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S.No	NAME OF THE MEMBER	SIGNATURE
1.	Dr. N. Bagyalakshmi (Chairman) Head & Associate prof Department of Commerce [SE]	N. Bagyalakshmi
2	Ms. P. N. Lakshmi F.C.A., Deepan Academy, Pallachi. Mobile No: 98669 20825 practicing chartered Accountant	Amr
3	Ms. M. Akilamyaki Assistant prof. in Commerce [SE]	H. Akilamyaki

A Meeting of the Board of Studies was held on 23rd Sep 2016 at 10.30 a.m under the chairmanship of Dr. M. Ragyalakshmi, Associate Prof & Head, Dept of Commerce (SE). The following Resolution was passed.

It is resolved to pass the Scheme and Syllabus of "Certificate Course on Tally ERP 9" for the academic year 2016 - 2017.

16 UCMT 01

CERTIFICATE COURSE ON TALLY ERP 9

OBJECTIVES: To enhance the employability Skills of students in the field of accounts.

DURATION: 6 Months (40 Hours)

CREDIT POINTS: 2

	SYLLABUS	Hours Allotted
UNIT I	Basic concepts of Accounts – Tally – Introduction – Creation of company – Group – Create/Alter/Display/Delete – Ledger – Create / Alter / Display / Delete – Preparation of Trial Balance.	8
UNIT II	Voucher – Create/Alter/Display/Delete – Voucher Types – Payment / Receipt / Purchase / Sales / Contra / Journal / Debit Note / Credit Note – Preparation of Accounting Reports	8
UNIT III	Units of Measurement – Simple / Compound – Create / Alter / Display / Delete – Stock Group – Create / Alter / Display / Delete – Godown – Create / Alter / Display / Delete – Stock Item – Create / Alter / Display / Delete – Preparation of Stock Summary	8
UNIT IV	Credit Period – Interest Calculations – Maintain Bill wise details – Ageing Analysis Preparation of Outstanding – Receivable and Payable Reports.	8
UNIT V	VAT - Input Vat – Output Vat – Input Credit – Preparation of VAT Returns – E-filing of VAT Returns	8

SCHEME OF EVALUATION

Internal Assessment - 40 Marks (On the basis of Submission of Record - 30 Marks

and Attendance - 10 Marks)

External Assessment - 60 Marks (Practical Exam)

TUESDAY - 13. 3. 2018

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NAME OF THE MEMBER

SIGNATURE

Dr. N. Bagyalakshmi (Chairman)
Head & Associate prof
Department of Commerce [SE]

N. Bagyalakshmi

Ms. P. N. Lakshmi F.C.A.,
Drepan Academy,
Pollachi. MOBILE NO: 98659 20825
practicing Chartered Accountant

P. N. Lakshmi

A Meeting of the Board of Studies was held on 13 March 2018 at 10.30 a.m. under the chairmanship of Dr. N. Bagyalakshmi, Associate Prof & Head, Dept of Commerce (SE). The following resolution was passed.

It is resolved to pass the scheme and syllabus of 'certificate course on Tally ERP 9' for the academic year 2017 - 2018 onwards.

CERTIFICATE COURSE ON TALLY ERP 9 - 17UCO C01

OBJECTIVES: To enhance the employability skills of students in the field of accounts

DURATION: 40 Hours

CREDIT POINTS:2

S.No	CONTENTS
	List of programmes
1	Company creation.
2	Preparation of Trial Balance
3	Preparation of Final Accounts by using Trial Balance
4	Preparation of Final Accounts with adjustments by using Trial Balance and adjustment entries.
5	Finalization of Accounts through Simple Voucher Entries
6	Finalization of Accounts through Advanced Voucher Entries
7	Preparation of Cost statements through ledger Creation
8	Preparation of Cost Statements through Voucher Entries
9	Preparation of Bank Reconciliation Statement
10	Preparation of Stock Statement through stock ledger creation
11	Preparation of Stock Statement through Inventory Vouchers
12	Preparation of Cash Flow and Fund flow Statement
13	Preparation of Budget and Variance Analysis
14	Preparation of GST Reports – Simple Entries
15	Preparation of GST Reports – Advanced Entries

SCHEME OF EVALUATION

Internal Assessment - 40 Marks

External Assessment - 60 Marks(Practical Exam)