

## **REPORT ON CERTIFICATE COURSE IN TALLY**

### **DEPARTMENT OF COMMERCE**

**Academic Year 2019-2020**

**Name of the Certificate Course:** Certificate Course in Tally –ERP 9. (*Tally is renowned and leading accounting software used by many companies the world over*). in association with the Tally certified training partner ‘G-TEC Computers’

Tally is accounting software that is very much useful in making calculations in small and mid-level businesses. It usually stands for Transactions Allowed in a Linear Line Yards. You can do all the Banking, Auditing and Accounting Works using this software. Tally’s accounting features permit you to record business transactions instantly and easily. Record transactions necessary for your business by creating and maintaining vouchers, masters and generating reports. It helps you manage all the major accounting operations in your business.

The Certificate Course in Tally – ERP-9 offered in our college gives a comprehensive study of basic functionalities of finance and accounts. It is a 2-months P S C approved certificate-level course that encompasses all critical aspects of an organization, including payroll, inventory, manufacturing and banking to name a few.

**Date of Introduction:** 10/03/2020

**Total Students Enrolled:** 14 (B.com 2018-21 )

**Duration:** 50 hrs Practical and 22 hrs theory

**Focus on Employability/Entrepreneurship:** Assists the students to become job ready by equipping them to work in many government and private organizations, accounting firms, consultancies, auditing companies, market research etc. After the completion of the program, a fresher can begin their career as:

- Accounts executive
- Junior accountant
- Accountant trainee

- Tally operator
- Accounts assistant
- Data entry operator

The students have completed 72 sessions including theory and practical during the period December 2019-March2020. Due to lockdown restriction, the programme resumed on January 2021 completed successfully.