

Certificate Course in Tally

(Program Code : ACCT)

OBJECTIVES

1. To provide the knowledge of basic concepts of principles and practice of financial Accounting.
2. To give the students practical approach for preparation and maintenance of books of accounts as well as financial statements.
3. Most important objective of Tally course is preparing employable students as well as practicing accountants.
4. To help the students for right placements in the corporate sectors.

DURATION

The duration of this certificate course is 15 days- daily 2 to 3 hours training. This course is conducted in the second term of academic year and normally after the lectures are over the training is provided.

CONTENT:

Sr. No.	Contents	Lecture – Hrs
1	Basic concepts, principles, types of accounts, important terminologies, preparation of Cash Book, Journal, Ledgers, Trial Balance and Financial Statements.	4 Hours
2	Introduction and Importance of Tally Course, Creation of Company, Groups and Ledgers.	5 Hours
3	Vouchers, Its importance, Voucher Entries, Inventory Management, Documents in Inventory Management etc.	12 Hours
4	Valuation of Stocks, Its adjustments.	4 Hours
5	Allocation, Apportionment of Common Expenses	3 Hours
6	Maintenance of Assets and Liability Accounts, Writing off certain expenditures.	6 Hours
7	Tally reports for various statements of accounts	6 Hours

MODE OF TRANSACTION

1. Lecture Method
2. Group Discussion Method
3. Questioning-Answering
4. Demonstration Method
5. Project Method

COURSE OUTCOME

1. Students become able to prepare the journal through Tally.
2. Students can prepare the various ledger accounts and financial statements.
3. The course is design as per the industry requirements and thereby the students are ready to get proper job opportunities in the corporate.
4. Along with employability the students can start their own profession of practicing accountants.

EXAMINATION AND EVALUATION

At the end of the course, evaluation is made through-

1. Written Examination
2. Practical Examination

The both Examinations will be of 100 marks each- Total 200 Marks.

AWARD OF GRADE AND CERTIFICATE

The class should be awarded to the student on the aggregate marks obtained by him/her at the written and practical examinations and, in respect of course the award of class shall be as follows:

Sr. No.	Marks Percentage	Grade
1	Aggregate 70% and above	O
2	Aggregate 60% to 70%	A
3	Aggregate 55% to 60%	B
4	Aggregate 50% to 55%	C
5	Aggregate 40% to 50%	D
6	Below 40%.	FAIL