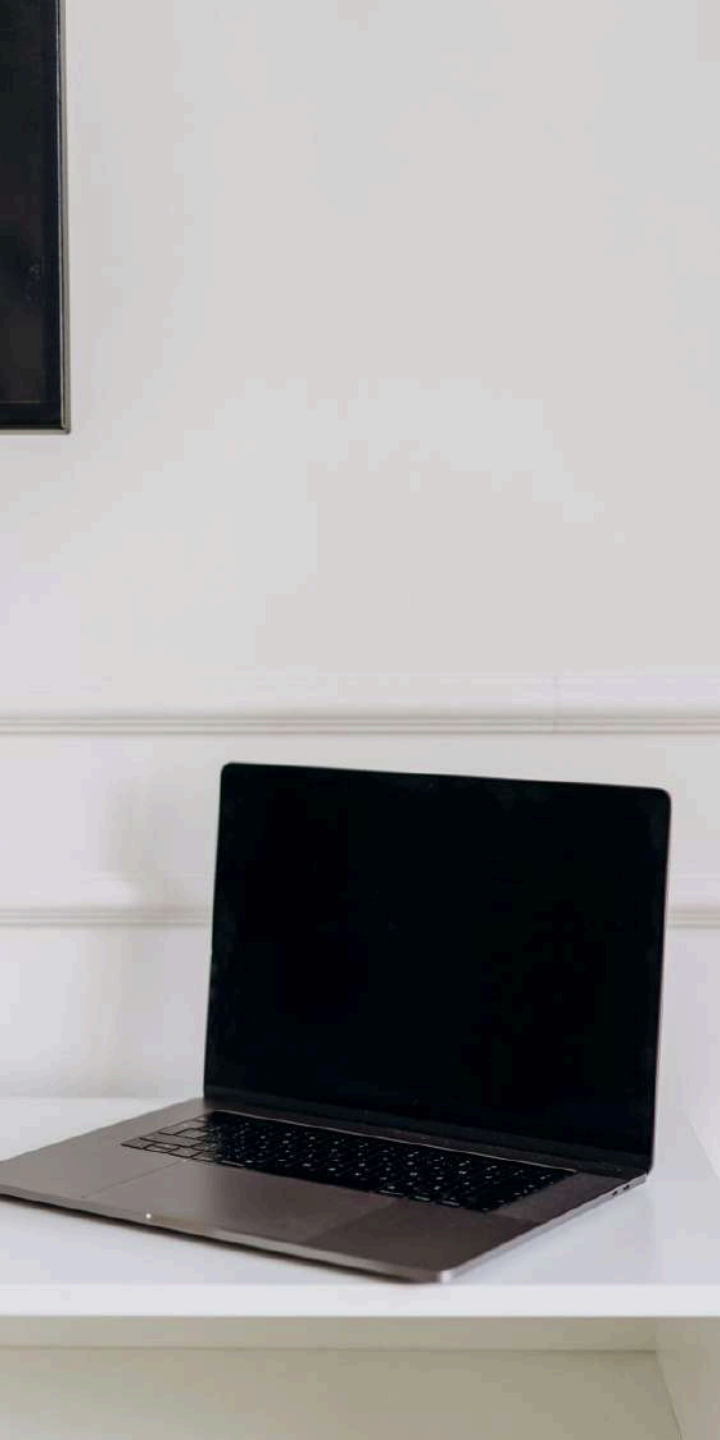




CCC + TallyPrime with GST

Build Computer Confidence. Learn Accounting Software. Understand GST.

2 MONTHS · DQ LEARNINGS

Two Practical Skill Sets. One Stronger Foundation.

This integrated 2-month programme combines foundational computer literacy with hands-on accounting software capability. Whether you are a student, fresher, job seeker or working professional, this combination gives you the digital confidence to work and grow in a business environment.

CCC — Computer & Digital Confidence

Documents, spreadsheets, presentations, internet, email, e-governance, digital finance, cyber security and future technologies — plus systematic CCC/NIELIT examination preparation.

TallyPrime with GST — Accounting & Compliance

Record business transactions, configure GST, generate invoices, understand GST returns, and work through e-way bill and e-invoicing workflows inside TallyPrime.



Why These Skills Work Together

Accounting work increasingly happens inside digital systems. A learner may understand basic accounting concepts but still struggle with software, files, spreadsheets or digital communication. This programme bridges that gap.

→ CCC Builds the Digital Foundation

Comfortable with computers, files, documents and the internet.

→ TallyPrime Builds Accounting-Software Capability

Confident recording transactions, configuring GST and generating documents.

