**National Institute of Electronics and Information Technology
Short Term Courses**

**Name of the Course:** Certificate Course in Financial Accounting Using Tally

**Course Code:** STC/FNAC/CT01

**Duration of the Course (in hours):** 80 hours

**Yearly Session**: Jan to Mar session, April to June session, July to September session, October to December session**.**

**Fees:** 7250/- (Including Registration fees, Course fees, Examination fees, Course Material) which is inclusive of the present Service Tax. *Note- Registration fees, Course fees, Examination fees is free for SC/ST candidates.*

**Minimum Eligibility Criteria and pre-requisites, if any :** 10 + 2 pass with knowledge in computer concepts

**Objective of the course**:
 The objective of the course is to acquaint students with the accounting concept, tools and techniques influencing business organization

**Outcome of the course:**
At the end of the course student should be able to use accounting and business terminology, explain the objective of financial reporting and related key accounting assumptions and principles.

**Available Job roles:**
Provides financial information to management by researching and analyzing accounting data; preparing reports.

**Outline of Course**

| S. No | Topic | Minimum No. of Hours |
|---|---|---|
| 1 | Introduction to Financial Accounting | 10 hrs |
| 2 | Company & Account master Creation | 05 hrs |
| 3 | Voucher types | 10 hrs |
| 4 | Preparation of reports | 05 hrs |
| 5 | Introduction to Accounts with inventory | 05 hrs |

| 6 | Inventory enabled voucher entry | 05 hrs |
|---|---|---|
| 7 | Inventory based report | 05 hrs |
| 8 | Concept of VAT, ST, TDS, FBT,CST, TCS,ED | 15 hrs |
| 9 | Cost centres, Budgets, Scanners | 06 hrs |
| 10 | Backup Restore & Security features | 04 hrs |
| 11 | Payroll | 10 hrs |
| | | |

| | |
|---|---|
| **Theory / Lecture Hours:** | 45 hrs |
| **Practical / Tutorial / Lecture Hours:** | 35 hrs |
| **Total Hours:** | 80 hrs |

**Recommended Hardware:**
- Intel Core 13 Processor/O5 Processor/Dual Core
- 2GB RAM
- 500 GB Hard disk
- DVD Writer
- LCD/LED Monitor
- Keyboard (Normal)/Multimedia Keyboard
- Optical Mouse
- LAN Card

**Recommended Software:**
- Tally ERP 9 release 4.51 (Latest version for Educational)
- ACCORD for Windows ver. 3.1/4.5
- FACT for Windows ver 24.72/10.31 or ERP FACT ver. I or II

**Books recommended for reference and reading:**
- "Implementing Tally 9 includes Tally ERP 9" By A.K. and K.K Nadhani (BPB)
- "Straight to the point –Tally ERP 9" By Dinesh Maidasani (Laxmi Publication Ltd.)