

Accredited/Authorized Center of
राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचा प्रौद्योगिकी संस्था

National Institute of Electronics & Information Technology

Department of Ministry of Electronics & Information Technology, Approved by
All India Council for Technical Education (AICTE) MHRD – Govt of India.



NIELTI Certificate Course In computer Applications

(JK-Government & Central Govt Approved Course)

2026-2027

Fastrack Institute of IT & Computer Science Engineering [A Unit of ICMS]

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NIELIT Six Months Certificate Course In Computer Applications

NEILIT- CCCA This course is designed to prepare technicians with specialized skills, knowledge and attitude to work in Computer Applications, finance and accounting field. Obtain understanding of the concepts of Information Technology and its applications. The course is aimed at skill development in masses, students, employees in professional sectors at middle level. The course may also be considered as an ideal course for re-skilling of an individual and technological advancement. After going through the course, an individual is expected to be equipped with not only the office automation skills but also with the understanding of the latest technologies.

PROGRAMME TYPE	Six Month Certificate Courses In Computer Applications
CERTIFICATION	NIELIT – Department of Ministry of IT – Govt of India / ICMS
MODE	Offline
SCHOOL	Computer Applications
DURATION	0 Year, 6 Months
MEDIUM	English
SPECIALIZATION	Computer Applications
ELIGIBILITY	10th or its equivalent
COMING EXAMINATION CYLCE	Feb 2026, May 2026, Aug 2026 , Nov 20
PROGRAMME DIRECTOR	Ms. Zaffer Ahmad Makhdoomi, Ph.+91-7006570529

Module Covered

1. Module 1: IT-Tools and PC Applications
2. Module 2: Tally Prime with GST, TDS, TCS & Payroll
3. Module 3 : Network Concept and Administration

Module 1: IT-Tools and PC Applications

Objective of the Course The objective of this course is to present overview of IT tools used in day to day use of computers and data base operations. The Course has been designed to provide knowledge on various hardware and software components of computer, operating system, various packages used for different applications, data base concepts & operations and various issues related to IT and application of IT.

At the end of the course the students will be able to:-

- Acquire the foundation level knowledge required to understand computer and its operations.
- Understand the hardware and software components of the computer.
- Understand the basic concept of operating system and get knowledge about various different operating systems.
- Understand to use the packages of word processing, spread sheet and presentation in detail.
- Understand various data base concepts and operations.
- Understand the issues related to IT and IT applications.

Detailed Syllabus

1. Introduction to Computer :

- a. Introduction to Computer
- b. Input devices,
- c. Output devices,
- d. Computer Memory & storage,
- e. Application Software,
- f. Systems Software,
- g. Utility Software,
- h. Open source
- i. Proprietary Software
- j. Central Processing Unit,

2. Number System :

- a. Binary number system,
- b. Binary to Decimal Conversion,
- c. Decimal to Binary Conversion,
- d. Octal number system, Octal to Decimal Conversion,
- e. Decimal to Octal Conversion,
- f. Hexadecimal number system,
- g. Hexadecimal to Decimal Conversion,
- h. Decimal to Hexadecimal Conversion
- i.

3. Introduction to Operating System

- a. Operating System,
- b. Relation between System software and Application software,
- c. Operating System simple setting, using mouse and changing its properties,
- d. changing system date and time,

- e. changing display properties,
- f. Add or remove Program
- g. File and Folder management
- h. System tools – Disk cleanup,
- i. Disk defragmenter.

4. MS Dos (Microsoft Disk Operating System)

- a. What Is Disk Operating System
- b. What is Command.Com, IO.sys, MSdos.sys
- c. Internal Command & External Command
- d. File Management Command : Copy Con, Type, Rename, Del, Copy, Xcopy,
- e. Attrib, Backup, Restore,
- f. Find , Sort , More, Chkdsk,
- g. Restore, Find, Sys, Type, Del, Data, Time, prompt.
- h. Directory Command: Dir, MD, RD, Tree, Path,

5. MS Word

- a. **File** : Save, Save as , Open, Close, Recent, Print , Print Preview
- b. **Home** : Cut , Copy, Paste, Format painter, Font Formatting., Paragraph Formatting, Find Replace and Goto
- c. **Insert** : Pages : Cover Page, Blank Page, Page Breaks Insert Table, Table Formatting , Table Layout, Insert Picture , Picture Formatting, Text Wrapping Header and Footer , Page Numbering Insert –Textbox, Drop Cap, Date and Time, Symbols- Equation & Symbol
- d. **Page Layout**: Page Themes, Page Setup- Margin, Orientation size, Column. Page Breaks - Page break, Column break. Page Background - Water Mark, Page color, Page border. Paragraph spacing, indent spacing, Justify
- e. **Reference** : Footnote, Endnote, Caption, Comment
- f. **Mail Merge** : Start mail merge, Excel Integration , Write and insert field, Preview result
- g. **Review & View** : Word count, Spelling and Grammar , Comment , Document view, Show, Zoom
- h. **File Operation and Security** : Password Security, Track Change, Convert PDF
- i. **Advanced Tools**: Table of Contents, Indexes, Adding Comments, Tracking changes, Macros, Introduction to Google docs.

