

## Details of Certificate Courses - Computerised Accounting (Tally) for the academic year 2021-22

Faculty involved: Dr.A.Sarangapani, O. Chenna Rao & T. Krishna Rao,

Course Duration: 60 days

**DURATION OF THE COURSE : 60 DAYS**

TIMINGS: EVENING -4.00PM -5.00PM (MONDAY-SATURDAY)

### TEACHING PLAN

SL.NO	NAME OF THE TOPIC	DURATION
1	ACCOUNTING PRINCIPLES	4
2	INTRODUCTION TO TALLY	2
3	DIFFERENCE BETWEEN MANUAL ACCOUNTING AND TALLY	2
4	TALLY FEATURES AND ADVANTEGES	4
5	GATE WAY OF TALLY	3
6	ACCOUNTING INFORMATION	2
7	CREATION OF GROUPS	6
8	CREATION OF NEW GROUPS	4
9	CREATION OF SUB GROUPS	4
10	CREATION OF IEDGERS	5
11	CREATION OF VOUCHERS	5
12	ACCOUNTS OF NON -PROFIT ORGANISATIONS	4
13	ACCOUNTS OF PARTNESHIP FIRMS	4
14	ACCOUNTS OF COMPANY	8
15	MAINTING THE DEBETORS AND CREDETORS ACCOUNTS IN TALLY	3

### TALLY SYLLABUS

SL.NO	SYLLABUS
1	ACCOUNTING PRINCIPLES
2	INTRODUCTION TO TALLY
3	DIFFERENCE BETWEEN MANUAL ACCOUNTING AND TALLY
4	TALLY FEATURES AND ADVANTEGES
5	GATE WAY OF TALLY
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13	ACCOUNTS OF PARTNESHIP FIRMS
14	ACCOUNTS OF COMPANY
15	MAINTING THE DEBETORS AND CREDETORS ACCOUNTS IN TALLY

ATTENDANCE REGISTER OF..... YEAR.....

ROLL NO.	NAME OF THE STUDENT	MON. H	DATE	INITIAL OF LECTURER	NO. OF LECTURES																										
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
33	A. Anitha				1	2	3	4	5	6	7	8	9	10	11	12	13	1	14	15	16	17	18	19	20	21	22	23	24	25	26
34	K. Venkatesamma				1	2	3	4	5	6	7	7	8	9	10	10	2	11	12	13	14	15	16	17	18	19	20	21	22	23	
35	D. Sayamala				1	2	3	4	5	6	7	8	9	9	10	11	3	12	13	14	15	16	17	18	19	20	21	22	23	24	
36	M. Harani				1	2	3	4	5	6	7	8	9	9	10	10	4	11	12	13	14	15	16	17	18	19	20	21	22	23	
37	R. Lakshmi Sri				1	2	3	4	5	6	7	8	9	10	11	11	5	12	13	14	15	16	17	18	19	20	21	22	23	24	
38	V. Shireesha				1	2	3	4	4	5	6	7	8	9	10	11	6	12	13	14	15	16	17	18	19	20	21	22	23	24	
39	P. Sai Ram				1	1	2	3	4	5	6	7	8	9	10	11	11	7	12	13	14	15	16	17	18	19	20	21	22	23	24
40	B. Megha Mala				1	2	3	4	5	6	7	8	9	10	10	11	11	8	12	13	14	15	16	17	18	19	20	21	22	23	24
41	M. Prameela				1	2	3	4	4	5	6	7	8	9	10	10	9	11	12	13	14	15	16	17	18	19	20	21	22	23	24



# J.V.R GOVERNMENT COLLEGE

## SATHUPALLY, KHAMMAM Dist, T.S

Accredited by NAAC with 'B' grade - ISO 9001:2015 certified



### Department of Commerce

#### Certificate

#### 20 - 20

*This is to certify that Mr/ Ms.....*  
*of.....Class has successfully completed the certificate course in*  
*..... conducted by the Department of*  
**Commerce.**

Convener
Principal

