

SARDAR PATEL UNIVERSITY
Programme: MCOM
Semester: III
Syllabus with effect from: June 2014

Course Code: PB03SCOM01	Total Credits: 5
Course Title: Computer Application to Business – II	

Unit	Description in detail	Weightage (%)
1	Computerized Accounting System: A short history of accounting- Early technology- Use of computers in accounting- Role of computers in accounting- Need and requirements of computerised accounting-Basic Requirements of the Computerised Accounting System- Limitations of a Computer and Computerised Accounting- Popular Accounting Software around the world.	25 %
2	Basic of Accounting: What is accounting- Type of accounting- Classification of Income & Expenditures -Rules for Debit and Credit- Type of vouchers- Transaction of business -Journal Entry- Adjustments- Final Accounts.	25 %
3	Steps for working in the Tally: Create Company-Creates Groups-Create Ledgers-Voucher Entries for all kinds of Transaction-Display Reports and all features of software. (Practical training in detail for all features)	25 %
4	Inventory Management: Inventory Management: Need and Importance of Inventory Management, Vouchers for Inventory transactions, Creating Groups, Categories, Unit of Measures, Go down and Stock Items, Transaction of inventory of a business, Display and reporting of Inventory statements- Accounting and inventory reports in tally. (Practical training in detail for all features)	25 %

Basic Text & Reference Books:

- Dinesh Maidasani (2008) Tally 9.0 Firewall Media.
- K & K. K Nadhani “Implementing Tally 9”BPB Publication, latest edition.

