

CERTIFICATE COURSE IN ACCOUNTING
SOFTWARE TOOLS.

ACADEMIC YEAR 2018-19

DEPARTMENT OF
COMMERCE

NO. OF Participants: 30

GOVERNMENT DEGREE COLLEGE,
KORATLA.

DIST: JAGTIAL-505326


PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

Koratla

Date:05-09-2018

To
The Principal,
Government Degree College,
Koratla.

Sir,

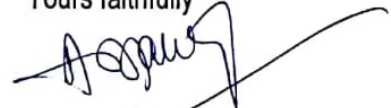
Sub: Permission for Certificate Course in Accounting Software Tools-Req-Reg.

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Department of Commerce wants to organise certificate course in Accounting Software Tools to enable students to acquire skill for employment in our college in zero hours. We want to conduct classes free of cost. Classes will run daily 1 hour for 30 days i.e. 30 hours duration. Kindly permit us to conduct the course.

Thanking you sir,

Yours faithfully



(A.MANOJKUMAR)

Department of commerce
Government Degree college,
koratla.

Permitted
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NOTICE

Date: 07-09-2018

All the Students are here by informed that certificate course in Accounting Software Tools course is starting from 10-09-2018 .It will have duration of 30 working days. It will end on 22-10-2018 (30 days) in our college. All the students should utilise and get trained. After completion of course Certificates will be issued. It will be free of cost. Interested students contact with Department of Commerce.


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Koratla.

SYLLABUS FOR Accounting Software Tools.

Unit- I Basics of Accounting:

Types of Accounts, Golden rules of Accounting: Accounting Principles, Concepts and conventions.

Double entry system of Book Keeping Mode of Accounting Financial Statements, Transactions, Recording Transactions.

Unit-II Introduction of Tally:

Creation of company-Groups-Ledgers, Pre defined Vouchers, displaying-Altering-Deleting of vouchers.


Reports: Account books-Registers. Statement of Accounts.

Daybook, cash and Bank books-Final Accounts of sole Traders.

Unit-III Accounts with Inventory:

Creation of company with Inventory and stock creation of stock groups stock categories-stock items, go downs-unit of measure-Inventory vouchers-Inventory reports.




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ABOUT THE COURSE:

It is very popular accounting software which indeed helps a small and medium business. Tally has some unique features comparing to other accounting packages, it became famous because of its features and user friendliness, below some important general Technology, accounting and inventory features are discussed.

Objectives:

After doing this course you will be able to

- 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.

Job Opportunities:

Tally is useful for Students to get placements in different offices as well as companies in Accounts department like:

- Accounts Executive.
- Junior Accountant.
- Tally Operator.
- Accounts Assistant.
- Book Keeper.



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Government Degree College, Koratla

Department of : Commerce

1.1.2 Certificate/Diploma Programmes

Year of Introduction of the course	Name of the course	HT.NO	Name of the students
2018-19	ACCOUNTING SOFTWARE TOOLS	16077046402001	ADEPU ABHILASH
		16077046402002	ANDUGULA KARTHIK
		16077046402003	AZEEM BAIG
		16077046402004	BALE KALYAN
		16077046402005	BANDI SANDYA
		16077046402006	CHATLA ASHA
		16077046402007	CHILUKA MANJULA
		16077046402008	DASARI VINAYKUMAR
		16077046402009	JAMPALA CHANDRASHEKAR
		16077046402010	JAPA PRIYANKA
		16077046402011	KALWAKOTA SRISAIRAM
		16077046402012	KAVATI VIJAY
		16077046402013	MA FAISAL
		16077046402014	MANDA RADHA
		16077046402015	MA SOHEL
		16077046402016	MOHAMMAD SHABAZ
		16077046402017	MOHD ABDUL ARIF
		16077046402018	MOHD ABDUL MOIZ
		16077046402019	MOHD RIZWAN
		16077046402020	MOHD SHAJIUDDIN
		16077046402021	MUDIGONDA RAMU
		16077046402022	MULKALA KETHURA
		16077046402023	NAZIYA
		16077046402024	PUTTI RAJU
		16077046402025	SADHIKA
		16077046402026	SAKINALA DURGAPRASAD
		16077046402027	SHIVANEETHI SRIKANTH
		16077046402028	SYED ABUZAR MURTAZA
		16077046402029	THEDDU MANASA
		16077046402030	THEDDU THIRUMALA

Sign of the lecturer

Name of the Lecturer

Designation



Anand Kumar

Lecturer in Commerce


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Faculty:



The Classes shall be conducted by the faculty of Commerce

GOVERNMENT DEGREE COLLEGE, KORATLA.

