

## 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
<b>Theory / Lecture Hours:</b>		45 hrs
<b>Practical / Tutorial / Lecture Hours:</b>		35 hrs
<b>Total Hours:</b>		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

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