

ACADEMIC YEAR - 2020-2021

Department of Commerce

ADD ON COURSES- 2020-21

COURSE HOURS: 90

Course Code: ADD-DC-02

1. CERTIFICATE PROGRAM IN FINANCIAL ACCOUNTING

COURSE OBJECTIVES:

The objective of the course is to acquaint students with the accounting concept, tools and techniques influencing business organization. This certification course from Tally, India's leading business management software company is an advanced level certification course for candidate aspiring for growth in their careers. Candidates passing the online assessment will receive a verifiable certificate from Tally Education Pvt. Ltd.

SYLLABUS

MODULE 1

- > Tally .ERP9
- > Accountancy Simplified

MODULE 2

- > Business English

MODULE 3

- > Office Automation

MODULE 4

- > Employability skills

MODULE 5

- > Gulf VAT

2. ICB QUALIFICATION (EQUIVALENCE TO LEVEL 3)

The Institute of Certified Bookkeepers ("ICB") is British not for profit organization with the objective of promoting the bookkeeping profession worldwide and offering trusted bookkeeping qualifications to its students and members. ICB was founded in the United Kingdom in November 1996.

