

Tally ACE Certificate Programme

In Association with M/S Tally Institute of Learning

Post Graduate and Research Department of
Commerce

BACKGROUND OF THE COURSE

Employers are demanding skills from graduates which are outside the subject area of study in Higher Education. Indeed, some employers have placed less importance on graduates' actual degree discipline in favor of the more generic skills which they have acquired. They generally see a graduate's achievements related to the subject discipline as necessary but not sufficient for them to be recruited. Achievements outside the boundaries of the discipline i.e. extracurricular activities such as work experience, volunteering, and involvement in clubs and societies are found to have equal importance as the knowledge and experience acquired through academic study.

The Post Graduate and Research Department of Commerce has realised that producing employable graduates is very much important in the process of education and hence as an initial step designed the current certificate programme to provide working knowledge to students on Tally ERP 9 which is the leading business management software used in India and all over the world. The Tally Ace Certification Programme has been implemented in association with M/S Tally Institute of Learning (academic wing of Tally Education Pvt. Ltd) who have agreed to deliver the courseware of Tally.ERP 9, conduct the assessment and provide e-verifiable digital certificates to students who successfully complete the course.

COURSE OBJECTIVE

Tally ACE is a beginner level certification programme which aims at equipping the student with the skill of working with Tally ERP 9.

LEARNING OUTCOMES

By the end of the certification programme the student will be able to easily work with Tally ERP 9 and do the following tasks:

- Create a company
- Enter accounting voucher entries including advance voucher entries
- Reconcile bank statement
- Do accrual adjustments
- Generate MIS reports like trial balance, Profit & Loss A/c, Balance Sheet, Cash Flow Statement, Funds Flow Statement, Ratio Analysis, Books and Registers
- Ensure GST compliance

- Configure Tax Deducted at Source and
- Record simple TDS transactions

REQUIREMENTS

The programme starts from the basics of financial accounting and hence does not require any prerequisite knowledge. However knowledge of accounting would make the programme easier.

COURSE SYLLABUS

1. Fundamentals of Accounting
2. Maintaining Charts of Accounts in Tally.ERP 9
3. Maintaining Stock Keeping Units (SKU)
4. Recording Day to Day Transactions in Tally.ERP 9
5. Accounts Receivable and Payable Management
6. MIS Reports
7. Goods & Services Tax (GST)
8. Recording Vouchers with Tax Deducted at Source (TDS)

ELIGIBILITY

Any student of Mar Ivanios College (Autonomous) is eligible to join.

EVALUATION AND GRADING

Assessment will be online and grading shall be as per the assessment norms of Tally Education Pvt. Ltd

MODE OF LEARNING

Blended mode

COURSE FEE

Rs.2500/-

COURSE COORDINATORS

Lt. Dr. Regina Sibi Cleetus

Assistant Professor and Head

Post Graduate & Research Department of Commerce

Mar Ivanios College (Autonomous)

Email id: regina.cleetus@mic.ac.in

Mobile No: 9895710789

Dr. Sarin Thomas

Assistant Professor

Post Graduate & Research Department of Commerce

Mar Ivanios College (Autonomous)

Email id: sarin.thomas@mic.ac.in

Mobile No: 9446188874

.