6. MS Excel

- a. **Home** Merge and center, Wrap text, Increase decimal , Decrease decimal Conditional formatting Insert column , Delete column Editing – Auto Sum , Fill, Clear **Insert** Charts Pivot Chart Object Link Sheet and Rename Sheet **Page layout** Print Area , Scaling , Page Background
- b. **Formula**: Sum, Average, Max, Min, Mod. If, Sumif, Count if, Len, Count, Round. Left, Right, Concatenate. Time, Date, Day, Now, Today, Month, Now. Preparing marks Statement. Formula Auditing, Database Functions (DSUM, DMIN, DMAX, DCOUNT, DCOUNTA), Vlookup and Hlookup Introduction to Google Sheets.
- c. **Data** : Sorting , Filter, Advanced Filter Data Validation, Consolidation , Goal Seek , Scenario Manager Data Table Text to Columns, Remove Duplicate Subtotal, Group and Ungroup

- d. **Topic View** : Normal View, Page layout , Page Break, Custom View, Full Screen, Zoom Show, Ruler , Formula Bar , Heading and Gridlines,
- e. **Topic Windows** : New Window, Arrange All, Freeze panels, Split, Hide, View Side by Side , Synchronous scrolling , Reset Window Position , Save Workspace , Switch Window.

7. MS Power Point

- a. **Home** : Paste Special , New slide, Slide Layout, Section & Arrange
- b. **Insert** : Smart Art, Action, Slide numbering, Video and Audio, Insert Object & Text , Word Art , Align- Align Centre, Right, Left, Top, Middle, Bottom
- c. **Slide Properties** : Slide Design , Slide Transition, Background style
- d. **Object Animation & Transition** : Animation, Advanced Animation Timing & Transition to the slide
- e. **Slide Show & View** : From beginning, From current show Custom Show, Setup show Hide Show, Rehearse Time, Record Slide Show, Presentation View- Normal,, Slide sorter Notes page, Reading View, Master View- Side Master, Handout Master, Notes Master Color/ Gray Scale View.

Reference

1. P.K. Sinha and P. Sinha, “ Foundations of Computing” , BPB Publication, 2008
2. Sagman S, “MS Office for Windows XP”, Pearson Education, 2007.
3. ITL Educational Society, “Introduction to IT”, Pearson Education, 2009.
4. Miller M, “Absolute Beginners Guide to Computer Basics”, Pearson Education, 2009.

Module 2: Tally Prime with GST, TDS, TCS & Payroll

Objective of the Course The objective of the course is to train individuals in the Computerized Accounting using Tally and pursue the career in this sector. With the fast-moving technological world and in IT era, all sorts of tasks are being automated which were performed manually earlier irrespective of domain e.g. healthcare, documentation, shopping, employee management, shopping almost everything. To meet the pace of the growing world, the accounting system have also been computerized and automated as one single entry manages both accounting and inventory needs. Tally is the most popular accounting packages used across our country and needs a lot of trained manpower to meet the requirements. After successful completion of the course, a candidate is exposed to large employment opportunities. An accounting package like Tally is highly useful for rendering accounting related tasks in offices. Hence a candidate after pursuing this course can directly enter an organization as a/an-

- Accounts Executive
- Accounting Assistant
- Professional Accountants

Detailed Syllabus

1. Basic of Accounting

- Introduction
- Types of Accounts
- Accounting Principles or concepts
- Mode of Accounting
- Rules of Accounting
- Double-entry system of bookkeeping

2. Fundamentals of Tally.

- Company Features
- Configuration
- Getting functions with Tally prime
- Creation / setting up of Company

3. Accounting Masters

- Chart of Groups
- Multiple Groups
- Ledgers
- Multiple Ledgers

4. Inventory Masters

- Stock Groups
- Multiple Stock
- Stock Categories
- Multiple Stock Category
- Units of Measure
- Stock Items

5. Accounting Transaction Vouchers

- a. Journal.
- b. Payment,
- c. Receipt,
- d. Contra,
- e. Sales.
- f. Purchase
- g. Debit Note,
- h. Credit Note.

