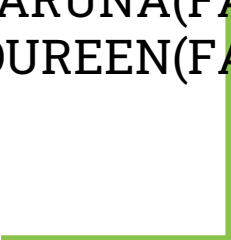




CERTIFICATE COURSE IN MS EXCEL

DEPARTMENT OF COMMERCE
MS P.MANJULA(COURSE COORDINATOR)
MS K.ARUNA(FACULTY)
MS QUDSIYA NOUREEN(FACULTY)



OBJECTIVES OF THE COURSE

- ❖ Students will learn how to organize, analyze, and present your day-to-day data using Excel spreadsheets
- ❖ Create complex formulas, use a range of functions
- ❖ They can develop dynamic charts and reports.
- ❖ Preparation of pivot tables, conditional formatting, defined names, and data validation

COURSE SCHEDULE AND DURATION

- ❖ COURSE STARTS :04/04/2022
- ❖ COURSE ENDS: 20/05/2022
- ❖ TOTAL INVESTMENT : 35 HRS

CERTIFICATE AWARDED



- ❖ AFTER COMPLETION OF COURSE
- ❖ AFTER WRITTEN EXAM

COURSE CONTENTS

CHAPTER 1. INTRODUCTION TO MS EXCEL

CHAPTER 2: MS EXCEL BASIC FORMULAS

CHAPTER 3 : MS EXCEL DATA VALIDATION

CHAPTER 4: MS EXCEL FORMULAS AND FUNCTIONS

CHAPTER 5: LOGICAL FUNCTIONS IN EXCEL

CHAPTER 6: HOW TO CREATE CHARTS IN EXCEL



CERTIFICATE COURSE IN TALLY

DEPARTMENT OF COMMERCE

MS .P.MANJULA(COURSE COORDINATOR)
MS ZEHRA FATHIMA(FACULTY)
MS QUDSIYA NOUREEN(FACULTY)



OBJECTIVES OF THE COURSE

- 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.

COURSE SCHEDULE AND DURATION

- ❖ COURSE STARTS :15/11/2021
- ❖ COURSE ENDS: 30/12/2021
- ❖ TOTAL INVESTMENT : 35 HRS

CERTIFICATE AWARDED

- ❖ AFTER COMPLETION OF COURSE
- ❖ AFTER WRITTEN EXAM

COURSE CONTENTS

TALLY SYLLABUS

Unit-1: Overview of Tally Features

1. Accounting and Inventory Features
2. Multilingual Capability
3. Data Migration Capability
4. Features Pertaining to Duties And Taxes

Unit-2: Getting Functional With Tally

1. Creation of a Company
2. Alteration of a Company
3. Master Configuration
4. Voucher Configuration

Unit-3: Recording Transactions of Data

Unit-4: Display and Reports

1. Accounting Reports
 - Balance sheet
 - Profit And Loss Account
2. Inventory Reports
 - Inventory Books