

DON BOSCO ARTS & SCIENCE COLLEGE
ANGADIKADAVU

(Affiliated to Kannur University Approved by Government of Kerala)
ANGADIKADAVU P.O., IRITTY, KANNUR – 670706



COURSE PLAN

**B.COM COMPUTER
APPLICATION**

(2017 – 20)

SEMESTER - VI

ACADEMIC YEAR - (2019-20)

VI Semester B.Com Computer Application (2017 - 20)

SL. No.	Name of Subjects with Code	Name of the Teacher	Duty Hours per week
1.	6B15 COM – Management Accounting	Stephy Emmanuel	5
2.	6B16 COM – International Business	Neethu A. E.	5
3.	6B17 COM – Modern Banking	Priya Johnson	5
4.	6B18 COM – Financial Markets & Services	Centil Abraham K.	3
5.	6B19 COM – Optional IV, Computer Applications - IV Accounting Packages - Tally	Roshini P. K.	5
6.	6B20 COM – Project		2
	Name of Class Incharge	Stephy Emmanuel	

TIME TABLE

Day	09.50 Am - 10.45 Am	10.45 Am -11.40 Am	11.55 Am -12.50 Pm	01.40 Pm - 02.35 Pm	02.35 Pm - 03.30 Pm
1	6B15 COM – Management Accounting	6B19 COM – Optional IV, Computer Applications - IV Accounting Packages – Tally (Lab)	6B15 COM – Management Accounting	6B17 COM – Modern Banking	6B16 COM – International Business
2	6B16 COM – International Business	6B17 COM – Modern Banking	6B18 COM – Financial Markets & Services	6B19 COM – Optional IV, Computer Applications - IV Accounting Packages - Tally	6B15 COM – Management Accounting
3	6B17 COM – Modern Banking	6B16 COM – International Business	6B15 COM – Management Accounting	6B18 COM – Financial Markets & Services	6B19 COM – Optional IV, Computer Applications - IV Accounting Packages - Tally
4	6B19 COM – Optional IV, Computer Applications - IV Accounting Packages – Tally (Lab)	6B15 COM – Management Accounting	6B16 COM – International Business	6B17 COM – Modern Banking	6B15 COM – Management Accounting
5	6B18 COM – Financial Markets & Services	6B19 COM – Optional IV, Computer Applications - IV Accounting Packages – Tally	6B16 COM – International Business	6B15 COM – Management Accounting	6B17 COM – Modern Banking

Subject Code:	6B15 COM
Subject Name:	Management Accounting
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	Stephy Emmanuel

Objective: -

To acquaint the students with different methods involved in Cost Accounting system. To provide the students an understanding about the use of financial and cost accounting data, for planning, control and managerial decision making

Module –I: Introduction to Management Accounting – Meaning- Definitions, Objectives, Uses- Scope of Management Accounting – Management Accounting Vs Financial Accounting, Management Accounting Vs Cost Accounting, (5 hours)

Module – II: Analysis and interpretations of financial statements – concepts, types of analysis, tools of analysis [Comparative Financial statements, Common- size Financial statements, Trend analysis]- Ratio analysis – concepts, definition, advantages, limitations- Types of ratios- Liquidity ratio, Solvency ratios, Activity ratios, Profitability ratios and Market test ratios (construction of final accounts are not expected] (30 hours)

Module – III: Cash flow statements – Concepts, Definitions, Uses and Preparation of Cash Flow Statement (in vertical form only) (10 hours)

Module – IV: Marginal Costing: - Concept, Definitions-Features-CVP Analysis- B.E.P- P/V Ratio- Simple BEP Chart – Managerial uses of Marginal Costing (Price fixation, Make or buy decisions, key factor) (20 hours)

Module – V: Budgetary control – Concepts, Objectives, Classification of budgets- Preparation of Cash and Flexible budgets – Installing and administering budgetary control (15 hours)

Module VI: Standard Costing – Definition- Uses and limitations - Procedure for setting standards – Analysis of variances – Material Cost Variance - Material Price and Material Usage Variance – Labour Cost Variance – Labour Rate, Labour Efficiency and Idle Time Variance (Mix and Yield variance excluded) (10 hours)

