



Dissemination of Education for Knowledge, Science and Culture”
- Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha Kolhapur's



RAJE RAMRAO MAHAVIDYALAYA, JATH

Dist- Sangli (Maharashtra) 416 404

UGC Recognition under 2F & 12 (B) UGC Act 1956

(Affiliated to Shivaji University, Kolhapur)

NAAC Reaccredited : “B” (Third Cycle)

DEPARTMENT OF COMMERCE

Career Oriented Course

Certificate course in “ Account Executive”

(Pradhan Mantri Kaushalya Vikas Yojana)

Submitted to

Internal Quality Assurance Cell (IQAC)

RAJE RAMRAO MAHAVIDYALAYA, JATH

Objectives of Course:

- ❖ **To help you to identify financial transaction and events.**
- ❖ **To Identify the financial transaction and to record these systematically in the books of accounts.**
- ❖ **To create awareness about the business opportunity among UG students.**
- ❖ **Providing knowledge of transaction information to all interested users.**
- ❖ **Coordinate internal and external resources to expedite workflow**

Scope:

The role of an account executive (AE) is to build relationships with new clients and manage relationships with existing ones. Account executive jobs exist across industries, serving as point of contact for clients and internal company teams, often interacting with both daily. As expert communicators, they are proficient at planning and coordinating account activity, generating sales opportunities, and reporting status of accounts on a regular basis. A successful candidate will build strong client relationships, identify gaps and growth potential, and explore untapped opportunities.

Course Outcomes:

On successful completion of the course students will be able to:

Verify the receipt / payments related documents and record the receipt / payment transactions in the book of accounts, prepare reconciliation statements and execute cash and inventory management.

- Obtain and verify documents related to purchases / sales and pass accounting entries in journals.
- Make provisions under various heads, prepare statement of depreciation, and prepare reports on profit and loss account and balance sheet and other financial statements.
- Communicate effectively with customers, superiors and colleagues, maintain service orientation and achieve customer satisfaction.
- Maintain integrity of transactions to ensure security of data and practice ethical behavior.

Nature of Programme:

Duration of Course: 30 Days

Eligibility of Course: All UG

Students Admission: First come

first served basis Intake: 60

Total Marks: 100

Evaluation:-

All Students performance will be evaluated through

- a. Attendance 30 Marks
- b. Practical 20 Marks
- c. Oral Test 10 Marks
- d. Written test 50 Marks

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Total: 100 Marks

Course Content

Unit. No.	Name & Contents of Units
Unit I	1.Introduction To Tally Erp 9 <ul style="list-style-type: none">• 1.Salient Features Of Tally .• 2.Accounting Features Of Tally.• 3. Creat A Company,• 4. Select Company .• Shut A Company .• Alter A Company .• Delete A Company.
Unit II	2. Stock & Godown <ul style="list-style-type: none">• .Introduction To Stock Group• Creating A Single Stock Group.• Displaying Single Stock Group.• Displaying Multiple Stock Group.• Altering A Single Stock Group.• Altering Multiple Stock Group.• Introduction To Stock Categories

Unit III	3. Group, Ledger, Voucher, Order, Invoice <ul style="list-style-type: none"> • Introduction To Groups • Creating A Group • Creating A Single Group • Creating Multiple Group • Displaying A Group • Displaying A Single Group • Displaying Multiple Group • Altering Groups
Unit IV	4. Reports In The Tally.Erp 9 <ul style="list-style-type: none"> • Basic Features Of Displaying Reports • Working With Balance Sheet • Schedule Vi Balance Sheet • Button Option In Secdule Vi Balance Sheet • Configuring The Balance Sheet • Adding A New Column In A Balance Sheet
Unit V	5. Payroll In Tally.Erp 9 <ul style="list-style-type: none"> • Introduction To Payroll • feature Of Tally Erp 9 Payroll • Enabling Payroll In Tally. Erp • Introduction To Employee Categories • Createing Single Employee Categories • Createing Multiple Employee Categories
Unit VI	6.Taxation <ul style="list-style-type: none"> • Introduction To Service Tax • Service Tax Features In Tally.Erp9 • Enabling Service Tax In Tally.Erp9 • Creating A Service Purchase Ledger • Creating A Service Sales Ledger • Creating A Service Provider (Supplier) Ledger • Creating A Service Receiver (Customer) Ledger

Career Opportunity and Employability

Account executives help businesses gain new customers, make sales, create plans to increase sales, and keep existing clients happy. Because this position is so important for business development goals, recruiters look for applicants with the necessary skills to meet account executive job requiremen

An Account Executive is a sales-based professional who sells services and products to organisations and individuals. Account Executives may work in areas such as advertising, information technology, property and travel.

References:

1.Tally prime with GST. By Gaurav Agarval

2.Tally ERP9 book (Advance usages) By Sanjay Santpathy

3. Tally ERP9 Traning Guide. By Ashok K. Nadhani

4.Tally Course books for beginners .By Vaibhav Kakkar