

TALLY CERTIFICATION COURSE SYLLABUS

- 1) BASICS OF ACCOUNTING :-
 - Introduction of accounting
 - Need of accounting
 - Meaning of accounting
 - History of accounting
- 2) BRANCHES OF ACCOUNTING :-
 - Financial accounting
 - Cost accounting
 - Management accounting
- 3) ACCOUNTING CYCLE:-
- 4) MANUAL ACCOUNTING:-
 - Journal
 - Ledger
 - Trail balance
 - Groups
 - Final accounts
- 5) COMPUTERIZED ACCOUNTING SYSTEM (TALLY) :-
 - Tally versions
 - Types of licenses
 - (a) Silver Edition Mode (Means Single User)
 - (b) Golden Edition Mode(Means Multi User)
 - Tally Features
 - Advantages
- 6) GETTING FUNCTIONAL WITH TALLY. ERP 9:-
 - A) COMPANY
 - Creation
 - Alteration
 - Deletion
- 7) SETTING UP ACCOUNTS HEADS :-
 - A) GROUPS :-
 - i) CREATION
 - Single group creation
 - Multiple group creation
 - ii) ALTERATION
 - iii) DELETION
 - B) LEDGERS :-

Department Meeting.

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Date: 23-01-2017

All the teaching staff members of the department have convened and attended a meeting at department level today. i.e., on 23-01-2017. Smt. Karuna, Head of the department has presided over the meeting.

Following are the minutes of the agenda, pertaining to the meeting.

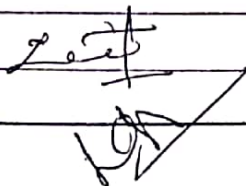
Agenda:

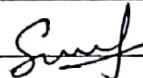
1. To review academic activities of the department.
2. To discuss on commencement of another certificate course on 'TALLY' in the department
3. Others.

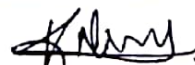
Discussions & Resolutions:

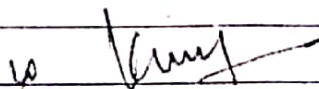
After thorough discussion on each and every minute of the agenda, members have derived following resolutions unanimously.

- It was unanimously resolved to complete the syllabus of all the courses within the university stipulated time.
- It was also resolved to organize an orientative program on P.G. courses preparation for all 3rd year students.
- Members were also unanimously resolved to start another certificate course on 'TALLY' in the department for all Commerce students.
- It was resolved to restrict students enrollment into the course upto 50, as it requires hands on experience.
- Finally it was resolved to organize and run the proposed certificate course during 27-01-17 to 15-02-17








HEAD OF THE DEPARTMENT
DEPARTMENT OF COMMERCE
Government Degree & P.G. College, Gajwel
Siddipet (District)-Telangana-502278