

COURSE DETAILS

Certificate Course on Tally. ERP9 & Office Automation

Course Provider :

Department of Commerce

SRMV CAS (Unaided Wing)

Coimbatore -20

ELIGIBILITY

Candidates of 1st year B.Com

Objectives:

- ❖ Certificate in Tally ERP 9 & Office Automation course will give to the right skill set that will help with ease.
- ❖ This course will equip students with in-depth and expert knowledge of Tally course and Office Automation.

Course Fee: 3,000/-

Total Duration: 100 Hours

Principal

Dr.C.Jayabalakrishnan

Director

Dr.R.Sridhar

Head of the Department

A.Balagurusamy

Coordinator

K.L.Chandramohan

GENERAL INSTRUCTIONS

- Classes will be conducted out of the regular hours
- Minimum attendance of 75% is compulsory for appearing in examination
- Exam will be conduct by online mode

Contact

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SRI RAMAKRISHNA MISSION VIDYALAYA
COLLEGE OF ARTS AND SCIENCE
(AUTONOMOUS) COIMBATORE - 641 020.

(An Autonomous College Affiliated to Bharathiar University &
Reaccredited by NAAC with 'A' Grade)

DEPARTMENT OF COMMERCE

VALUE ADDED COURSE

TALLY. ERP 9

&

OFFICE AUTOMATION

2016-2017 onwards

Tally

POWER OF SIMPLICITY

SRI RAMAKRISHNA MISSION VIDYALAYA COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS), COIMBATORE - 641 020.

E – SMART EDUCATION AND TECHNOLOGIES, COIMBATOTE.

Tally. ERP 9 Syllabus 206- 2017

Accounting Software	
<p><u>Basic of Accounting:</u> Introduction :</p> <ul style="list-style-type: none"> - Types of Accounts - Golden Rules of Accounting - Accounting Principles, Concepts and Convention - Double Entry System of Book keeping - Mode of Accounting - Financial Statements - Recording Transactions of sample data 	<p><u>Fundamentals:</u></p> <ul style="list-style-type: none"> - Introduction - Getting Functional with Tally.ERP9 - Creation / Setting up of Company in Tally.ERP9
<p><u>Creating Accounting Masters :</u></p> <ul style="list-style-type: none"> - F11 Features - F12 Configuration - Setting Up Accounts Heads 	<p><u>Creating Inventory Masters:</u></p> <ul style="list-style-type: none"> - Stock Group - Stock Categories - Godowns / Locaitons - Unit of Measure - Stock Items - Creating Inventory Masters
<p><u>Voucher Entry:</u></p> <ul style="list-style-type: none"> - Accounting Vouchers - Inventory 	
<p><u>Advanced Accounting:</u></p> <ul style="list-style-type: none"> - Bill wise Details - Cost Centers and Cost Categories - Voucher Class and Cost Centre Class - Bank Reconciliation 	<p><u>Advanced Inventory :</u></p> <ul style="list-style-type: none"> - Order Processing - Reorder Levels - Tracking Numbers - Batch Wise Details - Stock Valuation - Zero Valued Entries - Inventory Ageing Analysis - Different Actual and Bill Quantities
<p><u>Value Added Tax (VAT):</u></p> <ul style="list-style-type: none"> - Configuring VAT - Creating Masters - Entering Transactions - VAT Reports - Accounting for Return Goods - Rate Difference in Purchase / Sales - Accounting for Interest Transactions - Exempt Transaction under VAT - Purchase from Unregistered Dealers - Inter State Branch transfers - VAT Reports 	<p><u>Central Sales Tax (CST):</u></p> <ul style="list-style-type: none"> - Basic of Central Sales Tax (CST) - Enabling CST - Recording Interstate Transactions - Payment of CST - CST Reports
<p><u>Point of Sale (POS):</u></p> <ul style="list-style-type: none"> - Configuring and Features of Point of Sale - Entering POS Transactions, POS Reports 	

<u>Service Tax:</u> <ul style="list-style-type: none"> - Basics - Configuring - Creating of Masters - Entering Transactions - Payment of Tax - Reports 	<u>TDS:</u> <ul style="list-style-type: none"> - Basics - Configuring - Creating of Masters - Entering Transactions - Payment of Tax - Reports 	<u>Excise for Dealers:</u> <ul style="list-style-type: none"> - Basics - Enabling - Creating Masters - Entering Transactions - Payment of Tax - Reports
<u>Excise for Manufactures:</u> <ul style="list-style-type: none"> - Basics - Enabling - Creating of Masters - Entering Transactions - Payment of Tax - Reports 		<u>Payroll Accounting and Compliance:</u> <ul style="list-style-type: none"> - Configuring - Creating Payroll Masters - Entering Transactions - PF & ESI Process - Payments - Reports

Tally.ERP 9 - Syllabus

Office Automation Syllabus

Windows

- Parts of a Computer and its Functions
- Different drives in the system
- Creation of Folders & Subfolders
- Rename a Folder
- Open any application, edit & save

MS Word

- Components of MS Word home screen
- Use various functions in MS Word
 - » Save and Save As
 - » Print Preview
 - » Cut Copy & Paste
 - » Undo & Redo
 - » Format Painter
 - » Bold, Italics & Underline
 - » Change Font Style
 - » Change Font Size
 - » Change Case
 - » Bullets & Numbering
 - » Text Alignment
 - » Line Spacing
 - » Find & Replace
 - » Insert – Table, Picture, Clip Art, Shapes & Smart Art
 - » Header & Footer
 - » Drop Cap
 - » Word Art
 - » Page Setup

- » Watermark
- » Page Borders
- » Indentation
- » Word Count
- » Spell Check & Grammar
- » Thesaurus
- » Keyboard shortcuts for functions

MS Excel

- Components of MS Excel home screen
- Difference between Worksheet and Workbook
- Inserting new worksheet
- Use various functions in MS Excel
 - » Cell
 - » Row
 - » Column
 - » Formula
 - » Function
 - » Insert Chart for data
 - » Chart sheet
 - » Sheet Tabs – Renaming
 - » Edit data in Cell
 - » Fill Handle
 - » Formatting Rows and Columns – width & Height
 - » Hide & Unhide
 - » Borders
 - » Formula – addition, subtraction, multiplication & division
 - » Function – Sum, Average, Date, If

MS PowerPoint

- Components of MS PowerPoint home screen
 - Use various features in MS PowerPoint
 - » Inserting a new slide
 - » Types of Slides
 - » Views – Normal, Slide Sorter, Notes Page & Slide Show
 - » Slide Background format
 - » Text Format
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- » Insert – Picture, Clip Art, Table or Movie Clip
 - » Slide Design
 - » Slide Transition
 - » Text Animation
 - » Rearranging Slides
 - » PowerPoint Presentation