SYLLABUS

CERTIFICATE COURSE IN COMPUTERISED USING TALLY.ERP 9

1. INTRODUCTION TO COMPUTERS
2. WINDOWS 7, 8

MS-WORD (WORD – 2010)

3. WORD AS AN EDITOR
    a. HOME MENU
    b. INSERT MENU
    c. PAGE LAYOUT
    d. VIEW MENU
    e. PRINTING USING WORD

MS-EXCEL (EXCEL-2010)

4. EXCEL AS AN SPREADSHEET
    a. HOME MENU
    b. INSERT MENU
    c. PAGE LAYOUT
    d. FORMULAS MENU
    e. DATA MENU
    f. REVIEW MENU
    g. VIEW MENU
    h. PRINTING IN EXCEL

1. TALLY
2. CONCEPTS OF BASIC & ADVANCE ACOUNTING
3. CONCEPTS OF COMPUTERISED ACCOUNTING
    a. COMPANY CREATION
    b. ACCOUNTS CREATION – LEDGER
    c. VOUCHER ENTRY
    d. DISPLAY – ACCOUNT BOOKS, TRIAL BALANCE, DAY BOOK, LIST OF ACCOUNTS
    e. REPORTS – BALANCE SHEET, PROFIT & LOSS ACCOUNT
    f. INVENTORY & INVOICING
    g. INTRODUCTION TO TAXATION