# SHARADCHANDRAJI PAWAR COLLEGE, JEJURI

# *Tally*

## Objectives of the Cource

1. To impart knowledge regarding concepts of Financial Accounting. Tally is an accounting package which is used for learning to maintain accounts.
2. This course helps students to work with well-known accounting software i.e. Tally ERP.9.
3. To make students capable to create company, enter accounting voucher entries including advance voucher entries, reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software.
4. Accounting with Tally certificate course is not just theoretical program, but it also includes continuous practice, to make students ready with required skill for employability in the job market.

## Course Content

- **Detailed Syllabus of Tally.ERP9 With GST**
1. **Company Info Menu**
    - Select Company
    - shut Company
    - Create Company
    - Alter Company
    - Security Control
    - Change tally vault
    - Split Company data
    - Backup
    - Restore
    - Tally audit feature
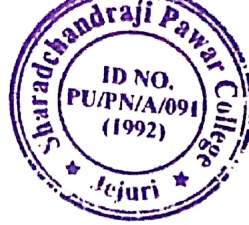
## 2. Accounting Information

- Accounting Configuration & Features
- Group Creation
- Multiple Group Creation
- Ledger Cration
- Multiple Ledger Creation
- New Voucher Creation
- Advance Ledger Creation

## 3. Invetory Information

- Inventory Configuration & Features
- Inventory info. Menu
- Stock groups
- Stock categories
- Stock Item
- Unit of measurement
- Bills of materials
- Locations / Godowns
- Batches & Expiry
- Inventory voucher types
- HSN Code Updates

## 4. Voucher Entry

- Accounting voucher
- Inventory voucher
- Optional & non-accounting voucher
- Order processing
- Advanced voucher entry

## 5. Advanced Accounting Features

- Cost category & cost centres
- Budgets
- Interest calculations
- Cheque printing
- Credit limits
- Scenario management

- Reorder levels & reorder quantity
- Price level & price lists

## 6. Quick setup
- Tally.net
- Excise for manufactures
- Excise for dealer
- Value-Added Tax
- Tax deducted at source
- Tax collected at source

## 7. Taxation
- Excise for manufacture
- Service tax
- Tax deducted at source (TDS)&TCS
- Value added tax (VAT)
- Central state tax (CST)
- Payroll features of Tally

## 8. Data management & Administration
- Backup & Restore
- Split a company, export & Import of data
- E-Capabilities (E-mail a report from tally.E.R.P9)
- Uploading the reports generated from tally. E.R.P9
- Tally ODBC, Inward connectivity
- Security controls
- Tally Audit Feature
- Tally Vault

## 9. Reports
- Display Financial Statements (Display balance sheet, Integrate acconts with inventory, setting closing-stock manually in th balance sheet with didderent stock valuation methods)
- Display profit & loss A/c(configuring profit & loss A/c, income/Expesne statement instead of P&L)
- Display trial balance (Configuring in trial balance)
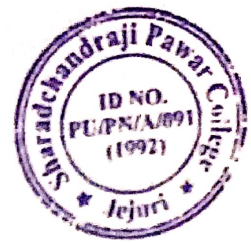
- Display registers & ledgers (display sales register, purchase register, cash book, bank book, journal register, day book, statement of accounts

## 10. Online Taxation Return

- Fill online ITR (Income Tax Return) download and filling forms.
- Fill online VAT, CST Return
- Excise Return & Forms
- Online service tax return
- TCS,TDS return

## 11. Introduction To GST

- Concept of GST
- Rate of Gst
- GST in other countries
- Categories of GST
- Other Concepts

**Method of Evaluation:**

After successfully completing course, the following method will be used to evaluate the performance of the candidates.

1. 50 Marks weightage will be given to descriptive and multiple choice based examination.
2. 50 Marks weightage will be given to practical performance of the candidates.

