

Subject Code: 2CM1010423	Subject Title: Computer Application-4
	COURSE TYPE : SUBJECT ELECTIVE

Course Objective: To give primary knowledge of accounting tally Erp9 with GST and use of computer in presentation in with help of Microsoft Power point 2013.

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)			
Lecture	Tutorial	Practical	Credit	University Assessment		Institutional Assessment	Total
				Theory	Practical		
2	-	2	3	50	30	20	100

Subject Contents			
Sr. No	Topic	Total Hours	Weight (%)
1	Introduction to GST - What is GST? - Dual GST - GST Council - Advantages of GST - Types of GST - GST Rate Computerized Accounting System - Advantages of computerized accounting system. - Tally as an Accounting Software - Features of Tally Software - Starting Tally software, Gateway of Tally, Button Toolbar - Creating a Company - Ledger and Groups - Opening an existing company - Shutting an Opened company - Exiting Tally software	9	25%
2	Voucher Entry - Concept of Voucher - Activate Voucher Entry screen - Types of Vouchers- Purchase, Sales, Payment, Receipt, Contra, Journal, Debit Note and Credit Note - Editing and Deleting voucher entry	9	25%
3	Reports - Ledger, Trial Balance, Profit and Loss statement, Balance Sheet - Ratio Analysis, Cash and Fund Flow statement - Day Book, Bank Book - Purchase - Sales and journal Register	9	25%
	Basic Power point – 2013 - Creating a Presentation using Templates, Opening an Existing Presentation - Saving a Presentation, Applying a Design Template - Changing Color Schemes of Design Templates - Adding Slides to Presentation, Using Background Styles/Changing Background - Changing Text Formats/Using WordArt, Using Bulleted Lists, Inserting Graphics, Re-coloring Graphics	9	25%

	• Viewing a Slide Presentation, Print Preview, Print • WordArt, Using Bulleted Lists, Inserting Graphics		
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Reference Books:

- 1) Tally.ERP 9 with GST in Simple Steps by DT Editorial Services
- 2) Learn Tally Prime With GST Book by Gaurav Agrawal
- 3) PowerPoint 2013 Bible
- 4) Microsoft PowerPoint 2013 Step by Step by Joan Lambert