6. Inventory Transaction Voucher

- a. Stock Journal
- b. Physical Stock Voucher,
- c. Manufacturing Journal,
- d. Purchase Order,
- e. Sales Order,
- f. Goods Receipt Note,
- g. Delivery Note,
- h. Rejection Outwards,
- i. Rejection Inwards,

7. Advance Accounting

- a. Bill-wise details
- b. Cost centers and Cost Categories
- c. Budget and controls

8. Advance Inventory

- a. Order Processing
- b. Batch-wise detail
- c. Bill of Materials
- d. Different Actual and Billed Quantities
- e. Price Lists
- f. Zero-Valued Entries
- g. POS

9. TDS(Tax Deducted At Source)

- a. Understanding TDS
- b. Creating TDS Masters
- c. Practical Examples
- d. TDS Payment

10. TCS (Tax Collect At Source)

- a. Understanding TDS
- b. Creating TDS Masters
- c. Practical Examples

d. TDS Payment

11. GST (Goods and Service Tax)

- a. About Goods and Services Tax (GST)
- b. Activating Tally in GST
- c. Setting Up GST (Company Level, Ledger Level or Inventory Level)
- d. GST Taxes & Invoices
- e. Understanding SGST, CGST & IGST
- f. Creating GST Masters in Tally
- g. Updating GST Number for Suppliers
- h. Practical on Intra-State Purchase Entry in GST (SGST + CGST)
- i. Practical on Inter-State Purchase Entry in GST (IGST)
- j. GST Purchase Entry for Unregistered Dealer in Tally
- k. Practical on Intra-State Sales Entry in GST (SGST + CGST)
- l. Practical on Inter-State Sales Entry in GST (IGST)
- m. Printing GST Sales Invoice from Tally ERP9 Software
- n. Preparing of Excel Report Using Tally Prime 9.0

12. Techno Logical Advantages

- a. Tally vault
- b. Security controls
- c. Tally Audit
- d. Backup and restore
- e. Split company data
- f. Import and export of data
- g. Create a Company Logo

13. Payroll Accounting

- a. Employee Creation
- b. Salary Define
- c. Employee Attendance Register
- d. Pay Heads Creation
- e. Salary Report

14. Generating Reports

- a. Financial Statements
- b. Trading Account
- c. Profit & Loss Account
- d. Balance Sheet
- e. Accounts Books and Reports
- f. Inventory Books and Reports
- g. Exception Reports

Reference Book:

1. Am Ahmad Financial Accounting Using Tally
2. Tally Accounting AK Nandani

Module 3: Network Concept and Administration

Objective of the Course The aim of this course is to provide you the conceptual and technological developments in the field of Internet and web designing with the emphasis on comprehensive knowledge of Internet, its applications and the TCP/IP protocols widely deployed to provide Internet connective worldwide. The World Wide Web with its widespread usefulness has become an integral part of the Internet. Therefore, this course also puts emphasis on basic concepts of web design. At the end of the course the students will be able to: Review the current topics in Web & Internet technologies. Describe the basic concepts for network implementation.

Detailed Syllabus

1. Introduction to Internet & Computer Network

- a. Network definition, Common terminologies: LAN, WAN, MAN, PAN, Node, Host, Workstation, bandwidth, Interoperability,
- b. Network administrator, network security,
- c. Network Components: Servers, Clients,
- d. Communication Media, Types of network: Peer to Peer, Clients Server,
- e. Addressing in Internet: DNS, Domain Name and their organization,
- f. Network topologies: Bus, star and ring, Mesh, Tree, Ethernet, FDDI, ATM,

2. TCP/IP – Internet Technology and Protocols :

- a. Introduction to IP Address,
- b. Packet switching technology,
- c. Router
- d. MAC address.
- e. SLIP, PPP, Service options
- f. E-mail, WWW, Firewall etc.

3. Services on Internet (Definition and Functions)

1. E-mail, Mail Box –Inbox and Outbox, SMTP Protocol, POP3 Protocol
 - a. Email Server and Email Client
 - b. Telnet, FTP
 - c. Web hosting, Publishing of Website and Web Updation

4. Network Administration using Simulation

- a. Configure IP Address
- b. Lan Using Hub/Switch
- c. DHCP Server Simulation
- d. Data Sharing over LAN
- e. Remote Assistance
- f. DNS Protocol Simulation
- g. HTTP Protocol Simulation
- h. Routing Protocol Using Simulation

Reference Book:

1. Internet Secrets (Internet technology and web design) Publisher: Choice International By Shailendra Mishra