Note: *This course outline and schedule are tentative and may be adjusted by the instructor depending on class progress and circumstances.*

Computerized Accounting Course Outline

Tally ERP

Course Details

Course Type: Certification

Course Duration: 1 month

Class Frequency: 3 classes/week, 2 hours each

Mode of Delivery: On-Campus

Course Objectives

- Streamline Financial Management

- Improve Efficiency with Enterprise Resource Planning

- Gain Better Control Over Business Finances

Week-wise Course Plan

Week	Topics Covered	Learning Objectives	Assignments
1	Company Creation General Ledgers Chart of Accounts	Automation Organization Accessibility	Company Setup Chart of Accounts Basic Navigation
2	Sales and Purchase Process	Reduce Errors Faster Reporting Time Saving	Creating New Customers Raising & Recording Invoices Credit Notes Customer Statements Summarize outstanding balances.

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3	Adjustments of Unearned and Prepaid and others Payroll Management	Accurate Record Keeping Real Time Financial Insights	Adding Items Tracking Inventory Inventory Reports Create Payroll
4	Bank Reconciliation Reporting Process	Improved Decision Making Report Analysis	Bank Reconciliation Financial Reporting

Assessment Structure

Component	Weightage
Class Participation	20%
Assignments	40%
Final Project / Exam	40%

Final Project

Create a project to group individual transactions, estimates, and expenses associated with a single customer in one place. This gives you a single dashboard where you can view and edit the associated transactions and run project-specific reports.

Attendance Policy

- 80 % Attendance is mandatory for certification.

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