

**MARY MATHA ARTS AND SCIENCE
COLLEGE,VEMOM P O,
MANATHAVADY
WAYANAD 670645**

Course Structure & Syllabus

For

**CCT COM Certificate Programme in
Tally**

Offered by

Department of commerce

In association with IQAC of the college

Course Co-ordinator :Mr. Regi Francis, HoD Commerce

Contact No.9048527576

Name of Course : CCT COM 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 90 hours including theory and practical
Eligibility:

HSC/+2 /equitant examination pass

Course of Study:

Theory ; 15 Hrs.

Practical :30 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:

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

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Department of commerce

Syllabus for CCT COM Certificate Course in Tally

No.of Contact hours – 5 Hrs Per week Total 90 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

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 .

[25Hours]

Module II

Creation of trial balance – balance sheet – profit and loss account.- detailed form-centred form alterations– Printing reports & options.

[15 Hours]

Module III

Cost category – cost centre – stock group – stock item – (creation – deletion – alteration –modification).

[20 Hours]

Module IV

Budget – creation– deletion – alteration – Bank Reconciliation Statements

[10 Hours]

Module V

TDS – Generation & reconciliation of TDS – Chellan- filling of returns E TDS returns – Calculation of VAT – GST Accounting, Calculating financial ratios

[20 Hours]

References

Tally ERP 9 – Nadhani.

Tally 9 Dr. Namrata Agrawal

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DEPARTMENT OF COMMERCE

(In Association with IQAC)

CERTIFICATE COURSE IN TALLY , APRIL -MAY 2018

APPLICATION FORM FOR REGISTRATION

1. Name of the Candidate:

2. Gender:

3. Educational Qualification :

4. Address:

5. Phone No . and Email

6. Reason for Joining the course:

Photo

Signature of the Candidate

Place:

Date:

For Office Use

Mr/ Ms..... selected as a candidate for
the Certificate Course in TALLY .

Place:

Date:

Signature
Course Co-ordinator