



## **SCHOOL OF MANAGEMENT, KRISTU JAYANTI COLLEGE, AUTONOMOUS, BENGALURU- SKILL DEVELOPMENT PROGRAMME**

In a collaborative effort between Kristu Jayanti School of Management and Edify Institute, a comprehensive Tally training initiative was meticulously curated for the first-year MBA students of the school. This program, spanning from January 3 to January 10, aimed to equip students with essential expertise in financial accounting and Tally software, fostering a practical skill set, crucial for their future endeavours. The training sessions covered a spectrum of key subjects essential for proficient Tally utilisation.

The week-long instructional journey commenced with foundational principles on the inaugural day, introducing students to Accounting Masters and guiding them through the process of establishing a company in Tally. Subsequent days delved into critical realms, including the utilisation of account groups, fundamental function keys, configuration keys, units, and alterations. The program seamlessly progressed to imperative topics such as inventory masters, encompassing stock groups, stock

categories, stock items, goods downs, and stock summaries. A dedicated session on security management, covering passwords and user settings, was seamlessly integrated into the comprehensive curriculum.

Instructors, disseminating their expertise in distinct classrooms tailored for the MBA students provided hands-on mentorship. They adeptly showcased various shortcuts and optimal Tally utilisation, empowering students with practical insights. Through engaging in interactive class activities, students solidified their comprehension by applying the acquired concepts. A qualifying assessment marked the culmination of the course. The issuance of completion certificates served as a testament to the participants' success in the assessment. Beyond enhancing students' grasp of financial accounting, the course equipped them with tangible tools for professional advancement.

