

**Institute Name: Anudip Foundation**

**Course Name : Advanced program in Accountancy Tally / Advance Excel (CEDES)**

**Syllabus:**

**Content:** Tally ERP-9 with GST  
Soft Skills  
Workplace IT  
Communicative English (Enguru)

**Tally ERP-9 with GST**

- Accounting Introduction
- Basis of Recording Transactions
- Branches of Accounting & Accounting Groups.
- Accounting Principles
- Fundamentals of Tally ERP 9.0 GST Release 6.5
- Getting Functional with Tally ERP 9.0
- Company Features in Tally ERP 9.0
- Ledgers & Groups
- Accounting Voucher
- Invoicing
- Recording journal entries
- Purchases & Sales Invoice
- Point of Sales
- Budgeting Systems
- Job Costing
- Analysis of Financial Statements
- Statutory & Taxation
- Income Tax
- Payroll
- Billing
- Goods & Service Tax Act,2017
- Printing Reports
- Ratio Analysis
- Management Control Systems

**Soft Skills**

- Relocation for a Better Life
- Getting Ready for Work
- Time Management
- Developing discipline and Understanding the Office Work Culture
- Resume writing and interviews skills
- Job Ownership
- Goal Setting
- Current IT trends and requirement
- Self-introduction in an interview
- Types and techniques of interview
- Art of cracking interview

**Workplace IT**

- Computer and It's Hardware
- Software Basic
- Understanding & Working with Windows
- Microsoft Excel
- Microsoft Excel - File and HOME Tab
- Microsoft Excel - Home Tab 2
- Microsoft excel - Home Tab 3
- Inserting Filters

- Microsoft Excel – Formula
- Microsoft Excel Shortcut
- Microsoft word – Starting
- Microsoft Word - Home Tab-1
- Microsoft Word Shortcuts
- Introduction to Internet
- EMAIL

**Durations:** Hours- 200(2 hours daily)

Days- 70 (5 days in week)

**Mode:** Online (google hangout app)

**Note:**

- Students will be provided with Login ID & password, which will be useful for accessing books and giving exams on LMS application.
- Students will be provided two app for accessing study material
  1. Enguru App (for English)
  2. Diya App(LMS)

**Name of the student**

NAME OF THE STUDENTS	Course Name
Nandani ravidas	TALLY 9 ERP WITH GST (DAT)
Sejal Jangam	TALLY 9 ERP WITH GST (DAT)
Sushant Suvarna	TALLY 9 ERP WITH GST (DAT)
Dhanashree Madhukar Khadtale	TALLY 9 ERP WITH GST (DAT)
jhanvi yelve	TALLY 9 ERP WITH GST (DAT)
Rutik Gaikwad	TALLY 9 ERP WITH GST (DAT)
Jyoti Gupta	TALLY 9 ERP WITH GST (DAT)
Monika Rodrigues	TALLY 9 ERP WITH GST (DAT)
Bhagyashri Patil	Advance excel
Siddhi Ghadge	Advance excel
sumbhaji madke	Advance excel
Laxmi kumar	Advance excel



*Sushila*

I/C Principal

Dr.Sushila Vijaykumar



**Certificate of Merit is awarded to  
SUSHANT CHANDRAHAS SUVARNA**

For successfully completing 210 hours of training on  
Advanced Program in Accounting with Tally


from Anudip Foundation Skill and Career Development Centre

at Thane, Maharashtra.

Grade:- A

Duration:- June 2021 to October 2021

Student Reg.No:- MHAFT/AF0111648

  
Monisha Banerjee  
[Chief Executive Officer]



Anudip Foundation  
Cimsys Towers, 3rd Floor, Plot Y-13, Block-EP, Sector-5, Salt Lake, PS: Bidhan Nagar (EAST), Kolkata-700091, India  
CIN: U91900WB2007NPL116269



*Sushila*

I/C Principal

Dr.Sushila Vijaykumar