

GOVERNMENT DEGREE COLLEGE KORUTLA, JAGTIAL DIST.

Academic Year: 2021-22

**DETAILS OF
“CERTIFICATE COURSE”**

TALLY



**DEPARTMENT OF COMMERCE
GOVERNMENT DEGREE COLLEGE
KORUTLA, JAGTIAL DIST.**

Department of Commerce

CERTIFICATE COURSE IN TALLY



GOVT. DEGREE COLLEGE, KORATLA

Dist. Jagtial, Telangana
(Affiliated to Satavahana University, Karimnagar)

Certificate of Completion

is proudly presented to

On successful completion of " **Certificate Course in Tally** " organised by
Department of Commerce from 11-05-2022 to 28-05-2022.

Course
Co-Convenor

Course
Convenor

Principal

NOTICE

9-5-2022

All the students are here by informed that "Certificate Course in Tally Accounting Software" is starting from 11-5-2022 To 28-5-2022 on behalf of Department of Commerce duration of 30 hours to acquire of skill for employment in our college. All the students should utilise and get trained After completion of course certificates will be issued if will be free of cost Interested students contact with Department of Commerce.


 PRINCIPAL

 GOVT. DEGREE COLLEGE
 KORUTLA-505 325, Dist. Jagtial (T.S.)

 Principal
 Govt Degree College
 Korutla.

Syllabus

UNIT - I

Types of Accounts Accounting
Principles & Recording Transactions

UNIT - II Introduction of Tally

Creation of Company - Group, Ledgers,
Vouchers Displaying - Altering
Deleting Vouchers

Reports Account Books, Registers
Statement Accounts

Daybooks, Cash & Bank book - Fund
Accounts of Sole Traders


UNIT - III

Creation of Company with
Inventory & Stock groups Stock

Categories - Stock items, godowns, unit
measure - Inventory Voucher & Reports

List of the Students Enrolled for Tally

S No	Name	Signature	H.T. No
1	M.D. Ilyas	Ilyas	19077046402023
2	M.D. Mudassir	Ahmed Abu	2023
3	M. Rajah	Rajah	2024
4	M.D. Abdul	Abdul	2025
5	M.D. Osman	Osman	2026
6	M.D. Mudassir	Mudassir	2029
7	M.D. Sameer	Sameer	2030
8	M.D. Shaked	Shaked	2030
9	Mumtaz Begum	Mumtaz Begum	2032
10	N. Sweetha	Sweetha	2034
11	P. Rajah	Pa Rajah	2039
12	S. Vinay	S Vinay	2040
13	K. Manoj	Manoj	18077046402005
14	B. Preethi	Preethi	2003
15	B. Geetha	Geetha	2004
16	C. Rachana	Rachana	2006
17	D. Bhavani	Bhavani	2007
18	M.D. Rizwan	Rizwan	2008
19	D. Ranjya	Ranjya	2024
18	D. Arathi	Arathi	2010
19	D. Nishitha	Nishitha	2011
20	G. Srivank	Srivank	2012


PRINCIPAL
 Govt. Peoples College
 KODAKA, DIST. DAKSHIN



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Md. Osman S.com 11/18

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Course
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Course
Convenor


Principal
GOVT. DEGREE COLLEGE
KORATLA - 505 105 Telangana