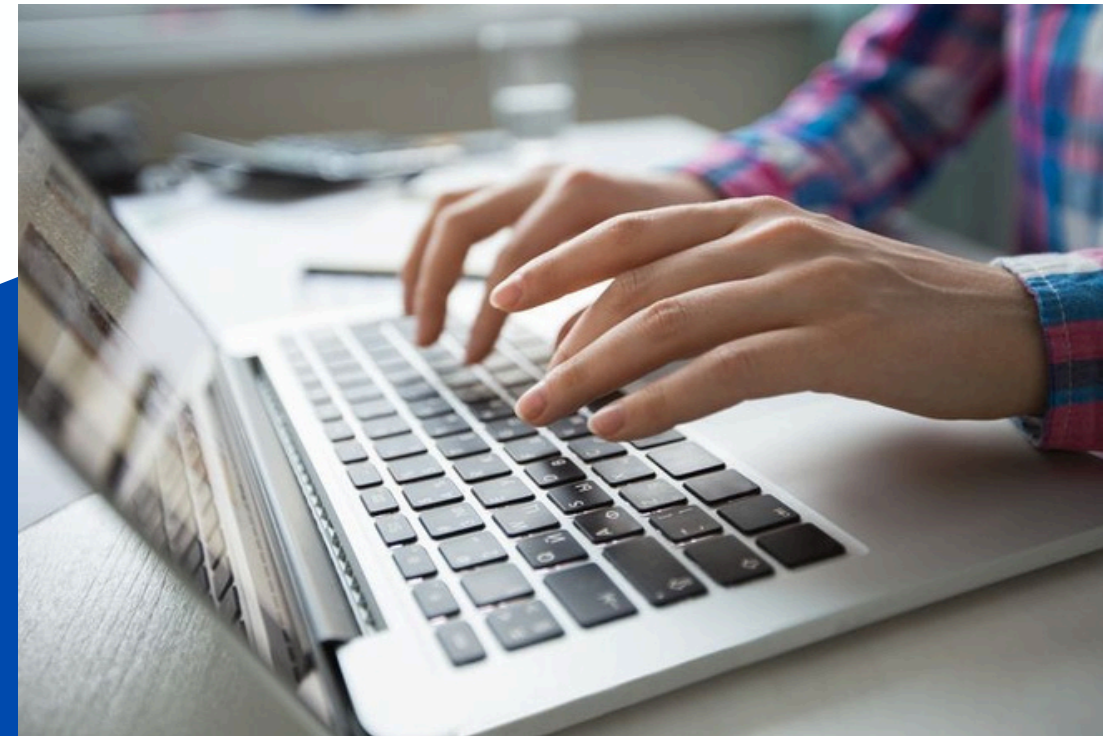


## DATA ENTRY

- Computer Fundamentals
- Microsoft Windows
- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Internet & Email
- ISM Malayalam Typing
- PageMaker

Duration : 3 Months

Fee :



## TALLY ADVANCED

- Accounting Principles
- Manual Accounting
- Ledger Creation
- Voucher Creation
- Trail Balance
- Trading Account & P&L A/C
- Balance sheet
- Tally ERP9
- Tally Prime
- GST
- Practical Works

Duration : 3,6 Months

Fee :



## DIPLOMA IN OFFICE AUTOMATION

- Computer Fundamentals
- Microsoft Windows
- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Internet & Email
- ISM Malayalam Typing
- Printing
- Scanning

Duration : 3 Months

Fee :



## DTP (DESK TOP PUBLISHING)

- Computer Fundamentals
- Microsoft Windows
- Adobe PageMaker
- CorelDraw
- Adobe Photoshop - Intro Level
- ISM Malayalam Typing

Duration : 3 Months

Fee :





# DECO

## (DATA ENTRY & COMPUTER OPERATION)

- Computer Fundamentals
- Operating Systems
- Microsoft Windows
- Microsoft Word  
MS Word, MS Excel , MS PPT
- Internet & Email
- ISM Malayalam Typing

Duration : 2 Months

Fee :

# TALLY ACCOUNTING ( Basic)

- Computer Fundamentals
- Microsoft Windows
- Accounting Principles
- Ledger Creation
- Voucher Creation
- Tally Prime

Duration : 2.5 Months

Fee :





## DIFA

### (DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING)

- Computer Fundamentals
- MS Office
- Accounting Principles
- Manual Accounting
- Tally ERP9
- Tally Prime
- GST , VAT
- PeachTree
- Quickbooks

Duration : 5 Months

Fee :

## DFA

### (DIPLOMA IN FINANCIAL ACCOUNTING)

- Computer Fundamentals
- MS Office  
MS Word , MS Excel , MS PPT
- Accounting Principles
- Manual Accounting
- Tally Prime
- GST

Duration : 1/3/6 Months

Fee :



