

COURSE CODE: 2CM2010322	COURSE TITLE: Computer Application In Business
COURSE TYPE : SOFT SKILL	
COURSE OBJECTIVE: To acquaint the students about the various applications of computer in business and its practical aspects.	

Teaching Scheme (Hours per week)		Evaluation Scheme (Marks)		
Lectures	Credit	University Assessment	Institutional Assessment	Total
4	4	60	40	100

Unit	Topic and Contents	Hours	Wt. (%)
1.	Tally: Features of Tally accounting- Components of gateway of Tally- company creation- creation of groups- creation, display and alteration of multiple and Single ledgers- various types of vouchers- creation and alteration of vouchers-configuration and print of financial statements and other reports, documents and vouchers- tally inventory – configuration-creation, display and alteration of inventory masters- Recording various inventory vouchers- display and print of inventory reports- Lab exercises.	15	25%
2.	Value Added Tax (VAT): Enabling tally for VAT- Features and Classification of VAT- VAT treatment for purchase and sales returns, duties, taxes and discounts- exemptions from VAT- Exports and imports- Interstate purchases and sales-purchases of capital goods-VAT Computation- Lab exercises.	15	25%
3.	Tax Deducted at Source (TDS): Creation of Ledgers and Vouchers- Advance and Balance payments of Tax, Generation of TDS Reports - Enabling Service TAX- Creation of ledgers and recording of vouchers- Lab exercises. Payroll: Payroll features- Enabling payroll- Creation of Pay head ledgers- Creation of employee masters and pay roll voucher and attendance voucher- Display and print of various payroll reports – lab exercises.	15	25%
4.	Statistical Package for Social Sciences (SPSS) : Features and uses of SPSS- Opening Files- Working with data- Summarizing the data-data representation through calculation of Mean, Median and Mode, Chi-square test, t-test, ANOVA and Correlation through SPSS.	15	25%

References Books:

1. Fire wall media, Tally 9.
2. Kiran Kumar, K. Tally 9, Laasya Publishers, Hyderabad.
3. Nadhani, A.K and Nadhani, K.K. Implementing Tally 7.2 BPB Publication, New Delhi
4. Sharma, KVS, statistics made simple, do it yourself and PC, Prentice Hall of India Pvt. Ltd, New Delhi.
5. Vishnu Priya Singh, Tally 9, Vomputech Publications Ltd, New Delhi.