

**Council of Education's**  
**Deshbhakta Ratnappa Kumbhar College of Commerce, Kolhapur**  
**(An Autonomous College)**  
**Affiliated to Shivaji University, Kolhapur**

Name of the Certificate Course: <b>Certificate Course in Tally ERP 9 and GST</b>		
Duration: <b>60</b> Hours (3 Months)	Theoretical: <b>30</b> Hours	Total Course Credit: <b>4</b>
	Practical: <b>30</b> Hours	Course Code: <b>COC-5</b>
Total Fee: <b>Rs. 600</b>	Intake: <b>80</b>	Total Marks: <b>100</b>
<b>Introduced from June 2022</b>		
<b>Course Objective/s:</b>		
<ol style="list-style-type: none"> <li>1. To impart technical knowledge in the field of computerized accounting.</li> <li>2. To provide training to the students for employment and business.</li> </ol>		
<b>Course Outcome/s:</b>		
<ol style="list-style-type: none"> <li>1. Students will know accounting software- tally.</li> <li>2. Students will learn computing skills.</li> <li>3. Students will be able to use knowledge and training in computerized accounting.</li> </ol>		
<b>Unit No.</b>	<b>Name and Contents of Units</b>	<b>Number of Lectures</b>
<b>1.</b>	Basics of Accounting Methods of Accounting Installation of Tally Creating the Company Introduction to Tally, Account Groups of Tally Ledgers in Tally Work with Ledger & Trial balance Types of Vouchers used in Tally Entry of the transactions in to the vouchers Work with Ledger, Vouchers & Transactions	<b>10</b>
<b>2.</b>	Bank Reconciliation Statement Reconciliation of company's bank accounts with bank statement	<b>10</b>

3.	Inventory Process of Inventory Creations Work with inventory creation with Company Accounts check company's Stocks in tally	10
4.	Godown Activating Godown Creating Godown Working with Godown creation with Company Accounts	10
5.	Payroll Activating payroll Process for payroll in Tally Calculating Payroll for each employee Obtaining payment advise for Employee's payroll	10
6.	Basics of Taxation Introduction to GST Meaning and Concept of CGST,SGST,IGST and UTGST	10

**Reference Books:**

1. Gupta R. L. and Radhaswamy M.(2008). Financial Accounting',S Chand and Company, New Delhi.
2. Shraddha Singh.(2014).Tally ERP 9 Power of Simplicity, V& S Publishers, New Delhi.
3. Nadhani Asok.(2009).Tally ERP 9 Training Guide, BPB Publications, Mumbai.

**Eligibility:** A student who has passed HSC or equivalent examination and who has taken admission in the college.

**Evaluation Pattern:** An examination of 100 marks consisting of 60 marks for theory and 40 marks for practical shall be conducted at the end of first term.

**Name of Collaborating Agency (If Required):**

Modern Institute of Computers, Kolhapur