

Certificate Course in Financial Accounting using Tally

Objective of the Course:

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

Learning Outcomes:

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.

Duration of the Course (in hours) 80 hrs

Appr. Fees (INR): Rs. 6500/-

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

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

Books recommended for reference and reading:

1. "Implementing Tally 9 includes Tally ERP 9" By A.K. and K.K Nadhani(BPB)
2. "Straight to the point –Tally ERP 9" By Dinesh Maidasani(Laxmi Publication Ltd.)

Group Code: FNAC

Group Name: Financial Accounting

Course Code: CT01

Course Name: Certificate Course in Financial Accounting using Tally