Books for Reference

1. Management Accounting : Sharma R.K &SasiGuptha
2. Management Accounting : N.M Singhvi&Bodhan Wale
3. Management Accounting : RSN Pillai &Bhagavathi
4. Management Accounting : S.K. Guptha& R.K Sharma.
5. Management Accounts : S N. Maheswari
6. Management Accounts : S.P. Guptha

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	21-10-2019 To 25-10-2019	1	Introduction to Management Accounting
		2	Meaning
		3	Definitions, Objectives
		4	Uses
		5	Scope of Management Accounting
		6	Management Accounting Vs Financial Accounting
		7	Management Accounting Vs Cost Accounting
		8	Nature of management Accounting
2	28-10-2019 To 01-11-2019	9	Analysis and interpretation of financial statements
		10	Concepts
		11	Tools of analysis
		12	Comparative Financial statements
		13	Problems
		14	Problems
		15	Problems
3	04-11-2019 To 08-11-2019	16	Problems
		17	Common- size Financial statements
		18	Problems
		19	Trend analysis
		20	Problems
		21	Problems
4	11-11-2019 To 15-11-2019	22	Ratio analysis
		23	Problems
		24	Problems
		25	Class test
		26	Problems
		27	Concepts, definition
		28	Advantages, limitations
5	18-11-2019 To 23-11-2019	29	Types of ratios
		19 Nov	Union Inauguration
		30	Liquidity ratios
		31	Problems
		32	Solvency ratios
		33	Class test
34	Activity ratios		

No of Weeks	Dates	Session	Topic
11	30-12-2019 To 03-01-2020	42	Cash flow statements
		43	Features
		44	Concepts
		45	Definitions, Uses
		02 Jan	Mannam Jayanthi – Holiday
		46	Seminar
12	06-01-2020 To 10-01-2020	47	Preparation of Cash Flow Statement
		48	Problems
		49	Problems
		50	Problems
		51	Marginal Costing
		52	Concept, Definitions
		53	Features-CVP Analysis
		54	B.E.P- P/V Ratio
		55	Simple BEP Chart
13	13-01-2020 To 17-01-2020	56	Problems
		57	Price fixation
		58	Make or buy decisions
		59	Problems
		60	Key factor
		61	Problems
		17 Jan	COMET
		18 Jan	COMET
14	20-01-2020 To 24-01-2020	62	Budgetary control
		63	Concepts
		64	Objectives
		65	Classification of budgets
		66	Preparation of Cash and Flexible budgets
		67	Problems
		68	Problems
		69	Problems
		70	Problems
15	27-01-2020 To 31-01-2020	71	Problems
		72	Standard Costing
		73	Definition
		74	Uses and limitations
		75	Procedure for setting standards
		76	Analysis of variances

No of Weeks	Dates	Session	Topic
		77	Material Cost Variance
16	03-02-2020 To 07-02-2020	78	Problems
		79	Problems
		80	Problems
		81	Material Price
		82	Material Usage Variance
		83	Labour Cost
		84	Problems
17	10-02-2020 To 14-02-2020	85	Labour Rate
		86	Seminar
		87	Class test
		88	Labour Efficiency and Idle Time Variance
		89	Revision
		90	Revision
18	17-02-2020 To 22-02-2020	17 Feb	Second Internal VI Semester UG
			Second Internal VI Semester UG
			Second Internal VI Semester UG
			Second Internal VI Semester UG
		21 Feb	Mahasivaratri – Holiday
			Second Internal VI Semester UG
19	24-02-2020 To 28-02-2020	24 Feb	College Day
			Study Leave
20	02-03-2020 To 06-03-2020		Study Leave
			Study Leave
		04 Mar	University Exam VI Semester UG

Subject Code:	6B16 COM
Subject Name:	International Business
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	Neethu A. E.

