



Bachelor of Commerce (B.Com.)
Semester - II

Course Code	UB02 MDCOM 03	Title of the Course	Computer Applications in Business-II
Total Credits of the Course	04	Hours per Week	02(Theory) + 02(Practical)

Course Objectives	To develop skill of basic computerized accounting among the commerce students.
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Course Content		
Unit	Description	Weightage (%)
1.	Features (F11) & Configurations (F12) : <ul style="list-style-type: none">• Company Features (F11)• Accounting Features• Inventory Features• Statutory & Taxation Features Company Configuration (F12) <ul style="list-style-type: none">• General• Numeric Symbols• Accts / Inventory info.• Voucher Entry• Invoice / Order Entry• Payroll Configuration	25 %
2.	Accounts with Inventory: <ul style="list-style-type: none">• 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	25 %
3.	Advance Tally GST <ul style="list-style-type: none">• GST Fundamentals• GST Entry Using Tally• GST Reports Tax Deducted at Source (TDS) <ul style="list-style-type: none">• TDS Fundamentals• TDS Entry Using Tally• TDS Reports	25 %





4.	<p>Advance Tally: PAYROL</p> <ul style="list-style-type: none">• PAYROL Fundamentals• PAYROL Entry Using Tally• PAYROL Reports <p>Important Features of Tally:</p> <ul style="list-style-type: none">• Export to Excel• Split company• Data Backup / Restore• Gujarati Entry in Tally	25 %
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Teaching- Learning Methodology	<p>Theory (50%) + Practical (50%) Practicals : Practical are based on above Units.(Weightage 50%) – Two Practical periods per week per batch. Multiple teaching approaches: Lectures and discussion, exploration and inquiry, cooperative group work, demonstration and presentation. Traditional classroom teaching as well as online/ICT based teaching practices. Hands on training through required ICT tools.</p>
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination Theory (50%) + Practical (50%)	70%

Course 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.





Suggested References	
Sr. No.	References
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

On-line resources to be used if available as reference material
On-line Resources:
https://www.youtube.com/watch?v=xwpJ5QX9WEU
https://www.youtube.com/watch?v=vH9Q-EUJvw8
https://www.youtube.com/channel/UCMI9GGeRPvyonHiXcsQxbA
https://www.youtube.com/watch?v=zzFE58Ueo5A&list=PLZPPXOnsE2tOXDleogVN74ck3CTOE0tLz

