

Course Structure & Syllabus

Name of Course : CCT COM 19 Certificate Course in Tally

Objectives:

The Main Objectives of the course are the following:

1. To acquire knowledge about the tally accounting package.
2. To develop skill in preparing financial statements in Tally.
3. To develop Skill in preparing and submitting VAT, GST returns and e-filing documents using Tally

Learning Outcome:

1. To capable of using Tally software for accounting purpose
2. Preparation of accounting reports using Tally software.
3. Enable to prepare TDS , VAT, GST accounting

Duration of the course:

The programme is for 30 hours including theory and practical

Eligibility:

HSC/+2 /equitant examination pass

Course of Study:

Theory ; 10Hrs.

Practical :20 Hrs.

Scheme of Examination :

Practical examination for 3 Hours Duration at the end of the course

Attendance :

75% attendance is compulsory for attending the examination

Eligibility for certificate

Participants should secure 50% marks in the examination

Implementation and monitoring the course: