

**S.N.D.T. WOMEN'S UNIVERSITY
B.COM II AND III**

B.COM. III - Semester V

Specialisation Group - Computer Studies Paper II

Computerised Accounting & Business Applications

Computer Code 555218 - 4 Credits

Objectives: The course provides the learner a broad overview of Computerised Accounting and Application of Computer in various areas of the Business.				
Unit	Topic	No of Lectures	Credit	Weightage %
Unit -1	<p>Objective: To make the learner computerised accounting literate</p> <p>Accounting Fundamentals Meaning and Types of Transactions, Modes of settling transactions. Account – Meaning, Types of Accounts, Five Examples of Each Type of Accounts, Grouping of Accounts in the Trading, Profit and Loss and Balance Sheet. Fundamental Rules of Credit & Debit Basic books of accounts - Purchase Register, Sales Register, Cash Book, Bank Book, Petty Cash Book, Expense Register, Journal Entering Opening Balances in Ledger, Posting entries in ledger from above books Procedure of Balancing ledger accounts and finding out closing balance. Concept of NIL, Debit & Credit balances Accounting Groups of Assets, Liabilities, Income & Expenses. Manufacturing, Trading, Profit & Loss Account & Balance Sheet Bank Reconciliation Statement</p> <p>Accounting Entries Entering, Editing, Deleting, Printing and Duplicating Vouchers of Purchases, Sales, Journal, Cash, Petty Cash, Bank</p>	15	1	25%
Unit -2	<p>Objective: To make the learner knowledgeable in computerised accounting and Inventory</p> <p>INVENTORY Inventory Groups, Stock Items and Units of Measurement, Stock Transfer, Printing Stock Register, Stock Ledger, Stock Summary Printing with Gross Profit Percentage Stock Ledger, Stock Group</p> <p>Accounting and Inventory Reports Display and Printing detailed and summarized Purchases, Sales, Journal, Cash, Petty Cash, Bank, Ledger. Function</p>	15	1	25%

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	Keys & Shortcut Keys.			
Unit -3	<p>Objective: To make the learner Business Applications using electronic mode.</p> <p>E-Commerce & Business Applications What is E-Commerce ?. Its features, advantages and limitations Internet Banking, UTS, PAYTM, Phonepe E-Commerce and Trade Cycle Example of E-Commerce applications Security Issues</p> <p>PAYROLL Employee Master, Pay Structure, Pay Scale, Allowances, Defining Deductions and Calculating Pay Understanding Pay Sheet and Pay Slip, Form 16, T.D.S. on Salary, Understanding depositing of deductions with Banks</p>	15	1	25%
Unit -4	<p>Objective: To make the learner aware about file compression and Internet Security.</p> <p>File Compression – Decompression – ZIP / RAR What is File Compression? Its different types, advantages and limitations Introduction to WINZIP and WINRAR Creating, Adding, Deleting and Extracting Files to a Compress File</p> <p>Elementary Idea about Computer Security Computer Viruses, Adware, Spyware, Hacking What is Computer Virus?. Types and Examples Preventing Measures & Anti Virus Programs with Examples What is Adware, Spyware & Malware ? Its Types and Examples Preventing Measures & Anti Adware, Spyware, Malware Programs with Examples</p>	15	1	25%
		60	4	100%

RECOMMENDED BOOKS

1. Tally 9 - A. K. Nadhani, BPB Publications
2. Information Technology, Phadke Prakashan
3. Information Technology, Phadke Prakashan
4. Tally ERP 9.0 Training Guide, B. P. B. Publications
5. Rapidex Computer Course - Amit Gupta, Pustak Mahal
6. Comdex Computer Course - Vikas Gupta, Dreamtech Press