

Course Name : Certificate Course in E-Accounting

Course Code : C25

Eligibility : 10+2(with knowledge of Maths)

Fee : Rs 7,000/-

Duration : 06 Months (300 Hrs)

Objectives: Business world is changing rapidly and in order to keep pace with this change, different domains of business like Accounting, Purchasing, Payables & Receivables also need to be technically updated. With the recent tax reforms like GST, even small traders need data in systematic manner for which TALLY is widely accepted as accounting software. The objective of this course is to familiarise students with computer fundamentals and accounting software. This course helps students to acquire hands-on training on commerce & trade software.

Note: The syllabus contains four units

Subject Code	Subject Name	Topics to be covered	Theory	Practical	Total duration (in hours)	Total Marks
C25-01	MS- Windows MS-Office	Computer basics, creating folders, using window utilities, knowing about different drives, directories, input/output devices, difference b/w hardware and software, window short-cut keys.	35	65	100	100
	MS-Word	Exploring Home, insert, page layout, references, mailing, view, design and layout ribbons. Using styles and templates, layout methods, changing page margins and linking to another part of document, using master documents.				
	MS-Excel	Introduction to Spreadsheets, entering data, Viewing a Spreadsheet: freezing rows and columns, splitting screen, Entering data: cell referencing, formatting data, working with				

		graphs and charts, using formula and functions, Evaluation of data: using datapilot, functions and macros.				
	MS-Powerpoint	Basics of creating a presentation, using templates, using different views, incorporation of animation, multimedia and objects in the presentation.				
C25-02	Fundamentals of Accounting	Accounts information – Ledger, Groups, balance sheets, Inventory information – Stock Groups, Stock Items, Units of measure Accounting vouchers – Receipt, payment, purchase, sales, contra, journal & memorandum, credit and debit notes, Payroll system, Account books, inventory statement, day book, trial balance.	60	40	100	100
C25-03	Tally Prime	Financial Accounting – Fundamentals of Tally, version, history, company features, configuration, company creation, modification, deletion, selection, re-selection and shutting of a company, Gateway of Tally, account masters – account, group, ledger creation, display of account master, alteration/deletion of account master, chart of accounts, account vouchers – type, class, entry, reports display/printing, cash, journal, ledger books, trial balance, profit & loss statements, balance sheet, accounts receivables & payables, banking, cost centres and tally administration – data backup, restoration, rewriting, export, import, report e-mailing. Invoicing & Inventory – inventory master and vouchers, invoice printing, inventory report, point of sale & orders. Tax Accounting – TDS set up of a company, TDS returns, e-TDS, GST – Basics of GST, GST at global level, registration process, registered & un-registered dealers, Tally with GST – activate GST, set up tax rates, recording sales & printing tax invoices, recording purchases, VAT activation, commodity, deposits and reports, Excise duty – activation, excise sales invoice and duty payment, Tax collected at source (TCS).	40	60	100	100

		Payroll – payroll masters, pay vouchers and pay report				
C25-04	Practice/Practicals			100	100	100
	Total		135	265	400	400