→ GST Training Connects Transactions to Compliance

Understanding how business activity links to taxation and reporting workflows.

PROGRAMME SNAPSHOT

At a Glance

2

Months Duration

Integrated, practical and structured for busy learners.

10

CCC Core Areas

Covering the full NIELIT CCC syllabus with exam preparation.

15+

TallyPrime Skills

From company setup to e-invoicing and GST filing concepts.

1

Integrated Programme

Computer literacy + accounting software, together in one course.

PART 1 OF 2

CCC — Course on Computer Concepts

The CCC component has two connected goals: **practical computer literacy** and **systematic CCC/NIELIT examination preparation**. These goals reinforce each other — learning the concepts well enough to use them is also learning them well enough to pass the examination.

- 📖 DQ Learnings provides training and preparation. The NIELIT CCC examination, certification, eligibility and schedule are governed by applicable NIELIT rules.



CCC — Ten Core Areas

The CCC syllabus covers ten structured areas, from foundational computer concepts through to future technologies and artificial intelligence awareness.



CCC — Practical Computer Literacy

Every topic taught in CCC has a practical application. Learners practise skills on a computer so that the knowledge translates into everyday use — at work, at college or for personal digital tasks.



Documents & Presentations

Create and format letters, applications, assignments and basic presentations for study or work.



Spreadsheets & Records

Use spreadsheets for lists, calculations, simple records and data organisation.



Internet & Email

Search, evaluate information, create email accounts, send attachments and access digital services.



Digital Finance & Cyber Safety

Understand UPI, internet banking concepts and basic cyber-security habits for safe digital use.

CCC — Exam-Oriented Preparation

Topic-wise tests, mock examinations and error analysis help learners identify weak areas and revise effectively before the CCC/NIELIT examination.

The Study Strategy

Understand → Practise → Revise → Test → Analyse Mistakes → Practise Again

Repeated cycles of practice and revision build both speed and accuracy — essential for objective-type examination formats.

What Exam Preparation Covers

- Topic-wise concept revision and key terminology
- Computer fundamentals and office application practice
- Internet, digital-service and cyber-security revision
- Objective-type question practice
- Topic-wise tests and mock examination practice
- Error analysis and targeted re-revision

CCC in Everyday Life

Computer skills are most meaningful when learners see how they apply to real tasks they already face. CCC training is grounded in practical, relatable use cases.



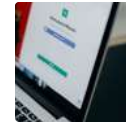
Job & Study Preparation

Prepare a job application, resume, college assignment or official letter using word processing skills.



Digital Payments & Banking

Understand and use digital payment tools such as UPI, internet banking and e-wallets for everyday transactions.



e-Governance & Digital Services

Access government portals, download documents and use common digital citizen services with confidence.

PART 2 OF 2

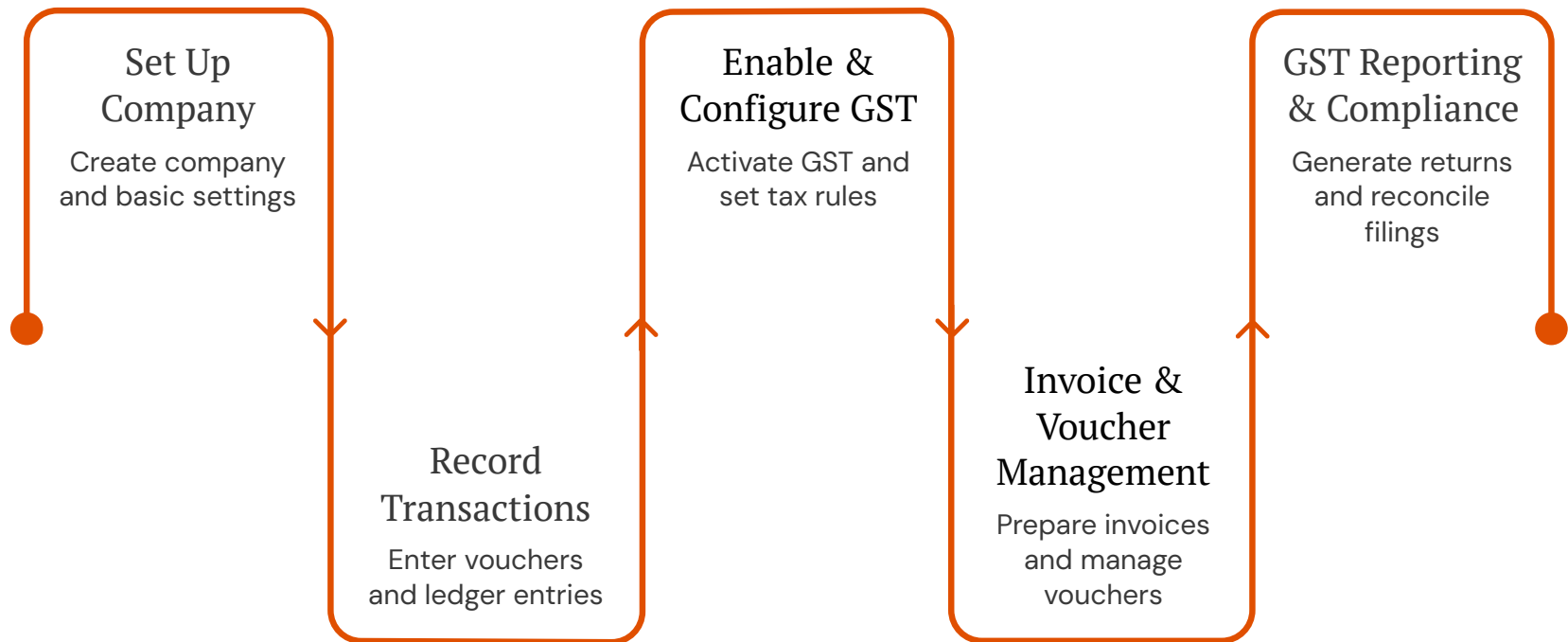
TallyPrime with GST — Practical Accounting & Taxation Skills