Module –I: International Business:

International Business: – Meaning – Drivers – Evolution – Strategies of going International; – Globalization: Meaning – Features – Significance – Benefits – Problems/Limitation – Forms & Stages of Globalization; – MNC: - Meaning – Nature – Goals – Defense & Critics – India’s Presence. [20 Hours]

Module II : International Trade:

International Trade: Meaning – Benefits – Limitations – Foreign Trade Policies – Outward & Inward – Barriers to Trade – International Trade Agreements – Types; – WTO & its role; – Integration Between Countries – Levels – Impact – Growth of Trading Blocks – Major Trading Blocks – Merits & Limitations. [20 Hours]

Module III :India’s Foreign Trade:

India’s Foreign Trade Policy – Role of RBI in Foreign Trade – EXIM Policy – Export Promotion Schemes – EPZ – EOU – SEZ – ECGC – EXIM Bank – EIC; – Documentation in International Trade: - Export Trade Documents: - Commercial Documents – Transport Documents – Financial Documents – Government Documents; – Export Declaration Forms – Export Certification – Certification of Origin - UPCDC Norms. [20 Hours]

Module IV : International Finance:

International Finance: Nature – Environment of International Financial; – Foreign Exchange (FOREX) Market – Participants – Types of Transactions – Financial Instruments; – Exchange Rate – Theories (PPP – IFE – IRP); – Forex Risk – Forex Risk Management [20 Hours]

Module V: Financing International Operations:

Financing International Operations – FDI – Meaning – Definition – Strategies – Modes of FDI Investment – Benefits & Costs; – FII Investment – FII in India; – Depository Receipts [10 Hours]

Books for Reference

1. International Business :Aswathappa
2. International Business : Francis Cherunilam
3. International Financial Management : Kevin
4. International Marketing : Larceny & Bhattacharya
5. International Business :P. Subba Rao, Himalaya Publishing House, New Delhi
6. International Business :V K Bhalla and S Shiva RamuAnmol Publications Pvt Ltd., New Delhi

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	21-10-2019 To 25-10-2019	1	International Business: – Meaning
		2	Drivers
		3	Evolution
		4	Strategies of going International
		5	Strategies of going International
		6	Globalization: Meaning
		7	Features
		8	Significance
2	28-10-2019 To 01-11-2019	9	Benefits
		10	Problems/Limitation
		11	Forms & Stages of Globalization;
		12	MNC: - Meaning
		13	Nature
		14	Goals
		15	Defence & Critics
3	04-11-2019 To 08-11-2019	16	India's Presence
		17	Revision
		18	Question Discussion
		19	Seminar
		20	Class Test
		21	International Trade: Meaning
4	11-11-2019 To 15-11-2019	22	Benefits
		23	Limitations
		24	Foreign Trade Policies
		25	Outward & Inward
		26	Barriers to Trade
		27	Barriers to Trade
		28	International Trade Agreements – Types
5	18-11-2019 To 23-11-2019	29	WTO & its role
		19 Nov	Union Inauguration
		30	WTO & its role
		31	Integration Between Countries
		32	Levels
		33	Impact
34	Growth of Trading Blocks		

No of Weeks	Dates	Session	Topic
			Christmas – Holiday
11	30-12-2019 To 03-01-2020	42	India's Foreign Trade Policy – Role of RBI in Foreign Trade
		43	EXIM Policy
		44	Export Promotion Schemes
		45	Export Promotion Schemes
		02 Jan	Mannam Jayanthi – Holiday
		46	EPZ
12	06-01-2020 To 10-01-2020	47	EOU
		48	SEZ
		49	ECGC
		50	Seminar
		51	EXIM Bank
		52	EIC
		53	Documentation in International Trade
		54	Export Trade Documents:
55	Commercial Documents		
13	13-01-2020 To 17-01-2020	56	Transport Documents – Financial Documents
		57	Government Documents; – Export Declaration Forms
		58	Export Certification
		59	Certification of Origin - UPCDC Norms
		60	Class Test
		61	International Finance: Nature
		17 Jan	COMET
18 Jan	COMET		
14	20-01-2020 To 24-01-2020	62	Environment of International Financial
		63	Environment of International Financial
		64	Foreign Exchange (FOREX) Market
		65	Foreign Exchange (FOREX) Market
		66	Participants
		67	Types of Transactions
		68	Financial Instruments
		69	Financial Instruments
		70	Exchange Rate
15	27-01-2020 To 31-01-2020	71	Exchange Rate
		72	Theories PPP
		73	Theories PPP
		74	IFE

