SANT HIRDARAM GIRLS COLLEGE

DEPARTMENT OF COMMERCE

CERTIFICATE PROGRAME IN TALLY

COURSE OBJECTIVES

> ➢ Shyam Sunder Goenka and Bharat Goenka is the father of Tally. Actually, the full form of Tally is Transactions allowed in linear line yards and the full form of ERP is Enterprises Resource Planning.
> ➢ To enable the learners to gain an in-depth knowledge in Accounting Tally Software and its allied subjects.
> ➢ To facilitate the learners to gain necessary competencies by imparting knowledge of various concepts, methods and approaches to analyze complex business issues.
> ➢ To improve their competitive position through practical methods and up-date the changes in the subject areas.

COURSE OUTCOME

> ➢ To gain a wide understanding on the internal & external factors, this gives an impact on the business environment, institutions.
> ➢ To develop computer skills of recording financial transactions, preparation of annual accounts and reports using Tally.
> ➢ To apply the knowledge of quantitative tools & techniques in the interpretation of data for managerial decision – making.
> ➢ To provide an in-depth knowledge on the concepts and practice of managements accounting and generate required reports for managerial decision making.

COURSE MODULE/CONTENT

Module Content Duration	Module Content Duration	Module Content Duration
Tally ERP. 9	• Principles of Accountancy • Introduction – Tally • Financial Tally • Taxation Tally • Lab Work & Reporting Submission	5 Hrs. 10 Hrs. 15 Hrs. 15 Hrs. 15 Hrs.

Course Duration: - 60 Hrs (1 hr. per day)

Fees: - Rs 700 – Rs 1000