

CER

— 11

NAME OF THE MEMBER

SIGNATURE

N. Bayyala.

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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)