

**St. Mary's College (Autonomous),
Thoothukudi**

(Re-accredited with 'A+' Grade by NAAC)

CAREER ORIENTED PROGRAMME

on

TALLY. ERP 9 with GST

2022 – 2023

Certificate Course Brochure

Course Module

Department of Economics

St .Mary's College (Autonomous), Thoothukudi

Duration: 40 Hrs (2 Hrs per day)

Course Code:

S.No	Sessions
1	Users Interface and Company Management
2	Masters- Ledgers & Groups
3	Accounting Voucher
4	Inventory Voucher
5	Stock Transfers
6	Manufacturing Vouchers
7	Batch wise Details
8	Voucher Types and Class
9	Point of Sales
10	Budgets and controls in Tally
11	Party Ledger Analysis
12	Financial Reports
13	Export, Import, Backup and Restore
14	Tax Deducted at Source(TDS)
15	Payroll Accounting in Tally
16	Multi – Currency
17	Printing Reports
18	Miscellaneous
19	Shortcut Keys
20	Daybook in Tally
21	Goods and Services Tax (GST)

Learning Outcomes

S.NO	Upon completion of this course, students will be able to
1	Designed to impart knowledge regarding concepts of Financial Accounting Tally is an accounting package which is used for learning to maintain accounts.
2	Opportunity to get placements in different offices as well as companies in Account section.
3	Do possess required skill and can also be employed as Tally data entry operator.
4	Learn how to create single and multiple ledgers, group creation, budget, inventory groups and other functions.
5	To know about voucher entry, payment voucher, receipt voucher, credit and debit note
6	Students learn to prepare final accounts in tally along with cash flow statements and inventory analysis reports.
7	Accounting with Tally certificate course is not just theoretical program, but it also includes continuous practice, to make students ready with required skill for employability in the job market.

St. Mary's College (Autonomous), Thoothukudi
Department of Economics
Career Oriented Programme - Tally. ERP 9 with GST

2022 - 2023

III Year

Total Hrs: 40

Time: 2 -4 p.m.

Course In-charge: Mrs. Jeyalakshmi

Staff In-charge: Dr.D.Rathi

S.No	Date	Day
1	10.08.2022	Wednesday
2	11.08.2022	Thursday
3	18.08.2022	Thursday
4	01.09.2022	Thursday
5	05.09.2022	Monday
6	06.09.2022	Tuesday
7	07.09.2022	Wednesday
8	08.09.2022	Thursday
9	12.09.2022	Monday
10	14.09.2022	Tuesday
11	17.09.2022	Wednesday
12	27.09.2022	Friday
13	28.09.2022	Saturday
14	29.09.2022	Monday
15	06.10.2022	Tuesday
16	10.10.2022	Monday
17	11.10.2022	Tuesday
18	12.10.2022	Wednesday
19	18.10.2022	Tuesday
20	19.10.2022	Wednesday

Syllabus



Power of Simplicity

COURSE SYLLABUS

1. User Interface and Company Management
2. Masters - Ledgers & Groups
3. Accounting Voucher
4. Inventory Voucher
5. Stock Transfers
5. Manufacturing Vouchers
6. Batch Wise Details
7. Voucher Types and Class
8. Point of Sales
9. Budgets and Controls in Tally
10. Party Ledger Analysis
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17. Miscellaneous
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20. Goods & services Tax (GST)

Grade Sheet

St. Mary's College (Autonomous), Thoothukudi

III B.A. Economics

Certificate Course – Career Oriented Programme

Tally.ERP 9 –2022

Sl.no	Student Name	Mark	Grade
1	AATHILAKSHMI.U	75	A Grade
2	ABINAYA.P	56	B Grade
3	ALPHONSE KEPSIBA.A	58	B Grade
4	AMALI JOAN SOPHIA.A	76	A Grade
5	AMIRTHA VARSHINI.K	57	B Grade
6	AMUTHANJALI.M	55	B Grade
7	ANGEL JEBA.R	73	A Grade
8	ANTONY HARINI KIVATHIGA.A	76	A Grade
9	ANUSIYA.M	71	A Grade
10	EMISHA.J	57	B Grade
11	EPZIBA.S	54	B Grade
12	ESAKKI SELVI.B	71	A Grade
13	FRANCIS MEKLIN SMILA.X	78	A Grade
14	GAYATHIRI.G	52	B Grade
15	HARISHMA.T	73	A Grade
16	JANSIKA.R	-	-
17	JASMIN.J	73	A Grade
18	JEBA.J	53	B Grade
19	MAHARASI.T	51	B Grade
20	MAHESWARI.M	72	A Grade
21	MARIA DELPHIN.S	53	B Grade
22	MARIA DONA.J	-	-
23	MAIA FATHIMA RESHMA.P	-	-
24	MARIA ANTONY JEMIMA.A	52	B Grade
25	MARY VINI HELCIA.N	69	A Grade
26	MIRSHA.A	74	A Grade
27	MURUGESWARI.J	73	A Grade
28	MUTHU MARISH VIMALA.R	72	A Grade
29	NANDHINI.M	79	A Grade
30	NARMATHA.N	56	B Grade
31	PRAISY.R	-	-
32	ROSAN FATHIMA.S	73	A Grade
33	RUTH WESLEY.A	78	A Grade

Grade Sheet

34	SAHAYA SUBITSHA.G	73	A Grade
35	SELVA PACKIAM.B	72	A Grade
36	SELVA VINISHA.V	72	A Grade
37	SESU MARIA KEMI.P	51	B Grade
38	SHARMILA DEVI.S	-	-
39	SHARMILA MARY.I	74	A Grade
40	SHERIN.W	72	A Grade
41	SHYALIN.N	73	A Grade
42	SNEKA.A	71	A Grade
43	SNEKA.M	75	A Grade
44	SUBHA.V	-	-
45	SUGANSHA.P	-	-
46	SWETHA.T	70	A Grade
47	UMA SAKTHI.S	76	A Grade
48	VINTHIKA.R	51	B Grade

For RJ COMPUTER TECHNICAL INSTITUTE

M. Jayalaxmi
Proprietor

ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI
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CAREER ORIENTED PROGRAMME

CERTIFICATE

This is to certify that Ms. J. Marugawasi of B.A. Economics
has actively participated and successfully completed a course on _____
Tally - ERP 9 conducted during the academic year
20 22 - 20 23 with A' Grade.

M. Jeyalekshmi
Instructor



Lucia Rose
Principal
St. Mary's College (Autonomous)
Thoothukudi - 628 002