# TALLY COMPREHENSIVE

## TallyEssential Level 1 (Recording & Reporting)

### Modules:

- ◆ Fundamentals of Accounting
- ◆ Introduction to TallyPrime
- ◆ Maintaining Chart of Accounts
- ◆ Recording and Maintaining Accounting Transactions
- ◆ List the item and briefly explain it.
- ◆ Banking
- ◆ Generating Financial Statements and MIS Reports
- ◆ Data Security
- ◆ Company Data Management
- ◆ Goods and Services Tax

## TallyEssential Level 2 (Accounts Payable & Receivable)

### Modules:

- ◆ Storage and Classification of Inventory
- ◆ Accounts Receivable and Payable Management
- ◆ Purchase and Sales Order Management
- ◆ Tracking Additional Costs of Purchase
- ◆ Cost/Profit Centres Management
- ◆ Budgets and Scenarios
- ◆ Generating and Printing Reports
- ◆ Goods and Services Tax

## TallyEssential Level 3 (Taxation and Compliance)

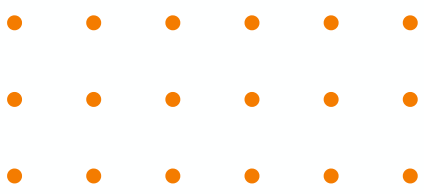
### Modules:

- ◆ Goods and Services Tax (GST)
- ◆ Tax Deducted at Source (TDS)
- ◆ Management of Business Data
- ◆ Moving to the next Financial Year

**Certification : Government & International Certification**

**Duration : 6/3 Months**

**Fee:**



## MPA

(MASTER IN PROFESSIONAL ACCOUNTING )

- Computer Fundamentals
- MS Office - MS Word , MS Excel,MS PPT
- Accounting Principles
- Manual Accounting
- Ledger Creation
- Voucher Creation
- Trail Balance
- Trading Account & P&L A/C
- Balance sheet
- Tally Prime
- GST
- Tally ERP 9

Duration : 5 Months

Fee :



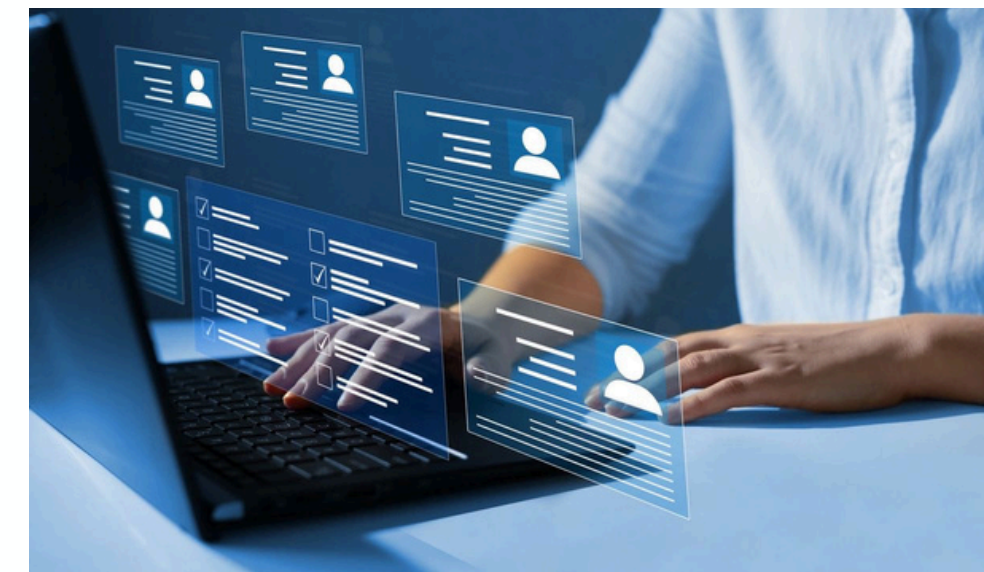
## CGMA

(CERTIFIED GLOBAL MANAGEMENT ACCOUNTANT )

- Computer Fundamentals
- MS Office
- Accounting Principles
- Manual Accounting
- TallyEssential Level 1
- TallyEssential Level 2
- TallyEssential Level 3
- DTP - PageMaker ,ISM Malayalam, Coreldraw
- Internet, Email

Duration : 6Months, 1 Year

Fee :





# CTTC

## (COMPUTER TEACHERS TRAINING COURSE)

### MODULE 1

- Computer Fundamentals
- Microsoft Windows
- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Internet & Email
- Record Book

### MODULE 3

- Fundamentals of Accounting
- Accounting Principles
- Tally ERP 9
- Tally Prime
- Seminar
- Record Book

### MODULE 2

- Adobe In Design / Page Maker
- Corel Draw
- Malayalam - ISM
- Photoshop - Introduction Level

Duration : 12 Months

Fee :





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"Learn From The Expert's"  
24 Years of Experience

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