★ AI-INTEGRATED COURSE

CERTIFICATE IN OFFICE AUTOMATION WITH TALLY AND GST

Duration: 6 Month | **Certificate** | **Eligibility:** High school diploma or equivalent. Basic computer knowledge

OVERVIEW OF THE COURSE

The Certificate in Office Automation with Tally and GST is designed to equip students with essential skills in office management and financial accounting. Over a period of 6 months, participants will gain hands-on experience in using Tally software and understanding GST compliance. Learn the fundamentals of office automation. Ma...

- Proficiency in Tally and its various functionalities.
- Understanding of GST regulations and filing processes.
- Ability to manage office tasks efficiently using automation tools.
- Preparation of financial statements and reports.



6 Month	9	4	8
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 →

YOUR NEAREST ISDM NxT CENTRE
ISDM-VADODARA
309, Saffron Plaza, Airport Road, Above Jagdish Farsan, Vadodara, Gujarat - 390022
Call / WhatsApp: **6263625594** · inquiry.isdm@gmail.com

Scan to enquire

COURSE CURRICULUM

What you will learn

01 Subjects → | 02 Projects → | 03 AI Integration

01 Subjects & modules

7 subjects

- 01 Microsoft Word
- 02 Microsoft Excel
- 03 Microsoft Power Point
- 04 Introduction to Accounting & Tally
- 05 Advanced Tally Features & Inventory Management
- 06 Payroll Management & Financial Statements
- 07 GST (Goods & Services Tax) Compliance

02 Projects & assignments

Hands-on work for your portfolio

- P1 Create a mock company and manage its accounts using Tally.
- P2 Prepare GST returns for a hypothetical business.
- P3 Automate office tasks using various software tools.
- P4 Develop a comprehensive financial report based on provided data.

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 SUBJECT

AI for Accounting, GST & Tally

- **Accounting AI Foundations, Safe Setup and Data Handling**
  ChatGPT, Gemini or Claude in AI assistant web or mobile app · Microsoft Copilot or Gemini
- **AI Reading of Bills, Invoices and Receipts**
  ChatGPT in ChatGPT app or web interface · Google Gemini in Gemini app or web interface
- **TallyPrime and BUSY Reports with AI Analysis**
  Microsoft Copilot in Excel · ChatGPT or Claude in AI assistant app or web interface
- **GST Working, Reconciliation and MIS in Sheets and Excel**
  Google Gemini in Google Sheets · Microsoft Copilot in Excel

- **Zoho Books Zia and AI-Assisted Bookkeeping**
  Zia in Zoho Books
- **Banking, UPI Statements and Finance Tasks**
  Bank or UPI app insights in The learner's bank or UPI app, where the feature is available
- **AI-Assisted Invoice and Payment Follow-Up Automation**
  Gemini in Gmail in Gmail · Microsoft Copilot in Outlook

AI TOOLS YOU WILL USE

CH ChatGPT

Google Gemini

Claude

MC Microsoft Copilot

Power Automate

zapier Zapier

Perplexity

NotebookLM

CAREER OPPORTUNITIES

Where this course can take you

- Accountant
- Office Administrator
- Finance Executive
- GST Consultant

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+	2,708+	390+
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 20 Nov 2026



Gaurav M.
India
Java Software Development Engineer
Health Catalyst



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 30 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.

YOUR ISDM NxT CENTRE

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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

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