No of Weeks	Dates	Session	Topic
		75	IFE
		76	IRP
		77	IRP
16	03-02-2020 To 07-02-2020	78	Forex Risk – Forex Risk Management
		79	Forex Risk – Forex Risk Management
		80	Class Test
		81	Financing International Operations
		82	FDI – Meaning – Definition
		83	Strategies
17	10-02-2020 To 14-02-2020	84	Modes of FDI Investment
		85	Benefits & Costs
		86	FII Investment
		87	FII in India
		88	Depository Receipts
		89	Class Test
18	17-02-2020 To 22-02-2020	90	Revision
		17 Feb	Second Internal VI Semester UG
			Second Internal VI Semester UG
			Second Internal VI Semester UG
			Second Internal VI Semester UG
		21 Feb	Mahasivaratri – Holiday
19	24-02-2020 To 28-02-2020		Second Internal VI Semester UG
		24 Feb	College Day
			Study Leave
			Study Leave
			Study Leave
20	02-03-2020 To 06-03-2020		Study Leave
			Study Leave
		04 Mar	University Exam VI Semester UG

Subject Code:	6B17 COM
Subject Name:	Modern Banking
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	Priya Johnson

Objective: -

To provide to the students an understanding of the fundamentals of banking and impart basic knowledge of modern banking practices

Module I: Structure of Indian Banking System – Commercial banks-functions– Balance sheet of a commercial bank – Principles -Safety, Liquidity, Profitability, Diversification of risks-Conflict between liquidity and profitability-Multiple Credit Creation: Process and Limitations [20 Hours]

Module II: Reserve Bank of India - Constitution – Functions –Monetary and Non - Monetary Promotional and Regulatory-Methods of credit control-Quantitative and Qualitative methods. [15 Hours]

Module III: Banker and customer – General and special relationship – Debtor and Creditor – Bailor and Bailee, Principal and Agent, Trustee and Beneficiary – Rights– Lien, Set off, appropriation, interest and charges and Law of Limitation - Obligations–Honour Cheques, Maintain Secrecy – Opening of Bank Account – General Precaution to be taken by a Bank – closing of bank account - Negotiable Instruments – Promissory Note, Bill of Exchange, Cheque – Features – Crossing – types – Endorsement – types. [25 Hours]

Module IV: Loans and advances – Principles of sound lending – Forms of advance – Loan, cash credit, overdraft, discounting – Modes of creating charge- lien, pledge, hypothecation, Mortgage-Assignment –Reverse mortgage –Guarantee. [15 Hours]

Module V: Technology in Banking: Need and importance –Virtual banking-ATM, Credit card, Debit card, Tele Banking- internet banking, SWIFT (Society for Worldwide Inter- bank Financial Tele communication), Concept of Core Banking – Universal banking [15 Hours]

Books for Reference

1. Banking Theory and Practice - K.C Shekar
2. A Text book of banking - M. Radhaswamy& S.V. Vasudevan
3. Banking: Law and Practice - P.N. Varshny
4. Banking Law and Practice K P M Sundharam and P N Varshney — Sultan chand& Sons
5. Banking: Law and practice in India - Maheshwari
6. Banking and financial system - Vasant Desai
7. Modern Banking - K.P.M.Sundaram and E.N.Sundaram, Sultan Chand & Sons, New Delhi.

