



**Shri. Kisanlal Nathmal Goenka Arts and Commerce College
Karanja (Lad), Dist-Washim**

Department of Commerce

Proposal For

Accounting with Tally Certificate Course

(2021-22)

श्री. किसनलाल नथमल गोयनका कला व वाणिज्य महाविद्यालय
कारंजा (लाड)

Accounting with Tally Certificate Course
(२०२१-२२)

वाणिज्य विभागा अंतर्गत संगणक कौशल्य विकास उपक्रमाच्या दृष्टीने महाविद्यालयातील विद्यार्थ्यांना संगणक कौशल्याची सुवर्णसंधी मिळावी या उद्देशाने महाविद्यालयात ३० तासांकरिता Certificate Course सुरु करण्यात येत आहे.

Syllabus for
Accounting with Tally Certificate Course

Marks- 80

Tools and Version:

- Tally ERP 9
- Tally PRIME

Syllabus:

Module 1 :	Introduction to Financial Accounting	(3 Hours)
	<ul style="list-style-type: none">▪ Accounting Concepts	
Module 2:	Financial Accounting Basics	(3 Hours)
	<ul style="list-style-type: none">▪ Company Creation▪ Accounts Configuration▪ Account Classification▪ Accounts Master Creations Voucher Types and Classes▪ Account Vouchers	
Module 3:	Financial Accounting Advanced	(4 Hours)
	<ul style="list-style-type: none">▪ Final Accounts▪ Bank Reconciliation Statement	
Module 4:	Inventory	(3 Hours)
	<ul style="list-style-type: none">▪ Introduction to Inventory▪ Stock Groups▪ Stock Categories▪ Stock Item	

Module 5: Taxation (4 Hours)

- Introduction to Tax Deducted at source (TDS)
- Introduction to Goods & Service Tax (GST)
- Vouchers/Transactions

Practice Session- (6 Hours Only in offline mode)

Revision (4 Hours)

Examination (2 Hours)

Books Recommended

1. Tally 9.0 in simple steps by –Kogent solutions
2. Text Book of Financial Accounting
3. Service Tax- Shubham Shinha
4. Goods and Service Tax
5. Payroll Management –Steven Bragg
6. Tally ERP-9, Nadkarni

Head of Dept.

Co-Ordinator

Principal

Dr. Dinesh Raghuwanshi

Prof. Ghannil Gajbhiye

Dr. V.R. Kodape

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Other Information

❖ **Registration**

- 1) The registration will be on first come first served basis. Interested students may register offline. Payment would be accepted through offline mode.

❖ **Certificate**

- 1) A certificate will be awarded to the students on successful completion of course and after passing the examination.

❖ **Course Duration and Course Hours**

- 1) 30 Days course (Monday to Friday – 01 Hours Daily-3.00 p.m. to 4 p.m.)

❖ **Examination**

- 1) We conduct online/offline examination in MCQ format and you will be awarded Tally Certificate on passing exam.

❖ **Important Date**

❖ **Registration - 17 November to 27 November**

❖ **Start of course 01 December, 2021.**

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वाणिज्य विभाग
(२०२१-२२)

Accounting with Tally Certificate Course

Objective of this course

वाणिज्य विभागांतर्गत संगणक कौशल्य विकास प्रमाणपत्र अभ्यासक्रमाच्या दृष्टीने विभागातील विद्यार्थ्यांना कौशल्य विकासाची सुवर्ण संधी मिळावी या हेतूने महाविद्यालयात ३० तासांकरिता **Accounting with Tally Certificate Course** सुरु करण्यात येत आहे.

Objectives of the Course

1. This course help students to work with well-known accounting software i.e Tally ERP-9
2. Student will learn to create Company Enter accounting Voucher entries including advance Voucher Entries do reconcile Bank Statement, do accrual adjustment and also print financial statement etc. Tally ERP-9 Software
3. Accounting with Tally certificate course is not just theoretical program but it also includes continuous practice to make students ready with required skill for employability in Job Market.
4. After successfully qualifying practical examination students will be awarded certificate to work with well-known accounting software i.e. ERP.
5. Students do possess required skill and can also be employed as Tally data Entry operator.

Head of Dept.

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Application Form for Course Work

(Academic Session: 2021-22)



Application Form No. : _____

Application Name : _____

Father's Name : _____

Permanent Address : _____

District : _____ State : _____ Pin Code : _____

Email ID : _____

Phone No. / Mobile No. : _____

Gender : Male : _____ Female : _____

Date of Birth : _____

Aadhar Card No. : _____

Name of the Department: _____

Class: _____ Section : _____

Course Applied For: Value Added/Certificate/8Bridge Course/Add-on Program.

Date of Admission in the College: _____

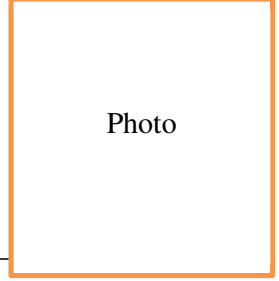
ID Number: _____

Category : OPEN : _____ OBC : _____ SC : _____ ST : _____ NT : _____ VJ : _____ SBC : _____

Languages Known: Marathi: _____ Hindi : _____ English : _____

Title of the Course: _____

I declared that the above information is true and correct to the best of my knowledge.



Student Signature