

Course No.	C-8
Name of the Course	<b>Tally</b>
Type of Course (Diploma/ Certificate/ Add on	Certificate
Offered by	Research and P.G. Department of Commerce
Linkages	Youth Employability Skill Training Educational Cooperative Society
No. of hours	30 hours
Expected outcome	This course is designed to impart knowledge regarding concepts of Financial Accounting Tally is an accounting package which is used for learning to maintain accounts. As this course is useful for Commerce students to get placements in different offices as well as companies in Accounts departments.
Course Objective	To introduce the students to the Basic of Accounts and the usage of Tally for accounting purpose.
Brief Description	Developing the skills of Accounting, Billing, Sales and profit analysis, Banking, Inventory, Taxation (GST, TDS, TCS).
Syllabus	Module-1: Accounting Fundamentals. Module-2: Goods and Services Tax. Module-3: Company Formation. Module-4: Balance Sheet. Module-5: Ledgers, Printing of Cheque, Bank Reconciliation, Credit Limit.

Evaluation Pattern	<p>External Examination -100 marks (To be evaluated by examiner other than FIC)</p> <p>Internal Examination - Test Paper (1) -50 marks</p> <p>Assignment (1) -25 marks</p> <p>Attendance -25 marks (90% or above -25, 80%-90% -20 marks, 70%-80% -15 marks, 60%-70% -10 marks 50%-60% -5 marks, Less than 50%-0 marks, Attendance Greater than 50% is a must to attend external exam)</p> <p>Total -200 marks</p>
Mode of Class	Online (Google Class room)