

Department of Commerce
Mary Matha Arts & Science College Mananthavady
Certificate Course

CCCOM 21-22 Certificate Course in Accounting Packages-

Tally & Excel

Syllabus

Course Code	Theory	Practical	Time
CCCOM 21-22	10 Hours	20 Hours	3.30 to 4.30

No.of Contact hours – 5 Hrs Per week Total 30 Hrs

Objectives :

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
4. To develop skill in financial operations using Excel

Module I

Basics of accounting, features of tally – technological advantages, Transactions, journal, ledger, rules for debit and credit.- Creation of company – group – default group – ledger etc. – modification – alteration –deletion of company – voucher entry – default vouchers . [5Hours]

Module II

Creation of trial balance – balance sheet – profit and loss account.- detailed forms form alterations– Printing reports & options. [10 Hours]

Module III

Cost category – cost centre – stock group – stock item – (creation – deletion – alteration –modification, Budget – creation– deletion – alteration – Bank Reconciliation Statements[10 Hours]

Module IV

TDS – Generation & reconciliation of TDS – Chelan- filling of returns E TDS- returns – GST Accounting, Financial Operations Using Excel [5 Hours]

References

1. Tally ERP 9 – Nadhani.
2. Tally 9 Dr. Namrata Agrawal
3. Excel 2013 Bible: John Walkenbach, Wiley.
4. Microsoft Excel 2013: Data Analysis and Business Modeling: Winston, PHI

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