GOVERNMENT COLLEGE
KASARAGOD

VIDYANAGAR, KASARAGOD, KERALA, 671123

www.gck.ac.in

NAAC 3RD CYCLE ACCREDITATION

ADD ON COURSE ON
ACCOUNTING PACKAGES-TALLY

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

Date..........

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

PRINCIPAL
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

SL.NO	NAME OF THE STUDENT	SIGNATURE
1	ANUSHREE K.	
2	SUNAIFA	
3	FATHIMA RAFEEHATH	
4	ABHINAV E.P.	
5	HEMANTHA A.	
6	AYSHATH NEMIYA	
7	SREENITHA	
8	PRADEEP C.	
9	RIJIL C.H	
10	RAJITH RAJ	
11	MUNEERA A.	
12	ANUSHA D.	
13	SHRUTHI K.	
14	VINUTHA B.	
15	SUPREETHA D. K.	
16	SANDRA SUNIL	
17	UNNIMAYA K .	
18	PRAJWAL BALLULLAYA	
19	JAYASHREE U .	
20	ASHRITHA Y.	

GOVERNMENT COLLEGE
Date...............
KASARAGOD

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

PRINCIPAL
GOVERNMENT COLLEGE
KASARAGOD

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 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)

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

PRINCIPAL
GOVERNMENT COLLEGE
KASARAGOD

STUDENTS' ATTENDANCE REGISTER — GOVT. COLLEGE, KASARAGOD

MONTH............................ YEAR 2019-20

Sl. No.	Roll No.	NAME
1	01	ANUSHREE K
2	02	SONALEA
3	03	FATHIMA RAFEEHATH
4	04	ABHINAV E P
5	05	HEMANTHA A
6	06	AYSHATH NEMYA
7	07	SREENITHA K
8	08	PRADEEP C
9	09	RIBIL CH
10	10	RANITH RAJ
11	11	MUNEERA A
12	12	ANUSHA D
13	13	SHRUTHI K
14	14	VINUTHA B
15	15	30PREETHA D K
16	16	SANDRA SHIJI
17	17	UNNIMAYA K
18	18	PRAJWAL BALLULAYA
19	19	JAYASREE U
20	20	ASHRITHA Y

DATE columns: 19-8-19, 20-8-19, 26-8-19, 27-8-19, 29-8-19, 30-8-19, 3-9-19, 4-9-19, 17-9-19, 19-9-19, 23-9-19, 24-9-19, 25-9-19, 26-9-19, 01-10-19, 3-10-19, 4-10-19, 14-10-19, 15-10-19, 21-11-19, 22-11-19, 9-12-19, 11-12-19, 12-12-19, 03-01-2020, 06-01-20, 13-01-20, 15-01-20, 16-01-20, 20-01-20, 23-01-20, 27-01-20, 30-1-20, 03-02-20, 05-02-20, 27-02-20 — TOTAL

TOTAL column values (by roll): 36, 35, 35, 35, 31, 33, 22, 36, 36, 35, 34, 36, 24, 36, 33, 35, 36

GOVT.COLLEGE KASARAGOD

DEPARTMENT OF COMMERCE

Certificate of Completion

for completing the course in Basics in Accounting Packages-Tally conducted by Department of Commerce,Govt.College Kasaragod during the year 2019-20

Co-ordinator

HOD

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

PRINCIPAL
GOVERNMENT COLLEGE
KASARAGOD

Date............