

Department of Accountancy introduces a Basic Course on Accounting with Tally

Start Date : March 24, 2015

End Date : April 7, 2015

No. of Sessions : 10 – 2 hours each

Fees : Rs. 1,500 only

Each student will get to work on a separate computer in the accounting lab. Prior knowledge of accountancy not required. Interested students should give their names to Dr. Varsha Ainapure and pay fees at the office counter. Admissions will be on first come first served basis.

Course Contents:

1. Basics of Accounting, and Accounting Cycle
2. Gateway to Tally
3. Creating Groups, and Ledger Accounts
4. Voucher Types, and Voucher Entry – Part I
5. Practice Session
6. Voucher Entry – Part II
7. Closing Entries, and Adjustments
8. Practice Session
9. Display, and Print Books / Reports
10. Revision and Examination