

Part B

Programme: Bachelor of Business Administration (Semester IV)

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BBA-406	Computer Application - II	45

Course Outcomes:

The students will be able to -

1. Learn the manage business accounting with computer
2. Students will get familiar with Components of Tally software and shortcut keys that are used in Tally 9.0.
3. Students will be able to Create Company, Ledger, Group, Vouchers and can do required transaction entries (Working in Tally)
4. Report Display and printing Students will be able to display financial reports, Accounts Books, Ratio analysis etc in tally. Also, they will be able to print the reports.
5. Students will able to do computation of GST, TDS & TCS in Tally (Indian tax system)

Unit	Topics	No. of Periods
I	Information Technology 1.1 Information : Concept, Characteristics, Data v/s Information 1.2 Importance & Uses of Information within the Organization and outside the Organization 1.3 Information Technology: Introduction, Definition of IT 1.4 Importance, Uses of IT in Business and Various Fields	09
II	Accounting Software Tally 9.0 / Higher: 2.1 Introduction, Features, Uses, of Tally 2.2 Advantages & Limitation of Tally 2.3 Company info Menu 2.4 Gateway of Tally Menu, Button Bar, Status Bar, Calculator	09
III	Working in Tally 3.1 Company Creation: Creation of New Company, Accounts only and Accounts with inventory 3.2 Groups: Concept, Predefined Groups, Creation of New Single Group, Display, Alteration and Deletion of Group 3.3 Ledgers: Concept, Single ledger Creation, Display, Alternation & Deletion 3.4 Vouchers: Concept, Types of Vouchers, Features and Configuration of Accounting Vouchers Transaction: Accounting Voucher, Inventory Vouchers	09
IV	Reports and Advanced Features in Tally 4.1 Reports Display and Printing: Balance Sheet, Profit & Loss Account, Ratio Analysis, Stock Summary, 4.2 Reports Display and Printing: Trial Balance, Day Book and Account Book 4.3 Data Export and Import:Data Import and Export, E-Mail , Upload , Backup, Restore 4.4 Indian Tax System: TDS, TCS, GST: computation of GST	09
V	Computerized Accounting with GST 5.1 Meaning of GST, Feature of GST, Benefit of GST, Limitation of GST 5.2 Introduction of accounting software Different accounting packages, 5.3 Practical Application of accounting software, Process of accounting Software 5.4 Important Concept under GST ,GST Calculation using different packages ,GST On goods with examples, GST On services with examples	09

BOOKS RECOMMENDED:

1. R.L.Guptas Computer and financial Accounting with Tally 9.0, Published by dreamTech
2. Pradeep K. Sinha and Priti Sinhas Computer fundamentals
3. Alexis eon and Mathews eons Database Management System
4. Goods & Service Tax Act Sai Jyoti Publication, Nagpur--Prof. Pravin Kamthe, Prof. Meghana Patil. Practical Based on Tally.

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Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BBA 406	Computer Application – II (Practical)	30

● **Course Outcomes:**

Students will be able to do at the end of practical's:

- 1) Student will learn all Screen element of Tally
- 2) Student will learn Uses of IT in Business and Various Fields
- 3) Students will be able to work on TALLY and create various reports. Also they will be able to save and print reports
- 4) Enter the accounting transactions in computerized format and gate the financial results
- 5) Acquire the skill of financial decision making and interpret the financial statements as well as evaluation of stock of the end

● **List of Practical's :**

- **Accounts info:** Groups, Ledgers, Budgets, Scenarios, Currencies, Voucher Types
- **Payroll Info:** Pay Heads, Employees Groups, Employee's salaries Details, Units (Works), Attendance, Production Types, Voucher Types.
- **Inventory Info:** Stock Groups, Stock Categories, Stock Items, Unit of Measures, Godown, Price List, Reorder Level, and Voucher Types.
- **Statutory Reports:** GST, TDS.TCS. Display: Trial Balance,Day Book, Account Books, Statement of Accounts, Inventory Books, Statement of Inventory, Cash/Fund Flow, List of Accounts, Exceptional
- Report, Purchase Order, Sales Order, Invoice.

Division of Marks for Practical's

Record Preparation	10 Marks
Practical Performance	10 Marks
Viva-Voce	10 Marks
Description	10 Marks
Practical Total	40 Marks