

Guidelines and Syllabus

1. Introduction

The course has been designed to acquaint students with the computerized accounting practices used in the industry. Practical knowledge about accounting software will be provided to the students' along with hands on experience in the computer laboratories. The course aims at enhancing skills and employability of students. This course is an extension of the existing curriculum of Financial Accounting.

2. Objective of the Certificate Course

- To develop the understanding of the basic concept of Computerized Accounting.
- To develop the Knowledge about Tally Accounting software .
- To develop the understanding of Computerized Accounting.

3. Nature of course curriculum -

The course mentioned above is the certificate course. A student studying in the college can also simultaneously complete one of the courses during his study in the college. The idea behind this is that an under graduates and graduate completing this certificate course.

4. Duration -

The certificate course will be of 50 marks & duration is 36 Hours commencing from January to March. The course curriculum will be conducted in afternoon session as per the convenience of the college. There will be one lectures in session.

5. Eligibility -

Student – Any student from B.Com. Faculty.

6. Intake capacity -

The intake capacity of course is 30-50.

7. Medium of instruction -

The medium of instruction for the course shall be English.

8. Award of certificate -

The student shall be eligible for the award of the respective course certificate after he/she has successfully completed the entire prescribed course program and has secured a minimum of 40% marks in paper.

9. Certification :

The college needs to provide 'Course Completion Certificate' to every student who completes the course successfully. The certificate must contain the grade obtained by the student in the examination.

Syllabus

CCOM-2 Certificate Course in Computerized Accounting

Unit No.	Contents
1.	Introduction to Computerised accounting, Accounting software, Features, advantages and disadvantages
2.	Tally Fundamentals Accounts Masters – Groups, Ledgers, Voucher Types – Create, Display, Alter
3.	Accounting Voucher Types – Contra, Payment, Receipt, Journal, Sale, Purchase, Debit Note, Credit Note
4.	Data Export / Import and Finalization Adjustment entries
5.	Inventory Masters – Stock Groups, Unit of Measure, Godowns, Stock Items – Create, Display, Alter Invoicing – Enter Purchases / Sales / Debit Note / Credit Note in Invoice Mode – Accounting Invoice, Item Invoice, Additional expenses, Tax ledgers in Invoices
6.	Bank Reconciliation and Data Backup/Restore