



Autonomous (2016-17)

Malad Kandivli Education Society's  
**NAGINDAS KHANDWALA COLLEGE**

**OF COMMERCE, ARTS & MANAGEMENT STUDIES  
AND SHANTABEN NAGINDAS KHANDWALA COLLEGE OF SCIENCE**

(Re-accredited (3<sup>rd</sup> cycle) by NAAC with 'A' Grade)

ISO 9001 : 2015 Certified

Educational Excellence Award By Indus Foundation, U.S.A.

IMC Ramkrishna Bajaj National Quality Commendation Certificate

**Syllabus Along With Course Objectives**

**And**

**Outcomes Of The Value Added Courses Offered.**

**DR. (MRS.) ANCY JOSE  
PRINCIPAL**





**Nagindas Khandwala College**

**Autonomous**

**Name of the STC – Introduction to Tally ERP 9**

- *Number of Credits – 2*
- *Students who complete the Course, it will be written as ‘Successfully Completed.’ There will be no grades awarded.*

**Certificate course: Introduction to Tally ERP 9**

**Course Objectives:**

1. To work with well-known accounting software i.e. Tally ERP.9
2. To create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software
3. To get practical knowledge about Accounting with Tally certificate course is not just theoretical program, but it also includes continuous practice, to make students ready with required skill for employability in the job market.

**Course Outcomes:**

1. Learners will be able to qualify practical examination, students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9 (level: Apply)
2. Learners will be able to create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software. (Level: Apply)
3. Learners will be able to possess required skill and can also be employed as Tally data entry operator. (Level: Apply)

**Syllabus**

No.	Contents to be Covered	Time Durations
1.	Basics of Accounting, and Accounting Cycle	2 Hours
2.	Introduction to Tally, and Company Information	2 Hours
3.	Creating Groups, and Ledger Accounts	2 Hours
4.	Voucher Types, and Voucher Entry – Part I	2 Hours

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MALAD (W), MUMBAI - 400 084



5.	Practice Session – I	2 Hours
6.	Voucher Entry – Part II	2 Hours
7.	Closing Entries, and Adjustments	2 Hours
8.	Practice Session – II	2 Hours
9.	Display, and Print Books / Reports	2 Hours
10.	Revision and Examination – I	2 Hours
11.	Cost Centre & Cost Categories	2 Hours
12.	Introduction to Inventory Accounting	2 Hours
13.	Stock Group, Stock Categories, and Stock Items	2 Hours
14.	Purchase Order, Sales Order, Debit Note, and Credit Note	2 Hours
15.	Practice Session – III	2 Hours
16.	Receipt Note, Delivery Note, Rejection In, and Rejection Out	2 Hours
17.	Practice Session – IV	2 Hours
18.	Physical Stock Transfer, and Manufacturing Journal	2 Hours
19.	Practice Session - V	2 Hours
20.	Revision and Examination – II	2 Hours



  
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