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	21-10-2019 To 25-10-2019	1	Structure of Indian Banking System
		2	Commercial banks
		3	Functions
		4	Balance sheet of a commercial bank – Principles
		5	Safety
		6	Liquidity
		7	Profitability
		8	Diversification of risks
2	28-10-2019 To 01-11-2019	9	Conflict between liquidity and profitability
		10	Multiple Credit Creation
		11	Process and Limitations
		12	Class Test
		13	Limitations
		14	Types of banks
		15	Nationalisation
3	04-11-2019 To 08-11-2019	16	Amalgamation or merging
		17	Class Test
		18	Reserve Bank of India
		19	Constitution
		20	Functions
		21	Monetary and Non – Monetary function
4	11-11-2019 To 15-11-2019	22	Regulatory
		23	Methods of credit control
		24	Quantitative methods
		25	Qualitative methods
		26	Banker and customer
		27	General relationship
		28	Features
5	18-11-2019 To 23-11-2019	29	Special relationship
		19 Nov	Union Inauguration
		30	Debtor and Creditor
		31	Bailor and Bailee
		32	Principal and Agent
		33	Trustee and Beneficiary
34	Rights		

No of Weeks	Dates	Session	Topic
11	30-12-2019 To 03-01-2020	42	Honour Cheques
		43	Maintain Secrecy
		44	Opening of Bank Account
		45	General Precaution to be taken by a Bank
		02 Jan	Mannam Jayanthi – Holiday
		46	Closing of bank account
12	06-01-2020 To 10-01-2020	47	Negotiable Instruments
		48	Negotiable Instruments
		49	Promissory Note
		50	Bill of Exchange
		51	Cheque
		52	Features
		53	Crossing
		54	Types
		55	Endorsement – types
13	13-01-2020 To 17-01-2020	56	Loans and advances
		57	Principles of sound lending
		58	Features
		59	Forms of advance
		60	Loan
		61	Cash credit
		17 Jan	COMET
		18 Jan	COMET
14	20-01-2020 To 24-01-2020	62	Overdraft
		63	Discounting
		64	Modes of creating charge
		65	Lien
		66	Pledge
		67	Hypothecation
		68	Mortgage
		69	Assignment
		70	Reverse mortgage
		15	27-01-2020 To 31-01-2020
72	Seminar		
73	Seminar		
74	Seminar		
75	Seminar		
76	Seminar		

No of Weeks	Dates	Session	Topic
		77	Class Test
16	03-02-2020 To 07-02-2020	78	Seminar
		79	Seminar
		80	Technology in Banking
		81	Need and importance
		82	Virtual banking
		83	ATM
		84	Credit card
17	10-02-2020 To 14-02-2020	85	Debit card
		86	Tele Banking
		87	Internet banking
		88	SWIFT (Society for Worldwide Inter- bank Financial Tele communication)
		89	Concept of Core Banking and Universal banking
		90	Seminar
18	17-02-2020 To 22-02-2020	17 Feb	Second Internal VI Semester UG
			Second Internal VI Semester UG
			Second Internal VI Semester UG
			Second Internal VI Semester UG
		21 Feb	Mahasivaratri – Holiday
			Second Internal VI Semester UG
19	24-02-2020 To 28-02-2020	24 Feb	College Day
			Study Leave
20	02-03-2020 To 06-03-2020		Study Leave
			Study Leave
		04 Mar	University Exam VI Semester UG

Subject Code:	6B18 COM
Subject Name:	Financial Markets & Services
No. of Credits:	3
No. of Contact Hours:	54
Hours per Week:	3
Name of the Teacher:	Centil Abraham K.

Objective: -

To familiarize the students with the constituents of financial market, their interactions and the services provided by them

Module I: Indian financial system: structure- Role of financial system in economic development –Financial markets and instruments [4Hours]

Module II: Money market –Meaning –functions and components – Call money market – Treasury bill-Commercial bills – Commercial papers – Certificate of Deposits [12Hours]

Module III: Capital Market- Meaning –Primary and Secondary market - Stock exchange- Functions Dematerialization and Depository services [13 hours]

Module IV: Financial Services – meaning – nature and scope – Types - Merchant banking –Meaning, objectives and functions- Mutual funds – Meaning, objectives and types of schemes - Credit rating –Meaning, functions and major agencies (CRISIL,ICRA,CARE)- Factoring- Meaning, objectives and mechanism - Venture Capital –meaning, features, funding pattern [25Hours]

