

Sant Gadge Baba



Amravati University

Department of Lifelong Learning & Extension

Diploma Course

(6 Month)

Syllabus

For

Diploma in Computerized Accounting

Marks-100 [External- 80, Internal-20]

Sr. No.	Theory	Marks
1	Brief study - Accounting Introductions	
	Definition- objectives of accounting, Branches of accounting, accounting process- Accounting cycle- concept and conventions, principles of accounting, advantages of accounting	10
2	Recording transactions and ledger posting Golden rules of Accounting- Double Entry System- Single Entry System, Journal, Ledger, Balancing the Ledger accounts Subsidiary Books, Rectification of Errors	10
3	A) Trial Balance: - Definition, objectives, limitations, preparation. B) Final accounts: - Preparation of Trading accounts, Profit and Loss Accounts, Balance sheet with Adjustment Entries. C) Corporate Banking: - Introduction, Bank Pass Book, Negotiable Instruments, Bank Reconciliation Statement, Internet Banking- RTGS-NEFT	30
4	Taxation Fundamentals: [Basic Concept] and -Direct and Indirect Taxations, Value Added tax, Income Tax and TDS, Goods and Service Tax.	15
5	Analysis of Financial Statement: - Basic Concept Analytical Tools, Ratio Analysis, Fund Flow Statement, Cash Flow Statement, Inventory and Costing	15
	Total Marks	80
	Internal Assessment	Marks
1	Assignment on above Syllabus	10
2.	Seminars on above syllabus	10
	Total Marks	20
	Total Marks [Internal and External]	100

Practical: -

Marks-100 [External- 80, Internal-20]

Sr. No.	Practical	Marks
1	Accounting software tally 9.0/ higher:	20
	Introduction, Features, Company Info Menu, Gateway of Tally, Button Bar, Calculator	
2	Working in Tally:	30
	Company Creation: - Accounts only and Accounts with Inventory Groups: - Concepts, Creation of Group, Display alteration and Deletion of Groups Ledgers: - Concepts, Single ledgers Creation, Display alteration and deletion Vouchers: - Concept, Types of Vouchers, features and configuration of Accounting Vouchers Transaction: - Accounting Vouchers, Inventory	
3	Report and Advanced Features in Tally	30
	Reports Display Printing: - Balance sheet, Profit and loss accounts Ratio analysis, Stock summary, Trial Balance, PayBook and Account Book. Data Export and Import: - ODBC, Outward and Inward, Connectivity, Data Import and Exports, Email, Upload, Backup, Restore.	
	Total Marks	80
	Internal Assessment	Marks
1 -	Practical Book	10
2	Viva	10
	Total Marks	20
	Total Marks- [External, Internal-]	100

Books Recommended: -

1. Financial Accounting Mr. R. L. Gupta.
2. Accounting for Business by Genesis.
3. Information technology and business data.
4. Processing-II By S. M. Kolte, Pimpalpure and Co Nagpur.
5. Company Accounts By Dr. Sanjay Kale, Jyoti Publication.
6. Company Accounts By A.S. Ukhalkar, Pimpalpure and Co Nagpur.
7. Financial Accounting By M.C. Shukla, Mayur Paper Back, Noida.
8. Financial Accounting By V. R. Mohota, Payal Publication, Nagpur
9. Advance Accounting By M.C. Shukla
10. Financial Accounting By Mr. R. L. Gupta
11. Accounting for Business By Genesis.