## **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						
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
6	ACCOUNTING INFORMATION
7	CREATION OF GROUPS
8	CREATION OF NEW GROUPS
9	CREATION OF SUB GROUPS
10	CREATION OF IEDGERS
11	CREATION OF VOUCHERS
12	ACCOUNTS OF NON –PROFIT ORGANISATIONS
13	ACCOUNTS OF PARTNESHIP FIRMS
14	ACCOUNTS OF COMPANY
1	MAINTING THE DEBETORS AND CREDETORS ACCOUNTS IN TALL

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1	V None Suma	-
2.	D. Venkateswa	wan
3.	B. Bharane	
2-8	T. Varma	
5	T. Alexelie	
6	P. Chamanet	2
7	M. Sireesha	
8	M. Lalitta ke	emar
9	K. Raxidra Ki	ema
10	G. Bharrya C. Varaloxem B. Rambabu	词
- 17	C. Varaloxen	î
- 12	B. Rambabu	
13	V. Nagalox	mi
14	T. Radha	+ 10
15	S. Therupalt	any
16	P. Susheela	
17	M. Lingesia	wi
18	K · Magaras	
19	K. Sandhais	1
20	D. Sowlan	a
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