

Certificate Course/ Program(s) Title	Tuition Fee (Rs.)
Office Automation & E-Accounting	Rs. 15,000/-

**Training Partner:** R.K. College of Systems & Management (RKCSM)

**Certificate by:** The University of Delhi (DU) shall award 'Certificate of Completion' jointly signed by the official representative of the COL-DU and the training partner, i.e., RKCSM.

**Course objectives:**

The Certificate Course in Office Automation & E-Accounting is offered by the Delhi University in association with the RKCSM. This course is designed for freshers who wish to learn basics of commonly used accounting software like tally, MS-Excel besides learning the widely used MS-office applications for the purpose of bookkeeping, drafting, presentations, etc. Learning through demonstration of e-filing (of income tax returns-ITR) is also a part of the course.

**Course Contents / Topics of Discussion:**

Introduction to E-Accounting  
 Computer Operating & File Management  
 Office Automation  
 Advance Excel  
 Tally  
 Taxation & E-Filing

**Eligibility:**

10+2 pass candidates (from any stream or subjects) can apply to join in this Office Automation & E-Accounting Certificate Course in DU. Candidates appearing or appeared in qualifying exams (i.e.10+2) may also apply. Students pursuing degree or diploma courses from any colleges or universities or institutes may apply. Applicants may also be subject to screening.

**Class Mode:** The classes shall be offered both through offline and online modes.

**Course Duration:** An overall of 30 hours with a mix of tutorials, practical, field visits, assignments, etc usually covered within 4 months (or lesser duration/ short term course varying on the number of classes conducted per week).

For any more information, please contact at 011-27181469 or +91-9312237583 (Call/ SMS/ WhatsApp). Alternatively, interested may also email at [infocoldu@gmail.com](mailto:infocoldu@gmail.com), [info@rkcs.com](mailto:info@rkcs.com) for any queries.