The TallyPrime with GST component is a practical programme covering accounting workflows, GST transactions, filing concepts, e-invoicing, e-way bills and document configuration. It connects **software operation** with **accounting logic** and **GST compliance processes** — not just software menus.



The TallyPrime Learning Journey

The programme builds from basic software setup through to complete GST compliance workflows — step by step, hands-on throughout.



Each stage builds on the previous one, ensuring learners understand the logic behind each software action — not just the steps to follow.

TallyPrime Start-Up — Accounting Basics First

Before GST, learners get comfortable with TallyPrime and understand how everyday business transactions are represented inside an accounting system.

Getting Started

- Downloading, installing and launching TallyPrime
- Education Mode and licence activation
- Creating, altering and deleting a company
- Understanding pre-defined voucher types

Core Transaction Recording

- Recording purchase and sales transactions
- Recording contra, receipt and payment vouchers
- Recording journal entries
- Understanding how each entry flows through the system

TallyPrime with GST — Configuration & Transactions

GST becomes part of the accounting workflow — not a disconnected theory topic. Learners configure GST settings and record real transaction types across different scenarios.

GST Foundations

Introduction to GST, classifications, place of supply, enabling GST in TallyPrime and group-level configuration.

Transaction Types

Single and multiple tax slabs, GST services, GST expenses, assets and Reverse Charge Mechanism (RCM) transactions.

Auto-Billing & Configuration

Auto-billing workflows in TallyPrime, voucher configuration and invoice setup for professional document output.

Professional Invoice & Voucher Configuration

A professional invoice is more than a printout. Learners configure TallyPrime to produce complete, accurate and well-formatted business documents.

Numbering & Branding

Invoice/voucher numbering sequences, logo printing and company identity settings.

Item & Customer Details

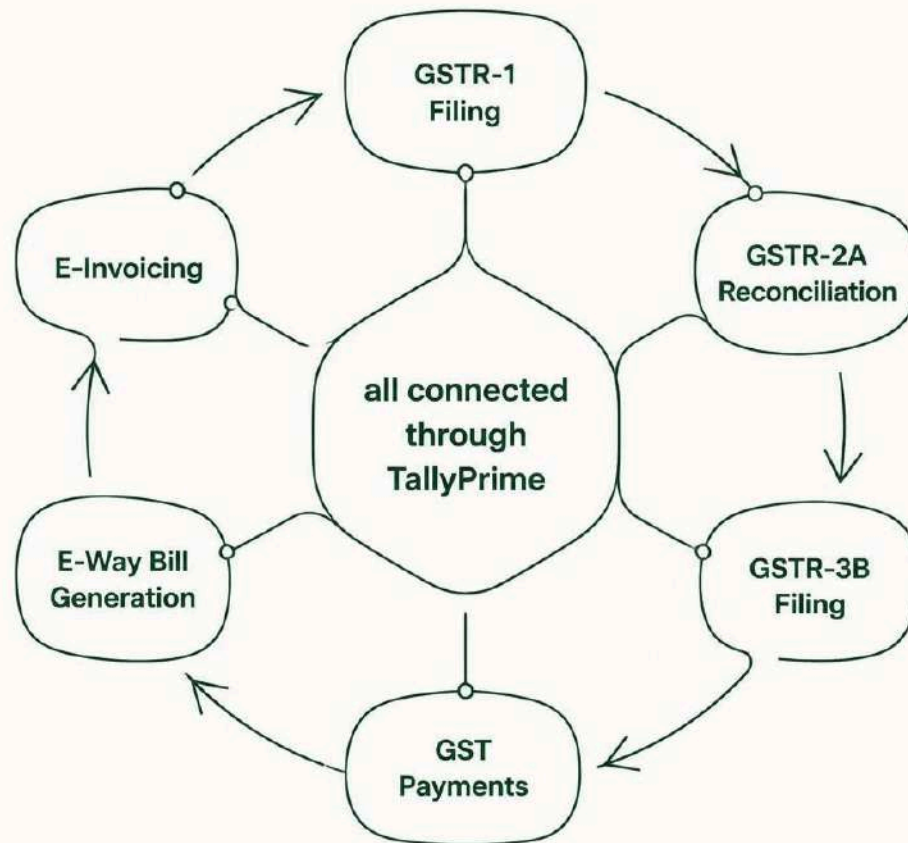
Additional stock-item descriptions, customer seal, authorised signature settings and jurisdiction details.