Principal
Sharadchandraji Pawar College, Jejuri
Tal Purandar, Dist. Pune

Acharya Atre Vikas Pratishthan Purandar's
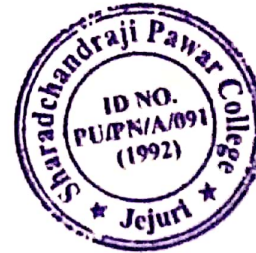
# Sharadchandraji Pawar College, Jejuri

# Certificate

This is to certify that **Miss. Jagtap Sayali Balaso** has completed **Talley Course** conducted

by the Department of Commerce, Sharadchandraji Pawar College, Jejuri in collaboration

with Savitribai Phule Pune University from 13/01/2023 to 24/01/2023.

Date: 24/01/2023

Prof. Chandrashekhar Kale
Coordinator
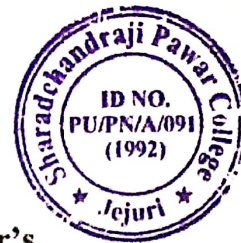Soft Skills Development Program

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(1992)
Sharadchandraji Pawar College · Jejuri ·

Dr. Dhanaji Nagane
Principal
S. P. College, Jejuri

# SHARADCHANDRAJI PAWAR COLLEGE, JEJURI

# SYLLABUS
# COMMUNICATION SKILLS

**Course Objective:**

The course is intended to give a foundation of English Language. The literary texts are indented to help students to inculcate creative & aesthetic sensitivity and critical faculty through comprehension, appreciation and analysis of the prescribed literary texts. It will also help them to respond form different perspectives. Following are some of the major objectives of the course:

1. Develop effective communication skills (spoken and written).
2. Develop effective presentation skills.
3. Conduct effective business correspondence and prepare business reports which produce results.
4. Become self-confident individuals by mastering interpersonal skills, team management skills, and leadership skills.
5. Develop all-round personalities with a mature outlook to function effectively in different circumstances.
6. Take part effectively in various selection procedures adopted by the recruiters.

**ASPECTS OF COMMUNICATION**

**Unit-1: Communication: An Introduction**
- Definition, Nature and Scope of Communication
- Importance and Purpose of Communication
- Process of Communication
- Types of Communication

**Unit-2: Non-Verbal Communication**
- Personal Appearance
- Gestures
- Postures
- Facial Expression
- Eye Contacts
- Body Language(Kinesics)
- Time language

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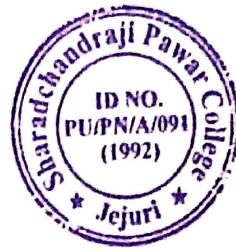
- Silence
- Tips for Improving Non-Verbal Communication

### Unit-3: Effective Communication
- Essentials of Effective Communication
- Communication Techniques
- Barriers to Communication

### Unit-4: Communication Network in an Organization-I
- Personal Communication
- Internal Operational Communication
- External Operational Communication

### Unit-4: Communication Network in an Organization-II
- Horizontal(Lateral) Communication
- Vertical(Downward) Communication
- Vertical(Upward) Communication

### Unit-6: Communication in English
- Age of Globalization and the Need for Communicating in English
- English as the First or Second language
- Uses of English in academic and non-academic situations in India

## VERBAL COMMUNICATION (ORAL-AURAL)

### Unit-7: Listening Skills-I
- Purpose of Listening
- Listening to Conversation (Formal and Informal)
- Active Listening- an Effective Listening Skill
- Benefits of Effective Listening
- Barriers to Listening
- Listening to Announcements- (railway/ bus stations/ airport /sports announcement/commentaries etc.)

### Unit-8: Listening Skills-II
- Academic Listening  (Listening to Lectures)
- Listening to Talks and Presentations
- Note Taking Tips

### Unit-9: Oral Communication Skills (Speaking Skills)-I
- Importance of Spoken English
- Status of Spoken English in India
- International Phonetic Alphabet(IPA) Symbols
- Spelling and Pronunciation

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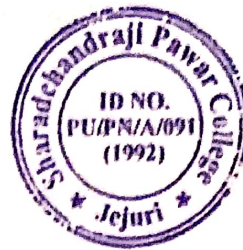
## Unit-10: Oral Communication Skills-II( Communication in Context-I)

- Asking for and giving information
- Offering and responding to offers
- Requesting and responding to requests
- Congratulating people on their success
- Expressing condolences
- Asking questions and responding politely
- Apologizing and forgiving

