VPM's Joshi Bedekar College, Thane

Department of BMS

Organises **Value Added Course** on

Title: "Skill Based Course in Tally.ERP 9 And Advanced Excel"

Preamble:

This course has been designed for those students who want to learn and perform accounting, inventory and taxation work in tally. Tally integration can help a student with accounting solutions, inventory management, sales and purchase management, invoicing and reporting. Tally is complete accounting, taxation and payroll software.

Every commerce/science student should learn Tally .ERP 9 with GST, because majority of Indian small and medium businesses use Tally for their day to day accounting work Tally.ERP 9 is not included in BMS syllabus so this course will certainly help the students to learn accounting in Tally software.

Course Objectives:

1. To learn and perform accounting, inventory and GST in Tally.ERP 9

2. To provide practical knowledge about **Tally, Advanced Excel and Google forms** is given to students.

3. To give introduction to Industry & Career Orientation (orienting students to jobs matching their skill sets and exposure to a career path) along with communication skills.

4. Course centric practical sessions will be conducted in computer lab.

5. Counseling support is available on training days for providing career guidance to students who are enrolled in this program.

6. Students will be provided a certificate on successful completion of course (Min attendance 90%)

7. Students will be provided with internship of 30days period.

Syllabus:

Module 1:Tally.ERP 9

1. User Interface and Company Management

2. Masters – Ledgers

3. Masters – Groups

4. Masters – Bill wise Debtors and Creditors Ledger

5. Payment Voucher

6. Day Book in Tally

7. Pre-Allocation of Bills

8. Receipt Voucher

9. Contra and Journal Voucher

10. Masters : Inventory

11. Goods and Services Tax (GST)

12. Purchase Voucher with GST

13. Sales Voucher with GST

14. GST Returns and Payment

15. Billing Features in Tally

16. Purchase Order Processing

17. Sales Order Processing

18. Debit and Credit Notes

19. Manufacturing Vouchers

20. Batch Wise Details

21. Interest Calculations (Auto Mode)

Module 2:Advanced Excel

Chapter 1: Introduction : (Sum,avg,min,max,count,Interst Calculation,Basic calculations)

Chapter 2: Data Tools and Filters

Chapter 3: Pivot Table

Chapter 4: Protecting Data

Chapter 5: Graphs

Module 3: Project Management

Creation of Google-Forms

Connectivity with Excel, Analysis and Graphs

Curriculum:

Course Duration: 20 Days [40 hours] (From 27th Jan 20 To 7th March 20)
Eligible Students: Any 12th Passed Student having accounting background
Date of Commencement of course: 27th January, 2020
Time: 1.30pm to 3pm
Venue: Computer Lab 2

Course Outcome:
1. Enlightening participants with skill of computer based practical of accounting, inventory and GST through Tally.ERP 9.
2. Able to create Google Forms for data analysis and interpretation purpose.
3. Able to understand analysis tools & functions using Microsoft Excel.
4. To acquaint participants with Industry training, presentation skills and resume writing skills.
5. Able to get a practical knowledge by doing an internship.