



**Bachelor of Commerce (B.Com.)**  
**Semester - I**

<b>Course Code Inter-Disciplinary</b>	<b>UB01HDCOM03</b>	<b>Title of the Course</b>	<b>Computer Applications in Business-I</b>
<b>Total Credits of the Course</b>	<b>04</b>	<b>Hours per Week</b>	<b>02(Theory) + 02(Practical)</b>

<b>Course Objectives</b>	To develop skill of basic computerized accounting among the commerce students.
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<b>Course Content</b>		
<b>Unit</b>	<b>Description</b>	<b>Weightage (%)</b>
<b>1.</b>	<p>Basic of Accounting:            Basic Accounting Terms (terminology): Assets, Liabilities, Income, Expense, Capital, Revenue, Debtor, Creditor, Journal, Ledger, Daybook, Stock, Drawing, Discount, Profit, Loss, Loan, Trial Balance, Balance sheet, Etc.            Accounting System (Desi nama, Single Entry, Double Entry), Types of Account, Rules for Accounting, Basic Steps In Accounts Compilations.            What is Accounting Software? Advantage of accounting software v/s Manual.            Characteristics and Advantage of Tally            How to start Tally, Tally screen Components.            Company Creation, Select Company, Alter Company, Delete Company.</p>	<b>25 %</b>
<b>2.</b>	<p>Accounting Master Creation:            Groups: Predefined Group, Bank a/c ,Bank occ ,Bank od, Branch/ Division, Capital Acc., Cash in hand, Current Assets, current Liabilities, Deposits, Direct Expenses, Direct Incomes, Duties &amp; Taxes, Expenses (Direct), Expenses (Indirect), Fixed Assets, Income(Direct), Income (Indirect), Indirect Expenses, Indirect Income, Investments, Loan &amp; Advances (Assets), Loan (Liability), Misc. expanses (Assets), Provisions, Purchase A/c, Reserves &amp; Surplus, Retained Earnings, Sale Acc. Secured Loans, Stock in hand, Sundry Creditors, Sundry Debtors, Suspense a/c, Unsecured Loans.            Ledger Creation ( Single, Multiple, Alter, Delete)            Group Creation (Single ,Multiple, Alter, Delete)</p>	<b>25 %</b>
<b>3.</b>	<p>Voucher: Different types of Voucher like: Cash memo, Invoice / Bill, Receipt, Credit note, Debit note, Check, Journal Voucher.            Voucher in Tally: Purchase/Invoice, Sales /Invoice, Receipt, Payment, Contra, Journal, Credit Note, Debit Note.            Non Accounting Voucher: Memo, Reversing Journal, Post Dated, Optional Voucher Entry using above Voucher.</p>	<b>25 %</b>
<b>4.</b>	<p>View and Print Reports :            Steps to View Different Report, Option available in each Report.            Balance Sheet, Trial Balance, Profit &amp; Loss A/c            Book &amp; Registers:            Cashbook, Bankbook, Sales Registers, Purchase Register, Journal Register, Group Summary, Group Voucher, Day book, List of Accounts.</p>	<b>25 %</b>

<b>Teaching-</b>	Theory (50%) + Practical (50%)
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<b>Learning Methodology</b>	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.
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<b>Evaluation Pattern</b>		
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%

<b>Course Outcomes</b>	
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.

<b>Suggested References</b>	
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 WithGst Gujarati Medium Book, Shah And Company Gujarat
4	Tally ERP 9 with GST in Gujarati, Computer World
5	Tally Erp 9 Advance WithGst Gujarati Medium Book, Paperback, Gujarati, Tanumati Parmar And Sukani

On-line resources to be used if available as reference material
On-line Resources:
<a href="https://www.youtube.com/watch?v=xwpJ5QX9WEU">https://www.youtube.com/watch?v=xwpJ5QX9WEU</a>
<a href="https://www.youtube.com/watch?v=vH9Q-EUJvw8">https://www.youtube.com/watch?v=vH9Q-EUJvw8</a>
<a href="https://www.youtube.com/channel/UCMIf9GGeRPvyonHiXcsQxbA">https://www.youtube.com/channel/UCMIf9GGeRPvyonHiXcsQxbA</a>
<a href="https://www.youtube.com/watch?v=zzFE58Ueo5A&amp;list=PLZPPXOnsE2tOXDleqVN74ck3CTOE0tLz">https://www.youtube.com/watch?v=zzFE58Ueo5A&amp;list=PLZPPXOnsE2tOXDleqVN74ck3CTOE0tLz</a>

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