

6.5 COMPUTER APPLICATION IN BUSINESS – V

Lecture per Week: 4 hours

Max Marks: 80 (End Sem) + 20 (IA) = 100

Exam Duration: 3 Hours

Objectives:

1. To train students in computerized accounting.
2. To make students well versed with tally package and generating reports.
3. To make students well versed with multimedia tools.

Units	Topics	No. of periods
I	Accounting Information System: Basics of Accounting Practices and Preparation of Final Accounts, Introduction to Computerized Accounting Information Systems. Difference between Manual and Computerized Accounting Information Systems, Accounts Receivable System.	10
II	Fundamentals of computerized Accounting: Computerized accounting v/s manual accounting, architecture & customization of tally, features of tally 9.1 version, configuration of tally, tally screens and menus, creation of company, creation of group, Editing and deleting groups , creation of ledgers, Editing and deleting ledgers. Introduction to vouchers, voucher entry, payment voucher, receipt voucher, contra voucher, journal voucher, Editing and deleting vouchers.	10
III	Introduction to Inventories: Creation of stock categories, Creation of stock groups, Creation of stock items, configuration and features of stock items, Editing and deleting stocks, usage of stocks in voucher entry. Purchase order- stock vouchers, sales order. Introduction to cost, creation of cost category, creation of cost centers, Editing and deleting cost centers& categories, usage of cost category & cost, centers in voucher entry, budget & control, , Editing and deleting budgets, generating & printing reports in detail & condensed format.	10
IV	Generation of Reports: Day books- Balance sheet, Trial balance, Profit & loss account, ratio analysis, cash flow statement, fund flow statement, cost center report, inventory report, bank reconciliation statement.	10
V	Multimedia: Meaning and components of multimedia, Purpose, Usage and applications of multimedia. Introduction to multimedia tools Types and working of Input Devices like Scanner, Digital camera. Types and working of Output Devices like Monitors and Printers. Types and working of Storage Devices like CD-ROMS, DVD and Hard disk.	10
	Lab work Tally in detail Note: Journal preparation mandatory. Case study question from Tally 9.1.	

Suggested books /Websites:

1. Computer Applications in Business- Dr S.V Srinivasa- Sultan Chand publication
2. E- Commerce- Dr Shivani Arora
3. E-commerce: A managerial perspective: Michael change
4. Multimedia Systems Design- Andleigh P.K & Thakrar K
5. Frontiers of E-commerce: Ravi Kalakota & A.B Whinston
6. www.amazon.com
7. Tally 9 by Dr. Namrata Agarwal
8. Tally 9 by Vishnupriya Singh