

Arts & Commerce College ,Satara

TALLY

2014-15

Certificate Course in Tally

Course Objective –

- The course is designed to give an opportunity to the undergraduate student to get acquainted with Tally Accounting Software.
- This course caters to the vocational needs of the students.
- To develop Accounting skills among the students.
- This course is designed to impart knowledge regarding concepts of Financial Accounting Tally is an accounting package which is used for learning to maintain accounts.
- As this course is useful for Commerce students to get placements in different offices as well as companies in Accounts departments: . .




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Certificate Course in Tally

Course Outcome:

- Understanding of basic accounting fundamentals & principals.
- Be able to generate Accounting Vouchers & Reports in Tally.
- Get familiar with advance Tally technologies like Auto backup.
- Be able to generate Tax Invoice, Statutory Compliance.
- Have an overview of basic concept of Excise for Dealers.
- Be able to transact Masters & recording transaction for Excise.
- Be able to generate Excise Reports.
- Be able to file E-Return.




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Tally 9.0

Syllabus

Practical Competencies

- Tally Fundamentals (Learning how to use of Tally)
- Processing Transactions in Tally.
- Report Generation (Creating statements like Invoice, Bill, Profit & Loss account etc.).
- Features of Tally (Company creation etc.)
- Recording Transactions.
- Analyzing and Managing Inventory.
- Point of Sale, Taxation, Multilingual Functionality
- Use of TDS, VAT & Service Tax Processing in Tally.

Underpinning Knowledge (Theory)

Basics of Accounting, And Accounting on Computers,

- Introduction – Reports.
- Double entry system of bookkeeping.
- Analysis of financial statements
- Inventory Basics, POS Invoicing, TDS, , VAT & Service Tax Processing in Tally.



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Principal
Arts & Commerce College
Satara.

सातारा मराठा विद्या प्रसारक समाजाचे

कला व वाणिज्य महाविद्यालय सातारा .

दिनांक : ०५/०८/२०१४.

नोटीस

महाविद्यालयामधील सर्व विद्यार्थ्यांना कळविण्यात येते की, टॅली (संगणक) कोर्स दि. २०/८/२०१४ पासूनसुरु होत आहे. तरी ज्या विद्यार्थ्यांना प्रवेश घेण्याची इच्छा आहे त्या विद्यार्थ्यांनी संगणक कक्षामध्ये त्वरीत संपर्क साधून आपला प्रवेश निश्चित करावा.

Dhumal

संगणक विभाग,
कला व वाणिज्य महाविद्यालय, सातारा.



[Signature]
प्राचार्य,

कला व वाणिज्य महाविद्यालय, सातारा.


Satara Maratha Vidya Prasarak Samaj, Satara.
Arts and Commerce College, Satara.

Certificate Course in Tally


Duration – 3 Months (Aug. 2014 to Nov. 2014)

Time Table (2014-15)

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11.30 – 12.30	Theory	Theory	Theory	Theory	Theory	Theory
12.30 -2	Practical	Practical	Practical	Practical	Practical	Practical


Computer Centre ,
Arts and Commerce College,
Satara.




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Arts and Commerce College,
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