

**Department of Commerce**  
**Mary Matha Arts & Science College Mananthavady**

**Certificate Course**

**Certificate Course in Accounting Softwares**

**Syllabus**

<b>Course Code</b>	<b>Theory</b>	<b>Practical</b>	<b>Time</b>
CCCOM 22-23	10 Hours	20 Hours	3.30 to 4.30

**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 GST returns and e-filing documents using Tally
4. To develop skill in financial operations using Excel

**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 , GST accounting Excel

**Eligibility:**

HSC/+2 /equitant examination pass

**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:**

The course will be implemented and monitored by IQAC of the college

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

**CCCOM 21-22 Certificate Course in Accounting Softwares**

**Syllabus**

<b>Course Code</b>	<b>Theory</b>	<b>Practical</b>	<b>Time</b>
CCCOM 22-23	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 accounting softwares .
2. To develop skill in preparing financial statements in Tally.
3. To develop Skill in preparing and submitting GST returns and e-Filing documents using Tally
4. To develop skill in financial operations using Excel

**Module I**

- Basics of accounting, different accounting softwares, like tally, Peechtree, Daceasy, NetSuite, SAP ERP, Acumatica, Odoo, ERP.SAP, Business One.Sage Intacct.Sage Business Cloud X3.QuickBooks Online, etc.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