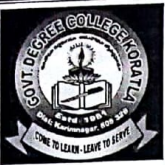
DURATION OF THE COURSE: 30HRS

NO OF TIMES OFFERED IN A YEAR: ONCE

**CERTIFICATION: ALL SUCCESSFUL STUDENTS SHALL BE AWARDED A
CERTIFICATE.**

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GOVERNMENT DEGREE COLLEGE, KORATLA
DIST: JAGTIAL-505326.

(Affiliated to Satavahana University)

CERTIFICATE

This is to Certify that Mrs. / Miss Mohammad Shabaz Studying B.Com with hall ticket Number 1607704640206

Has attended **"CERTIFICATE COURSE IN ACCOUNTING SOFTWARE TOOLS"**

From 10-09-2018 to 22-10-2018 at the Department of Commerce and his/her participation is highly appreciable.

A. Manoj Kumar
Course in charge
A. Manoj Kumar
lect. in Commerce.

[Signature]
Principal
PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVERNMENT DEGREE COLLEGE, KORATLA - 505 326, DIST. JAGTIAL

ATTENDANCE OF THE STUDENTS OF CERTIFICATE COURSE IN ACCOUNTING SOFTWARE TOOLS -2018-19

FROM 10-09-2018 TO 22-10-2018 (30 WORKING DAYS)

SNO	Admn. / Hall Ticket No.	Name	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	27	28	29	30	Attendance Percentage
1	704614402001	BIGULLA MAHESHWARI	1	1	2	3	4	5	6	7	7	8	9	10	11	12	13	13	14	15	16	17	18	18	19	20	21	22	23	24	25		
2	704614402003	THANGALLAPELLY MAHESH	1	2	3	3	4	5	6	7	8	8	9	10	11	12	13	14	15	15	16	17	18	19	19	20	21	22	23	23	23		
3	704614402004	MANDA AJAY	1	2	2	3	4	5	5	6	7	8	9	10	10	11	12	13	14	15	16	17	18	19	20	21	22	23	23	24	25		
4	704614402005	BANDI SOUMYA	1	1	2	3	4	4	5	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	23	24	25		
5	704614402006	DUVAKA NAVARANJANI	1	2	3	3	4	5	6	6	7	8	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25			
6	704614402007	GOTTIPADATA SRIKANTH	1	2	3	3	4	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	25			
7	704614402008	EDLA GANESH	1	2	3	3	4	4	5	6	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25			
8	704614402009	YATELLI MADHU	1	1	2	3	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	25			
9	704614402010	VOTARIKARI CHANDRA SHEKAR	1	1	2	3	4	5	6	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	25			
10	704614402013	CHITIMELLI MANIRAJ	1	2	3	3	4	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	25			
11	704614402014	VOTARIKARI SHIVAPRASAD	1	2	2	3	4	5	6	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	25			
12	704614402016	SUDDALA RAJESHAM	1	2	3	4	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	25				
13	704614402017	BOLLEPALLY KISHAN	1	1	2	3	4	4	5	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25			
14	704614402018	DONPAL KALYANI	1	1	2	2	3	4	5	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25			

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SNo	Admn. / Hall Ticket No.	Name	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	27	28	29	30	Attendance Percentage					
15	704614402019	JAGARLA NARESH	1	1	2	2	3	4	5	6	7	7	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
16	704614402020	PADALA RAMYA	1	2	3	3	4	4	5	6	7	8	8	9	10	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
17	704614402021	SONNA ANJALI	1	2	3	3	4	4	5	6	7	7	8	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
18	704614402022	RIZWANA BEGUM	1	2	2	3	4	5	6	7	7	8	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
19	704614402023	MUKKERA DINESH	1	1	2	3	4	5	6	6	7	8	9	10	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
20	10122239	SHAIK ASIF	1	1	2	3	4	5	6	6	7	8	9	10	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
21	704615402001	DONPAL SRAVANI	1	2	3	3	4	5	6	6	7	7	8	9	10	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
22	704615402003	SAYED RIZWAN	1	1	2	2	3	4	5	6	6	7	8	9	10	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
23	704615402005	RACHAKONDA SHIVACHARAN	1	1	2	3	4	4	5	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
24	704615402007	RACHAKONDA SOUJANYA	1	2	3	4	5	6	7	7	8	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
25	704615402008	DAMA RAMYA	1	2	3	3	4	5	6	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
26	704615402009	MADDELA SHIVA	1	1	2	2	3	4	5	5	6	6	7	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
27	704615402010	MOHAMMAD SALEEM	1	1	2	3	3	4	5	5	6	7	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
28	704615402011	MUTHYALA MAHENDAR	1	2	2	3	4	5	6	6	7	7	8	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
29	704615402012	DASARI GANESH	1	2	2	3	4	5	6	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
30	704615402013	LAKKAMPPELLI NAGAHARIKA	1	2	3	4	5	6	7	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					


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