ISDM Independent Skill Development Mission NXT

EMPOWERING FUTURES,
SHAPING TOMORROW

★ AI-INTEGRATED COURSE

# OFFICE AUTOMATION WITH TALLY

**Duration:** 3 Month | **Certificate** | **Eligibility:** Candidates should have a basic understanding of accounting p

## OVERVIEW OF THE COURSE

Office Automation with Tally is a comprehensive course designed to equip students with the essential skills required for effective office management using Tally software. This course covers various functionalities of Tally, enabling participants to streamline their accounting and business processes. Learn the basics of Tally and...

- Gain proficiency in using Tally for accounting and financial management.
- Develop skills in inventory management and payroll processing.
- Understand Tally's reporting features for business analysis.
- Prepare financial statements and ledgers efficiently.



| 3 Month | 6 | 4 | 6 |
|---|---|---|---|
| DURATION | SUBJECTS | PROJECTS | TOOLS |

JOIN NOW →

WhatsApp us

WE ARE AVAILABLE AT
**600+ LOCATIONS**

NOT SURE WHICH COURSE IS RIGHT FOR YOU?
**Choose the Best Course for You - Try our AI-Powered Career Counselling for FREE**

Start free →

CONTACT ISDM NxT
**ISDM NxT - Independent Skill Development Mission**
309, Saffron Plaza, Airport Road, Vadodara, Gujarat, 390022
Call / WhatsApp: **+916263625594** · inquiry@gmail.com

Scan to enquire

COURSE CURRICULUM

# What you will learn

01 Subjects → | 02 Projects → | 03 AI Integration

## 01 Subjects & modules

5 subjects

01 Computer Fundamentals & Office Tools

02 Introduction to Accounting & Tally Prime

03 Inventory & GST Management in Tally

04 Payroll & Banking Operations in Tally

05 Final Reports & Office Automation Integration

## 02 Projects & assignments

Hands-on work for your portfolio

**P1** Create a complete accounting system for a fictional company using Tally.

**P2** Develop an inventory management system to track stock levels and orders.

**P3** Prepare payroll for a sample organization including deductions and bonuses.

**P4** Generate financial reports and analyze them for decision-making.

## 03 AI Integration

How AI is used inside the work of this course

AI SUBJECT

### AI Fundamentals & Prompt Engineering

- AI Basics and Everyday Uses
- Generative AI: How It Works
- Prompt Engineering Foundations
- AI for Study and Workplace Tasks
- Fact-Checking and Reliable Research
- Privacy, Safety and Responsible Use
- Integrated Practice and Review

AI TOOLS YOU WILL USE

CH ChatGPT | Google Gemini | MC Microsoft Copilot | Claude | Perplexity | NotebookLM

CAREER OPPORTUNITIES

# Where this course can take you

- Accountant in various industries.
- Office Administrator.
- Financial Analyst.
- Tally Software Trainer.

## Certification

The ISDM NxT Certificate is awarded after you successfully complete the course and its final assessment.

Practical AI-integrated project | Final online test | Verifiable certificate

WHY START NOW

# Your future is built by the skills you learn today.

Companies hire people who can do the work. People who use AI well at work are in demand - this course teaches you the job skills and the AI tools together. Every month you practise adds a project to your portfolio - the best time to start is now.

| 18+ | 600+ | 2,704+ | 386+ |
|---|---|---|---|
| Years of training experience | Centres across India | Job offers to our students | Hiring companies |

## UNIQUE FEATURES AT ISDM NxT

- ✓ Free pre-counselling to choose the right course
- ✓ Study material, attendance, assignments, exams and results online from day one
- ✓ 24x7 AI trainer (ChatNxT) for your doubts
- ✓ Experienced, rated trainers and daily class feedback
- ✓ Practical lab sessions and live projects
- ✓ Monthly online mentorship sessions
- ✓ Resume, mock interviews and job offers in your student dashboard
- ✓ Freelancing and start-up guidance

● LIVE PLACEMENT DATA

## Latest job offers to ISDM NxT students

Updated 03 Nov 2026



**Gaurav M.**
Chennai
**Fresher - ERP Full Stack Develope...**
GwayERP



**Geeta K.**
New Delhi
**tellecaller for digital marketing**
balajimarketingexperts



**Anand S.**
Muvattupuzha
**Hiring Junior Account Executive J...**
CorpZop



**Adarsh S.**
Ghugus
**TGT Computer Science**
Adani Foundation



**Priyanka Y.**
Mumbai
**Data Entry Operator (Full-time) -...**
CorpZop



**Rajan S.**
Ahilyanagar
**Computer Trainer**
Enlearning skill development Ltd

Job offers shared with our students through the ISDM NxT job network. See all at isdmnext.in/latest-placement

LIMITED SEATS · VALID TILL 13 NOV 2026

## FREE Ambassador Affiliate Programme

Complete your admission within **10 days** and join the ISDM NxT Ambassador Affiliate Programme free of cost: refer friends, earn referral rewards as per the programme and get featured on the ambassador leaderboard.

**CLAIM NOW**

TAKE THE FIRST STEP

# Book your FREE counselling session today

Meet our counsellor, see the lab, get your doubts answered and know the current fees and offers for your centre.

ISDM NxT HEAD OFFICE

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Scan for course details & enquiry

NOT SURE WHICH COURSE IS RIGHT FOR YOU?

### Choose the Best Course for You

Try our AI-Powered Career Counselling for FREE - answer a few questions and get the courses that fit your interests, skills and career goal.

**Try it FREE →**
isdmnext.in/course-for-you

**01**
**Counselling**
Free guidance to pick the right course

**02**
**Training**
Practical classes, labs and projects

**03**
**Mentoring**
Experts, AI trainer and feedback

**04**
**Placement support**
Resume, interviews and job offers

### What you get with this course

- Study material and online access from day one
- Practical lab sessions and live projects
- 24x7 AI trainer support
- AI career counselling
- Interview preparation
- Job offers in the student dashboard
- ISDM NxT certificate

Fees depend on the centre and current offers - ask your counsellor. Course content may be updated to stay current with industry needs. · isdmnext.in