बिरसा मुंडा ट्रायबल युनिवर्सिटी
Birsa Munda Tribal University

राजपिपला, जि॰ नर्मदा Rajpipla, Dist. Narmda
Established by Tribal Development Department, Govt. of Gujarat

School of Commerce
B.COM. Programme

Subject Code & Name: BC04SECC02 Computerized Accounting

Teaching and Evaluation Scheme:

Teaching Scheme				Examination Scheme			
Credits				Component Weightage (%)			
				CCE		SEE	
L	T	P	Total	TH	PWE	TH	PWE
1	1	2		25	25	25	25

Programme Name	B.Com.
Semester	IV
Course Code	BC04SECC02
Course Title	Computerized Accounting
Course Content Type (Th./Pr.)	Theory + Practical
Course Credit	2
Sessions+ Lab. Per Week	1 + 2
Total Teaching/Lab. Hours	15 Theory Hours + 30 Theory Hours
* 2 Laboratory = 1 Session	

Learning Objectives

1. To Develop Skill of Basic Computerized Accounting Among the Commerce Students.

Prerequisites (if any)

Basic knowledge of Computer

Learning Outcomes

1. Basics of Accounting, working with the Basic Features of Tally ERP 9 How to Create a Company in Tally.
2. Creation of a Ledger, Making Groups and Various Under Groups.
3. Types of Vouchers, Its Short Cuts and Voucher Entry.
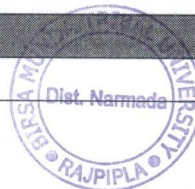4. How To See and Print Various Reports Available in Tally.

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Detailed Contents

UNIT	TOPIC/SUB-TOPIC	TEACHING HOURS
I	**FEATURES (F11) & CONFIGURATIONS (F12)** ➤ Introduction to Tally ➤ Company Features (F11) ➤ Accounting Features ➤ Inventory Features ➤ Statutory & Taxation Features ➤ Company Configuration (F12) ➤ General ➤ Numeric Symbols ➤ Accts / Inventory info. ➤ Voucher Entry ➤ Invoice / Order Entry ➤ Payroll Configuration	15
II	**ACCOUNTS WITH INVENTORY** ➤ Need & Importance of Inventory Management ➤ Stock item, Stock Group, Categories ➤ Unit Of Measure ➤ Godown and Stock item ➤ Transaction of Inventory of Business ➤ Display and reporting of inventory Statement – Accounting and inventory reports in Tally. ➤ Display, Alter, Delete- Option for above	15

Reference Books

1. Learning Tally ERP 9 with GST, Kindle Edition, Sajee Kurian
2. TALLY ERP 9 TRAINING GUIDE - 4TH REVISED & UPDATED EDITION, PBP Publications, Ashok K Nandhoni
3. Tally Erp 9 Advance With Gst Gujarati Medium Book, Shah And Company Gujarat
4. Tally ERP 9 with GST in Gujarati, Computer World 5 Tally Erp 9 Advance With Gst Gujarati Medium Book, Paperback, Gujarati, Tanumati Parmar And Sukani

Web Resources

Required Software(s) (if any)

Tally Prime/Tally 9.0

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Practical(s) (if any)

L:: Lecture, **T::** Tutorial , **P::**Practical

CCE:: Continuous and Comprehensive Evaluation

(CCETheoryincludes Mid Semester Examination, Assignment, MCQ quizzes, Seminar, Reflective notes, class participation, case analysis and presentation, slip tests (announced/ surprised), attendance etc. or any combination of these)

PWE:: Practical Work Examination

(PWE includes Laboratory practical work, project work, viva simulation exercise work etc.)

SEE:: Semester End Evaluation