GST & Format Settings

Bank details on invoice, invoice status, paper-size optimisation and rate-inclusive-of-GST column configuration.

GST Filing Concepts & Compliance Workflows

Understanding GST returns, reconciliation and e-compliance processes is a core practical outcome of this programme. Learners are introduced to the full cycle of GST reporting within TallyPrime.



❏ Actual compliance requirements may change with applicable rules and system updates. Current statutory guidance should always be used for live compliance work.

E-Way Bills & E-Invoicing

Learners work through both e-way bill and e-invoicing workflows as part of the TallyPrime module — understanding how these connect to the accounting and GST processes they have already learnt.

E-Way Bill Workflows

- E-way bill registration
- Generating e-way bills from TallyPrime
- Vehicle-number updates
- E-way bill cancellation

E-Invoicing Workflows

- E-invoice introduction and registration
- API user creation and enablement
- Generating e-invoices using Tally API logins
- E-way bill cum e-invoice generation
- Excel utility and e-invoice cancellation

From Computer Basics to Accounting Workflow

The full learning progression — from the first computer skill through to compliance workflows — follows a clear, logical path. Each stage makes the next one easier.



Digital Foundation

Manage files, documents, spreadsheets, internet and email with confidence.



Accounting Software

Work inside TallyPrime, create a company and record common business transactions.



GST Configuration

Enable GST and record GST-enabled transactions across relevant scenarios.



Documents & Reporting

Configure invoices, vouchers and understand GST reporting and reconciliation concepts.



Compliance Workflows

Understand e-way bills and e-invoicing within the complete accounting process.

Who Is This Programme For?

This 2-month combo is designed for anyone who wants practical digital and accounting skills — whether you are just starting out or looking to add new capability to an existing role.



Students & Freshers

Computer literacy plus practical accounting software exposure alongside your studies or after graduation.



Job Seekers

A broader practical skill set for accounting, billing or finance-related entry-level roles.



Working Professionals

Strengthen computer and accounting-software capability to work more effectively in a digital environment.



Business Owners

Understand digital accounting and GST workflows to manage or oversee business operations with greater confidence.



Skills You Can Build — and Where They Can Take You

The programme builds a practical foundation relevant to accounting, billing, finance and business operations. Career outcomes depend on the learner's wider qualifications, practice, experience and employer requirements.

Skills Developed

- Computer navigation and file management
- Word processing and document preparation
- Spreadsheet fundamentals and presentation creation
- Internet, email and digital-service awareness
- Basic cyber-security awareness
- TallyPrime operation and transaction recording
- GST configuration and invoice management
- GST reporting, e-way bills and e-invoicing workflows

Areas for Further Growth

- Accounting assistant and bookkeeping support roles
- Billing and invoicing responsibilities
- GST-related operational support
- Finance administration
- Small-business accounting support
- Further accounting and taxation study
- Further TallyPrime specialisation

Learn. Practise. Implement. Grow.

Build the computer foundation. Learn practical accounting software. Understand GST workflows. Practise the tasks that connect everyday digital skills with business operations.

Programme

CCC + TallyPrime with GST

Duration

2 Months · Integrated Practical Learning

Ideal For

Students, Freshers, Job Seekers, Professionals & Business Owners

Offered By

DQ Learnings — Practical Skills for a Digital World

📄 CCC examination, certification, eligibility and schedule are governed by NIELIT. DQ Learnings provides training and preparation only.

