

REPORT OF CERTIFICATE COURSE IN TALLY- BASIC LEVEL

**COURSE CONDUCTED BY
DEPARTMENT OF COMMERCE
SREE NARAYANA COLLEGE FOR WOMEN KOLLAM
IN ACADEMIC COLLABORATION WITH
THE TALLY CERTIFIED TRAINING PARTNER
CYBERIA CYBER CAMPUS**



REPORT ON CERTIFICATE COURSE IN TALLY

DEPARTMENT OF COMMERCE

Academic Year 2019-20

Name of the Certificate Course: Certificate Course in Tally –Basic Level. (*Tally is a renowned and leading accounting software used by many companies the world over*). in association with the Tally certified training partner ‘Cyberia Cyber Campus’

Tally is an accounting software that is very much useful in making calculations in small and mid-level businesses. It usually stands for Transactions Allowed in a Linear Line Yards. You can do all the Banking, Auditing and Accounting Works using this software. Tally’s accounting features permit you to record business transactions instantly and easily. Record transactions necessary for your business by creating and maintaining vouchers, masters and generating reports. It helps you manage all the major accounting operations in your business.

The Certificate Course in Tally - Basic Level offered in our college gives a comprehensive study of basic functionalities of finance and accounts. It is a 2-Year certificate-level course that encompasses all critical aspects of an organization, including payroll, inventory, manufacturing and banking to name a few.

Date of Introduction : 9/12/2019

Total Students Enrolled : 5 (B.com 2019-22)

Duration : 30 hrs Practical and 15 hrs theory

Focus on Employability/Entrepreneurship : Assists the students to become job ready by equipping them to work in many government and private organisations, accounting firms, consultancies, auditing companies, market research etc. After the completion of the program, a fresher can begin their career as:

- Accounts executive
- Junior accountant

- Data entry operator
- Accounts assistant
- Tally operator
- Accountant trainee

The students have completed 30 sessions including theory and practical during the period December 2019-March2020. Due to lockdown restriction, the programme resumed on October 2020.

Details of students enrolled for Certificate Course in Tally			
Sl. No.	Candidate Code	Name of Student	Year of Admn in college
1.	15919129018	SREEPRIYA S	2019
2.	15919129036	BHAVANA P BABU	2019
3.	15919129040	FATHIMA B	2019
4.	15919129048	M S ATHIRA	2019
5.	15919129049	NAVAMI S	2019