

VALUEADDEDCOURSE

Programme code:	B.COM	Programme Title:	B.Com: SELF FINANCING	
CourseCode:	20UCV03	VALUE ADDED COURSE	Batch:	2020-2023
		TALLY ERP 9	Credits:	01
Duration	30hrs			

Course Objective

To enhance the employability skills of students in the field of accounts.

Course Outcomes (CO)

K1	CO1	To understand the basic accounting concepts.
K2	CO2	To get idea about tally accounting software from the business perspective.
K3	CO3	To apply the basic rules and tricks to drill the transaction.
K4	CO4	To analyze the applications of technology in accounting.

S.No	Contents
1	Company Creation
2	Preparation of Trial Balance
3	Preparation of Final Accounts by Using Trial Balances
4	Preparation of Final Accounts with Adjustments by Using Trial Balance and Adjustments Entries.
5	Finalization of Accounts through Simple Voucher Entries
6	Finalization of Accounts through Advanced Voucher Entries
7	Preparation of Cost Statement through Ledger Creations
8	Preparation of Cost Statement through Voucher Entries
9	Preparation of Bank Reconciliation Statement.
10	Preparation of Stock Statement through Stock Ledger Creation
11	Preparation of Stock Statement through Inventory Vouchers
12	Preparation of Cash Flow and Fund Flow Statement.
13	Preparation of GST Reports- Simple Entries.
14	Preparation of GST Reports- Advanced Entries.

Books for Study

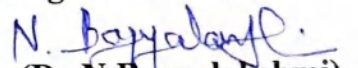
Books for Study:

Gordon. E. and Natarajan.K.(2017), Financial Services, New Delhi, Himalaya PublishingHouse.

Books for Reference:

- 1.Sandeep Goel (2018), Financial Markets, Institutions and Services, PHI Learning Pvt. Ltd.
2. Siddaiah(2018), Financial Services, Pearson India Pvt. Ltd.

Signature of HOD


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