

**MCM5008**

**COMPUTERIZEDACCOUNTING**

Course Code	MCM5008	Semester	II
Course Title	COMPUTERIZEDACCOUNTING		
Credits	3	Type	ELECTIVE

This course shall have 3 lecture hours, 2 practicals, 1 tutorial.

**This is a practical Skill based, employability based course.**

**Course Objective**

The objective is to provide students with the opportunity to acquire knowledge of business concepts, as well as gain the necessary computerized accounting and office skills.

**LearningObjectives**

- To demonstrate an understanding of basic computerized accounting terminology, learn howaccountingapplicationsare used,andbecomefamiliarwiththehistoryofthebusiness accounting software solvingapplications.
- To demonstrate simple statistical calculations inExcel.
- Acquire competency to enter accounting transactions in the accounting software and have the capability of generating different accountingreports/documents.
- To introduce the students to the Basic of Accounts and the usage of Tally for accounting purpose.
- To cover the main features and components ofTally.
- To develop basic knowledge on GST in Tally.
- Toutilizecomputerinmaintainingaccountingrecords,makingmanagementdecisions,and processing common business applications with primary emphasis on a general ledger package.
- Develops further skills in maintaining accounting records, provides in-depth exposure to accounts receivable/accounts payable, payroll and inventorymodules.

**Course Structure**

**UNIT – I:**

**Microsoft Excel:** Introduction -Entering and Editing Text -Formula – Alignments – Menus, Commands, Toolbars and their Icons – Creating Charts -Templates – Sharing Data Between Applications – Simple calculations using statistical functions: sum, average, Correlation co-efficient-growth rate- simple interest- compound interest- rank correlation-Regression.

**UNIT – II:**

**Basic Accounts:** Starting Tally – company creation – chart of Accounts – account masters – voucher entry – single mode voucher entry – accounts voucher printing – day book Summaries – Trial Balance – Final Accounts – Reports printing.

**UNIT – III:**

**Traders Accounts:**customer supplier profile – sales purchase voucher Entry – sale, Purchase summary – outstanding reports Advanced Accounts – Cost categories & cost centers – voucher entries – TDS –

service Tax – Bank Reconciliation – Interest – voucher class.

**UNIT – IV:**

**Security:** Security control set up for company – security level – Internet connectivity – E-mail – e-mailing a report – Web Browser- GST - Front Accounting.

**Practicals**

- Prepare a financial statements though Tallyaccounts
- Draft e-mail as a businessreport.
- Create Charts and templates for businessaccounts and prepare a report.

**Skills**

- Will be able to gain knowledge on MS –Excel in accounting.
- Will be able to draft reports though e-mail.
- Will be able to assess the security levels and control set up for organizations.

**Learning/Course Outcomes**

- Enter all the business transactions in computerized accounting systemefficiently.
- Students are familiarized with the statutory features of Tally like VAT, CST, TCS, TDS, and ServiceTax.
- Student will do by their own create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements in Tally ERP.9software.
- Get basic understanding ofGST.
- To understand the Business Fundamentals and develop the desirable attitude and skill in application of these knowledge in the real timeenvironment.
- The students will be able to apply the business fundamentals in the working environment. The student will be able to understand the various functions ofBusiness.

**Books for Reference:**

1. A.K.Nadhani&K.K.Nadhani, “Implementing Tally ERP 9”, BPBPublications.
2. Asok K Nadhani : Implementing Tally .ERP 9: BPBPublications.
3. Asok K Nadhani: GST Accounting with Tally ERP.9: BPBPublications.
4. Asok K Nadhani: Mastering Tally ERP.9: BPBPublications.
5. CMTembhurnekarandAlokDwivedi:ComputerizedAccounting:SaiJyothiPublications
6. Manoj Bansal and Ajay Sharma: Computerized Accounting System: Sahitya Bhawan Publications.
7. Ramesh Bangia: Using Tally ERP.9: KhannaBooks.
8. Sanjay Saxena, “MS-Office 2007 in a nut shell”, Vikas Publishing House PrivateLtd.
9. V. Sundaramoorthy, “Tally 9 Volumes I & II”, Genesis – VBSE Pvt.Ltd.