

Permission Letter

metpally
Date: 08-03-2021

TO
The principal
Government Degree college
metpally.

Sir P

Sub:- Permission for certificate course
in Tally Reg-Reg.
+ * *

Department of commerce wants to organise
certificate course in Tally 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
[Signature]
(A. Sankar Kumar)
Department of Commerce
DCC - metpally

Notice

Date :- 10-03-2021

All the students are hereby informed that Certificate course in Tally course is starting from 12-03-2021. It will have duration of 30 working days. It will end on (30 days) in our college for 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.

B. G. W.
Principal.

Government Degree College
Mettur.

~~Asst. Prof.~~
Dept. of Commerce

Syllabus for Tally Certificate course

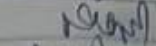
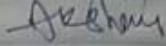
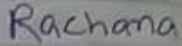
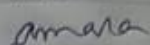
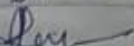
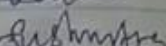
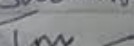
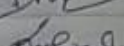
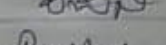
UNIT I : Basics of Accounting.
 Types of Accounts, rules of Accounting
 Accounting principles, concepts and conventions,
 Double entry system of Book-keeping mode of
 Accounting financial statements, Transactions
 Recording

UNIT II : Introduction of Tally.
 Creation of Company - Groups - Lodgers
 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 groups stock categories - stock
 items, godowns - unit of measure = Inventory.
 Vouchers - Inventory reports.

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Students List

<u>S.No.</u>	<u>Name of student</u>	<u>Signature</u>
01.	AISH NITHIN	
02.	Basa Akshay	
03.	Bollavemi Rachana	
04.	Uadham Amalq	
05.	Kakustam Ramy	
06.	Landeri Sushmitha	
07.	M. Inthiqa	
08.	M. Rajini	
09.	P. Ruchitha	
10.	R. Ambika	