

Details of Certificate Courses - Computerised Accounting (Tally)

Faculty involved: O. Chenna Rao, T. Krishna Rao, SK Chand Pasha

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

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