

Department of Commerce

ADD ON COURSES- 2021-22

Course Code: ADD-DC-02

COURSE HOURS: 60

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.

SYLLABYS

MODULE 1

- The concepts and principles of business
- The importance of adhering to a set of ethical principles

MODULE 2

- How and when to take action to cope with unethical behaviors
- The legal requirements for forming a partner ship

MODULE 3

- Prepare a bank reconciliation statement

MODULE 4

- Calculate adjustments to the accounts including
 - ❖ Opening and closing stock
 - ❖ Depreciation of fixed assets
 - ❖ Accruals and pre-payments
 - ❖ Provision for doubtful debts

MODULE 5

- Prepare the final accounts for a non-incorporated business including processing of adjustments for opening and closing stock, depreciation, accruals, prepayments, provision for doubtful debts in the following areas.
 - ❖ Sole trader
 - ❖ Partnership
 - ❖ Not-for Profit Organisation

3. TALLYPRO

TallyPRO is an advanced level certification course from Tally is for candidates aspiring for growth in their careers. Candidates passing the online assessment will earn a verifiable digital certificate from Tally.

SYLLABUS

MODULE 1

- Fundamentals of accounting
- Journalizing and posting of transactions

MODULE 2

- Maintaining chart of accounts in tally erp 9
- Fundamentals of inventory management

