Kanya Mahavidyalaya Kharkhoda

Sonipat (Haryana)

NAAC Accredited "A Grade"

Value Added Course

Tally ERP9.0

Conducted By Department Of

Computer Science

Introduction:-

Certificate course in Computer Accounting aiming to offer students the advanced knowledge of computerized accounting was being run by the college from the session 2015-16 to 2018-19. The course offered students a complete detail of computerized accounting by using the electronic medium. The program concentrated on instilling candidates with the technicalities and training in accounts sector helping them build their careers surrounding the fields. Keeping into view the increasing usage and practical significance of Tally ERP9.0 in computerized accounting is started as the value added course from the session 2019-20. Tally ERP9.0 is one of the most popular accounting software used in India.

About the Course:-

Today, Tally ERP9.0 is important in our education system for enhancing accounting data management creativity in students' minds. Students can learn by using tally ERP9.0 for converting raw data into meaningful information. The Programme on Accounting with Tally ERP9.0 would enable the students to record the business transactions and manage the accounts information for an organization using the popular Tally Business Accounting Software. In addition, students will be able to solve his/her day to day tasks efficiently by using the various Office productivity tools such as Microsoft Word and Microsoft Excel, generally used for financial analysis and report making.

Tally ERP9.0 Course with GST covers in-depth knowledge to meet the accounting requirements of the industry. We not only teach the concepts but also help the students learn how you can practically implement those concepts in your Day to Day Accounting Process with practical examples and entries in tally ERP9.0.

Objectives of the Course:-

1. This course helps 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 adjustments, and also print financial statements, etc. in 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 the job market.

This Course seeks to help the students:

- To impart the technical education to students so as to make their education more job oriented.
- To help the students in becoming self employed which is the demand of the day.
- To make them more empowered by giving vocational-zed education.
- To build strong analytical thinking and skills.

Eligibility of the Course:-

- Candidates who have passed 12th grade in any discipline are eligible for the course.

Admission Procedure:-

Candidates seeking admission to the certificate program in Tally ERP9.0 should have passed their 10+2 examination or any equivalent examination from a recognized board.

Applicants are not required to pass any entrance examination and the admissions will be done solely on the ground of merit list. The names of the shortlisted candidates would be notified on the college Notice Board. Candidates can apply for admission through offline mode.

Course Contents:-

The course content includes the following:

Unit – 1

Introduction: installation of Tally, ERP9 – Licensing configurations – Tally Vault Password – Security Control in Tally, ERP9 – Splitting Company Data – Backup and Restore.

Unit – II

Accounting: voucher entry, budget, cost center, balance sheet, profit and loss account, currency, debit note, credit note, and interest calculation.

Unit – III

Inventory: stock item, sales order, purchase order, delivery note, rejection out, Computerized Tax Liability Calculation.

Unit – IV

Payroll: Salary Accounting – Introduction to Payroll – Payroll Masters – Payroll Vouchers – Overtime Payment – Gratuity – Advanced Payroll Transactions Basic Salary, Overtime, Bonus, Gratuity, Loan, ESI, Provident Fund, Pension, Commission.

Practical: The candidates should be able to make journal entries, ledger, trial balance and balance sheet and record, other business operations on computerized accounting software, such as Tally ERP (Latest Version).

Course Outcome

1. After successfully qualifying practical examination, students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9

2. Student will do by their own create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software

3. Students do possess required skill and can also be employed as Tally data entry operator.

Other Relevant Information:-

1. The course would be run in Computer lab from 2.00 PM to 3.00 PM.

2. Total duration of the course will be of 90 Hours.

3. Fee of Rs. 1000/- will be charged for the course.

Kanya Mahavidyalaya, Kharkhoda Sonepat

'A' Grade

Value Added Certificate Course

Tally ERP9.0

<u>Application Form</u>

Name of the Applicant:-…………………………………………………………………………………

Father's Name:-………………………………………………………………………………….

Mother's Name:-…………………………………………………………………………………

Permanent Address:-………………………………………………………………………………..

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Contact No :-…………………... …………..Nationality:-…………………………………………

Category:-…………………………………………………………………………………………..

Class:-…………………………………………………………………………………………

Qualification:-

Sr. No	Class	Board/Name of the School	Marks Obtained/ Percentage	Subjects

Applicant Signature