

GOVERNMENT COLLEGE

VIDYANAGAR, KASARAGOD, KERALA, 671123

www.gck.ac.in

ADD ON COURSE ON ACCOUNTING PACKAGES-TALLY

NAAC 3RD CYCLE ACCREDITATION



GOVERNMENT COLLEGE KASARAGOD, KERALA 671123

04994 256027 principalgcksd@gmail.com www.gck.ac.in

Add-on Course ACCOUNTING PACKAGES -TALLY Offered by: DEPARTMENT OF COMMERCE GOVT.COLLEGE KADARAGOD

Duration:36 Hours

APPLY NOW commerce@gck.ac.in

CLASSES START ON: 19.08.2019



Name and Signature of the Principal Dr.Ananthapadmanabha.A.L

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Supporting Document 1.2

Government College Kasaragod



2019-20

Name of the Add on Course: Certificate course in Accounting Packages- Tally Name of the programme: Basics in Accounting Packages- Tally Duration: 36 Hours

List of the students enrolled

2019-20

Name of the Add on Course: Certificate course in Accounting Packages- Tally Name of the programme: Basics in Accounting Packages- Tally Duration: 36 Hours

List of the students enrolled

L.NO	NAME OF THE STUDENT	SIGNATURE
1	ANUSHREE K.	Have
2	SUNAIFA	2.1
3	FATHIMA RAFEEHATH	for heth:
4	ABHINAV E.P.	et.
5	HEMANTHA A.	Hermele
6	AYSHATH NEMIYA	North
7	SREENITHA	Spelle
8	PRADEEP C.	E.
9	RIJIL C.H	Rital
10	RAJITH RAJ	IRN
11	MUNEERA A.	Num
12	ANUSHA D.	Annat
13	SHRUTHI K.	thruthe
14	VINUTHA B.	R Vinuthe
15	SUPREETHA D. K.	Suth
16	SANDRA SUNIL	Undur
17	UNNIMAYA K .	Butter
18	PRAJWAL BALLULLAYA	Rel
19	JAYASHREE U .	Janasha.w
20	ASHRITHA Y.	Ayoto



D A M

Name and Signature of the Principal Dr.Ananthapadmanabha.A.L

> ECVERNMENT COLLEGE KASARAGOT



NAME OF COURSE: BASICS IN ACCOUNTING PACKAGES- TALLY

CURRICULAM

Course Outcome

CO 1: Acquire knowledge in the accounting package Tally CO2: Understand the method of creating accounts and vouchers in tally. CO 3: Able to prepare financial statements by using Tally CO 4: Help students develop skill in preparing financial statements in Tally. **Module I** Introduction-Basic Accounting concepts - Kinds of Accounts - Double Entry

Introduction-Basic Accounting concepts - Kinds of Accounts - Double Entry Book Keeping - Rules of Debit and Credit. Recording of Transactions: Preparation of Journal and Ledger Accounts (8 Hours)

Module II

Introduction to Computerised Accounting: Computerised accounting Vs. Manual accounting- Advantages and limitations of computerised accounting -Tally 9 - Features of Tally Technological advantages of tally- Tally Screen components. (6 Hours)

Module III

Creation of Company- Selecting a company-altering/ modifying company creation details - Deleting a company-F 11 Features-F 12 Configuration (4 Hours)

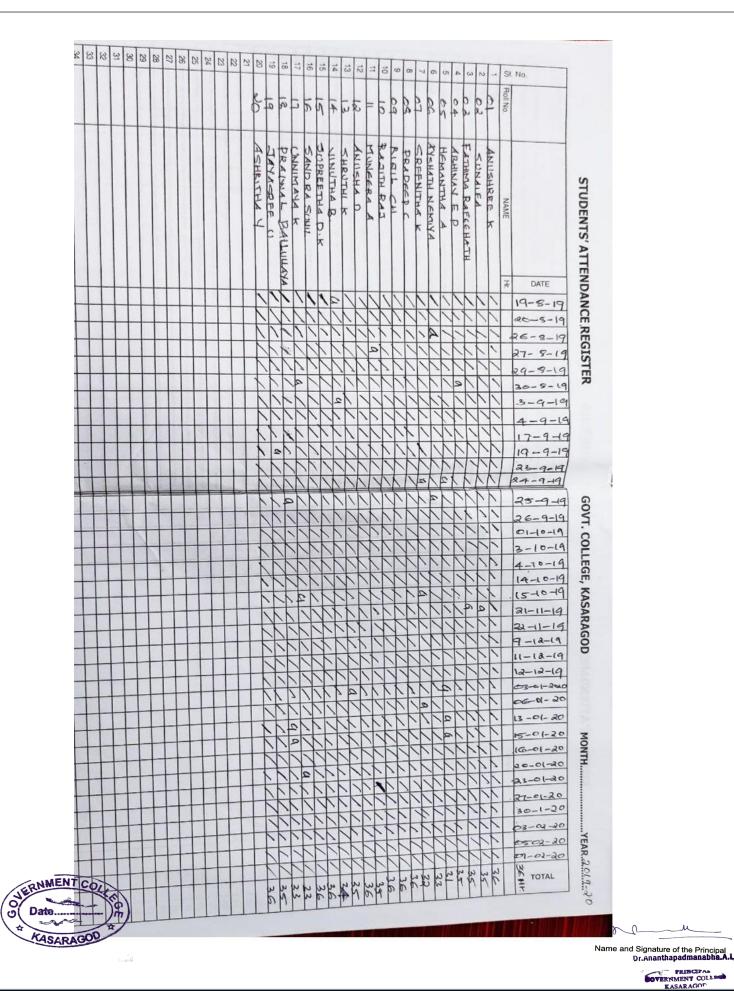
Module III

Accounts and Vouchers - Account groups - pre-defined groups - creating single & multiple groups-creation of primary account groups-creating ledger accounts in single & multiple - displaying, altering and deleting account groups and ledgers - Accounting vouchers- pre defined vouchers in tally -entering transactions in accounting vouchers - altering and deleting a voucher entry --Account books-Bank reconciliation statement - Trial balance- Profit and loss account - Balance sheet (18 Hours)



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