



"Dissemination of Education for Knowledge, Science and Culture"
- Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's
Raje Ramrao Mahavidyalaya, Jath



Dist: Sangli – 416404, Maharashtra, India (Affiliated to Shivaji
University, Kolhapur)

Course syllabus

Of

**"Certificate Course in Advanced
Computational accounting using Tally"**

By

Departement of Commerce
Raje Ramrao Mahavidyalaya, Jath.

Academic Year
(2022 – 2023)

Course syllabus

1. Program of Study:Department of Commerce Students

Faculty/Institute/College: Raje Ramrao Mahavidyala, Jath.

2.Course Title:"Certificate Course in Advanced Computational accounting using Tally"

Number of Credits : (Lecture/Lab/Self-Study)

2

3.Type of Course : Computerized Accounting Using Tally

4 .Course Description: With the fast moving technological world and in IT era, all sorts of task are being automated which were performed manually earlier irrespective of domain e.g healthcare, documentation, shopping, employee management, shopping almost everything. To meet the place of the growing world, the accounting system have also been computerized and automated as one single entry manages both accounting and needs a lot of trained manpower to meet the requirements.

5. Course Objective (s)

- 1 .The Objective of the course is to train individuals in the Computerized Accounting using in Tally and pursue the career in this sector.
2. Student should achieve expertise in Computerized Accounting TALLY

Approximate Course Schedule-10 days model:

Sr. no.	Name of subject	No. of questions	Time	Mark
1.	Theory	30	30 minutes	30
2.	Practical	10	30 minutes	10
3.	Project/assignment	10		10
4.	Total	50	60 minutes	50

Teaching Method (s) Instructions, demonstrations ,

6. Teaching Media

Computer lab, classroom

7.Measurement and evaluation of student achievement

1. The ability to the students to aquire both theoretical and practical training in computerized accounting and can maintain the accounts independently
- 2.Students achievement will be graded according to the faculty and university standard using the Symbols: A, B+, B, C+,C, D+, D and F.
3. students must have attented at least 80% of the total class hours of this course.

Syllabus

I. Accountancy

Bsics of Accountancy

1. Intoduction to Accounting-
 - a. importance of accounting
 - b. Accounting principal
 - c. Types of Accounts
2. Introduction to Transaction analysis-
 - a. journal entries
 - b. Ledger posting and balancing
 - c. Trial Balance preparation

II. TALLY

- 1.Introduction to Tally-
Tally Fundamentals (Learning how to use of Tally)
- 2 .Tally Accounting-
 - a. Processing Transactions in Tally
 - b. Feature of Tally (Company creation etc.)
 - c. Create a company-select a company, alter a company, shut a company,creating accounting master in Tally
 - d. Pre-defined Groups of accounts, Groups-creating single group, multiple group
 - e. Ledgers, creating single ledger, creating multiple ledger
 - f. Accounting Voucher-Contra voucher(F4),Payment voucher(F5)....

III. Tally Practical

- a. Creating inventory master in Tally
- b. Stock item-creating single stock item
- c. Voucher entry in tally
- d. Financial statement- Balance sheet, profit and Loss A/c, Trial Balance
- e. Accounting Book & Registers-

7. Ratio of marks

1.Pass percentage would be 50% marks in each component with aggregate pass percentage of 50 % and above

2. Graded will be as under

Grade	S	A	B	C	D
Marks RANGE (In%)	85%	>=75% -85%.	>=65%- <75%	>=55%- <65%	>=50%- <55%

3. Theory examination would be conducted MCQ and each question will carry 1 Mark
Course evaluation:

Reference (s)

- 1.A first course in Computer-Sanjay Mishra.
2. Corporate Accounting-M.G.Patkar
3. Tally-N.Satyapal