Books for Reference

1. Financial Institutions & Markets : I.M. Bhole.
2. Marketing of Financial Services : V.A Avdhani.
3. Investment Management : V.K Bhalla.
4. Indian Financial System :Vasant Desai
5. A profile of Indian Capital Market :Vinayakan.
6. Financial Markets & Services : Gordon and Natarajan.
7. Financial Markets, Institutions & Services : N.K Gupta & Monika Chopra Hours]

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	21-10-2019 To 25-10-2019	1	Module I: Indian Financial System - Introduction
		2	Structure of Indian financial system
		3	Role of financial system in economic development
		4	Financial markets and instruments
2	28-10-2019 To 01-11-2019	5	Class Test
		6	Module II: Money Market - Introduction
		7	Meaning of money market
		8	Functions of money market
3	04-11-2019 To 08-11-2019	9	Components of money market
		10	Call money market
		11	Functions of call money market
		12	Treasury bill market
4	11-11-2019 To 15-11-2019	13	Commercial bills
		14	Commercial papers
		15	Certificate of Deposits
		16	Previous year question paper discussion
5	18-11-2019 To 23-11-2019	17	Class Test
		18	Module III: Capital Market - Introduction
		19	Meaning of capital market
		19 Nov	Union Inauguration
6	25-11-2019 To 29-11-2019	20	Primary and Secondary market
		21	Primary and Secondary market
		23 Nov	Sports Day
			Semester Break
7	01-12-2019 To		Semester Break
			Semester Break
			Semester Break

No of Weeks	Dates	Session	Topic
	05-12-2019		Semester Break
			Semester Break
8	09-12-2019 To 13-12-2019	22	Revision
		23	Stock exchange
		24	Stock exchange
		25	Functions of stock exchange
		12 Dec	Arts Day
		13 Dec	Arts Day
9	16-12-2019 To 20-12-2019	16 Dec	First Internal VI Semester UG
		17 Dec	First Internal VI Semester UG
		18 Dec	First Internal VI Semester UG
		26	Dematerialization
		27	Depository services
		20 Dec	Christmas Celebration
10	23-12-2019 To 28-12-2019		Christmas – Holiday
			Christmas – Holiday
11	30-12-2019 To 03-01-2020	28	Depository services
		29	Previous year question paper discussion
		02 Jan	Mannam Jayanthi – Holiday
		30	Class Test
12	06-01-2020 To 10-01-2020	31	Module IV: Financial Services - Introduction
		32	Meaning of financial services
		33	Nature of financial services
		34	Scope of financial services
		35	Types of financial services
13	13-01-2020 To 17-01-2020	36	Merchant Banking
		37	Meaning of merchant banking
		38	Objectives of merchant banking
		17 Jan	COMET
		18 Jan	COMET

No of Weeks	Dates	Session	Topic
14	20-01-2020 To 24-01-2020	39	Functions of merchant banking
		40	Mutual funds - Meaning
		41	Objectives of mutual funds
		42	Types of mutual fund schemes
		43	Credit Rating -Meaning
15	27-01-2020 To 31-01-2020	44	Functions of credit rating agency
		45	Major credit rating agencies
		46	CRISIL,ICRA,CARE
		47	CRISIL,ICRA,CARE
16	03-02-2020 To 07-02-2020	48	Factoring- Meaning
		49	Objectives of factoring
		50	Factoring mechanism
		51	Venture Capital - Meaning
17	10-02-2020 To 14-02-2020	52	Features and funding pattern of venture capital
		53	Previous year question paper discussion
		54	Class Test
18	17-02-2020 To 22-02-2020	17 Feb	Second Internal VI Semester UG
			Second Internal VI Semester UG
			Second Internal VI Semester UG
			Second Internal VI Semester UG
		21 Feb	Mahasivaratri – Holiday
			Second Internal VI Semester UG
19	24-02-2020 To 28-02-2020	24 Feb	College Day
			Study Leave
20	02-03-2020 To 06-03-2020		Study Leave
			Study Leave
		04 Mar	University Exam VI Semester UG

Subject Code:	6B19 COM – Optional IV
Subject Name:	Computer Applications - IV Accounting Packages- Tally
No. of Credits:	3
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	Roshini P.K.