## Unit-11: Oral Communication Skills-III (Communication in Context-II)

- Giving instructions
- Seeking and giving permission
- Expressing opinions(likes and dislikes)
- Agreeing and disagreeing
- Demanding explanations
- Asking for and giving advice and suggestions
- Expressing sympathy

## Unit-12: Reading Skills
- Purpose, Process, Methodologies
- Skimming and Scanning
- Levels of Reading
- Reading Comprehension
- Academic Reading Tips

## VERBAL COMMUNICATION (WRITTEN)

## Unit-13: Effective Writing Skills-I
- Elements of Effective Writing (What is Writing?
- The Sentence, Phrases and Clauses
- Types of Sentences

## Unit-14: Effective Writing Skills-II

- Main Forms of Written Communication
- Paragraph Writing (Linkage and Cohesion)
- Letter Writing(formal and informal)
- Essay writing
- Notices

## Unit-15: Effective Writing Skills-III

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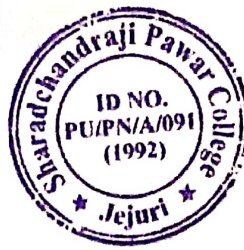
- Summarising
- Précis Writing
- Note-making

## Unit-16: Understanding and Applying Vocabulary
- Words Often Confused-Pairs of words
- One Word Substitutes
- Synonyms and Antonyms
- Word Formation: Prefixes, Bases and Suffixes (Derivational & Inflectional).

## Unit-17: Remedial English Grammar and Usage-I
- Articles
- Parts of Speech
- Tenses
- Modals

## Unit-18: Remedial English Grammar and Usage-II
- Prepositions and words followed by prepositions
- Concord (Agreement of the Verb with the Subject)
- Error Analysis( Correction of Errors in a given sentence - errors in the use of words -errors of indianisms - use of slang - errors in punctuation)

## COMMUNICATION AS A SKILL FOR CAREER BUILDING

## Unit-19: Preparing for a Career
- Identifying job openings
- Applying for a job
- Preparing Cover letters
- Preparing a CV/Resume and Effective Profiling

## Unit-20: Presentation Skills
- Preparing a PowerPoint Presentation
- Greeting and introducing
- Presenting a Paper
- Group Discussions
- Preparing for and Facing a Job Interview

## Unit-21: Business Communication

- Preparing Agenda and Minutes for Meetings
- Writing Notices and Memos
- Drafting an E-mail, Press Release
- Correspondence with Govt./Authorities, Office Orders, Enquiries and Replies)

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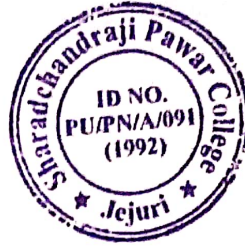
## Unit-22: Telephone Skills

- Basics of Telephone communication
- How to handle calls- telephone manners
- Leaving a message
- Greeting and Leave Taking over phone(etiquette)

## Unit-23: Time & Stress Management

- Identifying Time Wasters
- Time Management Tips
- Identifying Factors Responsible for Stress
- Stress Management Tips
- Test Preparation Tips

## Unit-24: Soft Skills for Leadership and Team Management

- Qualities of a Good Leader
- Leadership Styles
- Decision Making
- Intrapersonal skills
- Interpersonal skills
- Problem solving
- Critical thinking
- Negotiation skills

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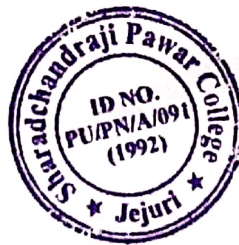# Sharadchandraji Pawar College, Jejuri

# Certificate

This is to certify that **Mr. Bhosale Suraj Shantaram** has completed Communication Skills conducted by the Department of English, Sharadchandraji Pawar College, Jejuri in collaboration with Savitribai Phule Pune University from 01/01/2019 to 11/01/2019.

ID NO.
PU/PN/A/091
(1992)

Date: 11/01/2019

Dr. Balaji Natkare
Coordinator
Soft Skills Development Program

Dr. Dhanaji Nagane
Principal
S. P. College, Jejuri

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