

Solapur University, Solapur
“Certificate Course in Tally ERP-9”

Syllabus

Duration of course-6months

Fees-Rs.2000/-

Candidate’s Eligibility: Minimum H.S.C. Pass

To improve the quality of education of accounting of students and to make them technically strong in accounting we are putting for the proposal syllabus for the “Certificate course in Tally ERP-9”.

Objectives of this syllabus are:

1. To make students aware about the practical accounting in industry and business.
2. To make students technologically strong
3. To equip the students with the ability of doing accounting electronically
4. To gain confidence in accounting packages of software
5. To provide better carrier opportunities

Module 1: Introduction to Financial Accounting

- Accounting concepts

Module 2: Financial Accounting Basics

- Company creation
- Accounts Configuration
- Accounts Classification
- Accounts Master Creations
- Voucher Types and Classes
- Accounts Vouchers

Module 3: Financial Accounting Advanced

- Final Accounts
- Bank Reconciliation Statement

Module 4: Inventory

- Introduction to Inventory
- Stock Groups
- Stock categories
- Stock Item
- Reorder Levels
- Locations/Go downs
- Units of Measure
- Price List
- Tariff classification
- Dealer Excise opening stock
- Pure inventory Voucher
- Entry of Pure Inventory Voucher
- Bill of Material
- Purchase and Sales Order
- Invoice Entry
- Foreign Exchange Transactions

Module 5: Document Printing

- Printing
- Data Maintenance
- Import & Export of Data
- Security

Module 6: Software Maintenance & Upgrades

- Upgrades
- Data Maintenance
- Import & Export of Data
- Security

Module 7: TDS

- Introduction to Tax Deducted at Source
- TDS in Tally
- TDS Masters
- Vouchers/Transactions
- Advance to a party
- TDS Reports
- TDS Returns
- TDS E –Return
- TDS Outstanding
- Exception Report

Module 8: GST

- Introduction to GST
- GST Masters
- Vouchers & Transactions
- GST on MRP
- GST computation
- Filing returns of GST

Module 9: Introduction to Payroll

- Introduction to Payroll
- Payroll
- Payroll Information
- Employee Group
- Employee
- Salary Details
- Units
- Attendance/ Production Type
- Voucher Types in Payroll

Module 10: Introduction of Tally .NET

- Introduction of Tally .NET
- Creating Remote Users
- Authorizing Security Level
- Remote Login

Total Periods: 160
Total Theory period: 40
Total Practical period: 120

Solapur University, Solapur
“Certificate Course in Advance Excel”
Syllabus

Duration of course-6months

Fees-Rs.2000/-

Candidate’s Eligibility: Minimum H.S.C. Pass

To improve the quality of education of accounting of students and to make them technically strong and to provide better carrier opportunities, we are putting for the proposal syllabus for the “Certificate course in Advance Excel”.

Module 1: Complete Microsoft Excel 2013

1. Introduction to MS excel 2013
2. Starting MS Excel 2013 Application
3. Working with Ribbon & Quick Access Toolbar
4. Worksheet fundamentals
5. Selecting Cells & Ranges
6. Formatting Cell and Worksheet
7. Conditional Formatting
8. Insert Tab in Excel 2013
9. Create Custom Tables
10. Sorting Data
11. Advance filter
12. Creating Charts & Graphics
13. Chart types
14. Sparkline
15. Pivot table & Pivot chart
16. Insert slicer
17. Graphics & Designing in Excel
18. Working with Pictures, Clipart & shapes
19. Smart Art Objects
20. Hyperlinks
21. Printing Your Work
22. Page Layout options
23. Analyzing Data with Excel
24. Get External Data from Various sources
25. Data Validation
26. Performing spreadsheet What-If analysis
27. Scenario, Goalseek, Data Table
28. Solver
29. Macro
30. Developer Tab

Module 2: Basic Functions & Formulas in Excel 2013

1. Working with Formulas & Functions Function Library
2. Logical Functions: AND,IF,OR,NOT,TRUE & FALSE Functions
3. Text Functions :Search, Mid, Exact, Substitute, Replace, Find, Proper, Fixed, Trim, Clean, Text
4. Concatenate & T Functions
5. Date & Time Functions: Date, Today, Weekday, Datevalue, Time, Hour, Now, Days 360, Edate, Eomonth, Networkdays.... Etc

6. Financial Functions: Fv, Pmt, Pv, Rate, Nper, SLn, Db, Syd...etc
7. LOOKUP & Reference Function: Match, Vlookup, Hlookup, Lookup, Index, Offset
8. Mathematical Functions: Sign, Gcd, Lcm, Product, Sumproduct, Sumif,Ceiling, Fact, Mmult, Combin etc...
9. Trigonometry Functions: Degrees, Radians, Cos, Sin, Tan etc...
10. Database Function: Dsum, Dmax, Dproduct, Dvar, etc...
11. Statistical Functions: Counta, Countblank, Count if, Forecast
12. Frequency, Information Functions In Blank, Is logical, Info, Cell, Is ref etc
13. Engineering Function: Convert, Delta, Gestep, Imreal, Dec2hex Functions etc...
14. Using Names to work with Ranges Auditing

Module 3: Advanced Functions & Formulas in Excel 2013

1. Advanced Charts
2. Advance Pivot Tables
3. Logical Functions
4. Text Functions
5. Date & Time Functions
6. Data Validations
7. Conditional Formatting
8. Financial Functions
9. Lookup & Reference Functions
10. Hyperlinks, Linking & Embedding
11. Import Data
12. Database Functions
13. Statistical Functions
14. Sorting & Filtering Data
15. Tracking & Reviewing Changes
16. Scenario, Goal seek
17. Solver Data table

Module 4: Macros & VBA Programming in Excel 2013

1. Creating a Macro
2. Running a Macro
3. Editing a Macro
4. Adding a menu to Menu Bar
5. Adding a Command to Menu
6. Adding Buttons to a Toolbar
7. Data Handling, MIS, EXCEL and Access
8. Macro Generation & Application Design
9. VBA in Excel 2013
10. VBA Programming
11. Macros & VBA Editoe
12. Modifying the Recorded code
13. Projects & Reports
14. Various Examples

<p>Examination:</p> <p>Theory: 100 Marks</p> <p>Practical: 100 Marks</p>

<p>Total Periods: 160</p> <p>Total Theory period: 40</p> <p>Total Practical period: 120</p>
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Chairman

Member

Member