Objective: -

1. To acquire knowledge about the tally accounting package
2. To develop skill in preparing financial statements in Tally

Module I: Basics of accounting, features of tally – technological advantages, Transactions, journal, ledger, rules for debit and credit.- Creation of company – group – default group – ledger etc. – modification – alteration – deletion of company – voucher entry – default vouchers – [22Hours]

Module II: Creation of trial balance – balance sheet – profit and loss account.- detailed form- centred form alterations – Printing reports & options [19 Hours]

Module III: Cost category – cost centre – stock group – stock item – (creation – deletion – alteration –modification). [20 Hours]

Module IV: Budget – creation– deletion – alteration – Bank Reconciliation Statements [9 Hours]

Module V: TDS – Generation & reconciliation of TDS – Challan- filling of returns E TDS returns – Calculation of VAT – Fund flow statements- Calculating financial ratios (20 Hours)

Books for Reference

1. Tally 7.2 – Nadhani.
2. Accounting – Laser.

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	21-10-2019 To 25-10-2019	1	Introduction
		2	Basics of accounting, features of tally
		3	Technological advantages of Tally
		4	Transactions
		5	Journal
		6	Ledger
		7	Rules for debit and credit
		8	Creation of company
2	28-10-2019 To 01-11-2019	9	Lab
		10	Group Creation & Default group creation
		11	Lab
		12	Modification & alteration
		13	Lab
		14	Ledger creation
		15	Lab
3	04-11-2019 To 08-11-2019	16	Voucher entry
		17	Lab
		18	Default vouchers
		19	Lab
		20	Deletion of company
		21	Lab
4	11-11-2019 To 15-11-2019	22	Class test
		23	Creation of trial balance
		24	Lab
		25	Lab
		26	Balance sheet
		27	Lab
		28	Lab
5	18-11-2019 To 23-11-2019	29	Profit and loss account
		19 Nov	Union Inauguration
		30	Lab
		31	Lab
		32	Detailed form
		33	Lab
34	Centred form alterations		

No of Weeks	Dates	Session	Topic
11	30-12-2019 To 03-01-2020	42	Cost category - creation
		43	Lab
		44	Cost category -deletion
		45	Lab
		02 Jan	Mannam Jayanthi – Holiday
		46	Cost category - alteration
12	06-01-2020 To 10-01-2020	47	Lab
		48	Lab
		49	Cost centre creation
		50	Lab
		51	Cost centre – deletion
		52	Lab
		53	Cost centre– alteration –modification
		54	Lab
		55	stock group creation
13	13-01-2020 To 17-01-2020	56	
		57	stock item deletion
		58	Lab
		59	stock item alteration –modification
		60	Lab
		61	Class test
		17 Jan	COMET
		18 Jan	COMET
14	20-01-2020 To 24-01-2020	62	Budget – creation
		63	Lab
		64	Lab
		65	Budget deletion – alteration
		66	Lab
		67	Bank Reconciliation Statements
		68	Lab
		69	Lab
		70	Class test
		15	27-01-2020 To 31-01-2020
72	Generation & reconciliation of TDS		
73	Lab		
74	Lab		
75	Lab		
76	Challan		

No of Weeks	Dates	Session	Topic
		77	Lab
16	03-02-2020 To 07-02-2020	78	Lab
		79	filling of returns E TDS returns
		80	Lab
		81	Lab
		82	Calculation of VAT
		83	Lab
		84	Fund flow statements
17	10-02-2020 To 14-02-2020	85	Lab
		86	Calculating financial ratios
		87	Lab
		88	Previous year question paper discussion
		89	Revision
		90	Revision
18	17-02-2020 To 22-02-2020	17 Feb	Second Internal VI Semester UG
			Second Internal VI Semester UG
			Second Internal VI Semester UG
			Second Internal VI Semester UG
		21 Feb	Mahasivaratri – Holiday
			Second Internal VI Semester UG
19	24-02-2020 To 28-02-2020	24 Feb	College Day
			Study Leave
20	02-03-2020 To 06-03-2020		Study Leave
			Study Leave
		04 Mar	University Exam VI Semester UG