

# Skill Enhancement Certificate Course

## ACCOUNTING SOFTWARE FOR BUSINESS 3.0

November-January, 2023

2:30 PM- 4:30 PM

Date of Commencement: 16-11-2023  
(Online Mode- Tally Prime)



Department of Business Administration  
Under the Aegis of IQAC

## Maharaja Agrasen Institute of Management Studies

(A Unit of Maharaja Agrasen Technical Education Society)

Affiliated to GGSIP University, Delhi

NAAC Accredited with Grade "A++"

Recognized U/s 2(f) of UGC & Bar Council of India ISO  
9001:2015 Certified Institution

Campus: Maharaja Agrasen Chowk, Sector-22, Rohini,  
Delhi-110086 India (Est. 2003)

Office Phone: 8448186947

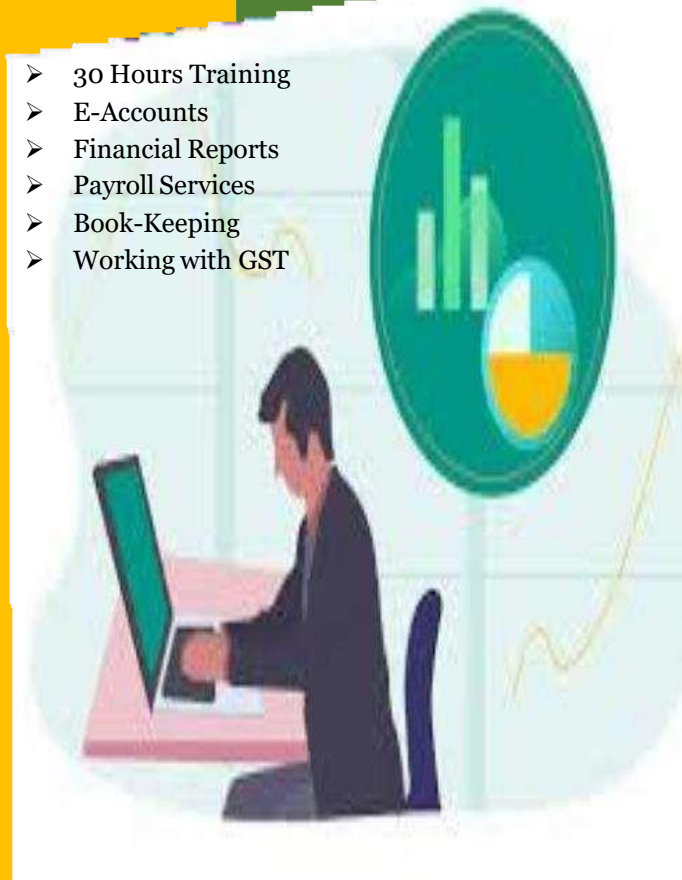
[www.maims.ac.in](http://www.maims.ac.in)

Courses offered: BBA, B Com(H), BA(H) Economics,  
BAJMC, BALLB, BBALLB

For any Queries contact:  
9811706416, Dr. Ekta Dargan  
7015980922, Dr. Shallu Aggarwal

[Click here to Register](#)

- 30 Hours Training
- E-Accounts
- Financial Reports
- Payroll Services
- Book-Keeping
- Working with GST



Cash Prizes to Top Performers



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## Course Description

- **Course Name: “Accounting Software for Business”**
- **Course Objectives:** This course is designed to impart knowledge regarding concepts of Financial Accounting Tally is an accounting package which is used for learning to maintain accounts. Online Tally course is practical and interactive. During the session, each Student will work through exercises and practice using the various Tally features covered during the course.
- **Commencement Date:** Thursday, 16<sup>th</sup> November, 2023\*

## Contents of the Course

<u>Lect. No.</u>	<u>Topics</u>
1	Introduction to Accounting, Software Installation and Company Creation
2	Creation/Alteration of ledgers/Multiple Ledgers/Groups/ Multiple Groups
3	Ledger Creation with Trial Balance
4	Types of Accounting Vouchers in Accounting Software
5	Journal Entries with Day Book
6	Trial Balance with Transactions
7	Bank Reconciliation in Tally
8	Creation of Financial Reports
9	Creation of Inventory Masters
10	Unit of Measure and Recording Stock Items
11	Godown Creation with practical example
12	Understanding Ratio Analysis
13	Payroll Services in Accounting Software
14	Accounting With GST
15	Inventory Management with GST
16	Taxation System with GST
17	Advance Features of Accounting Software
18	Printing & Housekeeping, Backup & Restore, Tally Vault
19	Exporting and Importing Data in Tally and Short-cuts
20	Overall Exercise

*\*Hands on practice on Tally*

*\*Participants must make arrangements for their own software*

## Who Can attend?

- This Skill Enhancement Certificate Course would enable the students to become more efficient in the workplace and will enhance their accounting software skills.

## Registration & Certifications

- **Number of Seats:** Limited seats are available on first cum first served basis.
- **Registration Fees per person (non-refundable):**

Dates	For Internal Participants	For External Participants
Upto 10 <sup>th</sup> November 2023	₹300/-	₹400/-
After 10 <sup>th</sup> November 2023	₹400/-	₹500/-

- **Cash Prizes of ₹500/-** each shall be given to top 3 performers.
- **Certificate of Merit** will be issued to top 5 Performers.
- **Certificate of Completion** will be issued to the participants who successfully complete the course.

### Bank Account / Paytm Details for Payment

Through Paytm / UPI	
Account Holder's Name	Ekta Dargan
Mob. No.	9811706416

### Registration Form Link

- After making payment. please fill the registration form using below link

<https://forms.gle/S2rKfzXjgWBnJ2xF8>

### Requirements for Issue of Certificate

- 80% or more attendance.
- Submission of solutions/ answers of all assignments.
- Submission of all weekly feedbacks
- Good performance in all MCQ based tests.

#### ADVISOR

**Prof. (Dr.) Rajni Malhotra  
Dhingra  
Director, MAIMS**

#### CHIEF COORDINATOR

**Dr. Manoj Verma  
HOD, Business Administration**

## Resource Persons

- Dr. Ekta Dargan, Assistant Professor - Business Administration
- Dr. Shalu Aggarwal, Assistant Professor- Business Administration
- Dr. Nisha Jindal, Assistant Professor- Business Administration
- Dr. Monica Sharma, Assistant Professor - Business Administration
- Ms. Shweta Goel, Assistant Professor- Business Administration

***“Education is the most powerful weapon which you can use to change the world.” — Nelson Mandela***

### Some of our industry-oriented add-on courses

1. Certificate Course on “Data Analytics-1.0”
2. Certificate Course on “Jamovi Software”
3. Certificate Course on “Business Applications of MS Excel”
4. Training Sessions for “NSE Certification course on Derivatives Beginner Module”
5. Certificate Course on “Tally Accounting Software”
6. \*Certificate Course on “Digital Marketing”
7. \*Certificate Course on “Financial Modelling”