

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

B. Com – III

Semester – V

Specialisation Group - Computer Studies Paper III

Advanced Computerised Accounting & Business Applications - Computer Code 555318 - 4 Credits

Objectives: The course provides the learner a expert overview of Accounting and other Business Applications using computer.				
Unit	Topic	No of Lectures	Credit	Weightage %
Unit -1	<p><b>Objective:</b> To make the learner familiar with Accounting, Inventory and Taxation aspects.</p> <p><b>ACCOUNTING REPORTS / TAXATION - DIRECT AND INDIRECT TAXES</b></p> <p>Creating &amp; Altering Company Information, Gateway of Tally</p> <p>Accounting Groups, and Ledger</p> <p>Data Entry of Purchase, Sales, Journal, Debit Note, Credit Note, Cash, Bank &amp; Petty Cash Voucher with test data</p> <p>Advanced Bank Reconciliation Statement</p> <p>Understanding various account books including accounting ledger and stock ledger, Confirmation of Ledger Accounts</p> <p>Understanding day to day Bank operations like IMPS, NEFT, RTGS, NACH, ECS, NPCI, NACH, Mutual Funds CKYC</p> <p>Understanding of Trading, Profit &amp; Loss Account and Balance Sheet along with Stock Summary</p> <p>Printing Various Books of Accounts, Ledger, Trial Balance, Trading and Profit and Loss Account and Balance Sheet</p> <p>Function Keys – Default Values, Short Cut Key Combinations</p>	<b>15</b>	<b>1</b>	<b>25%</b>
Unit-2	<p><b>Objective:</b> To make the learner familiar with Advanced features of EXCEL.</p> <p><b>Advanced EXCEL</b></p> <p>Basic Concepts -- Row, Column, Cells, Cell Address,</p>	<b>15</b>	<b>1</b>	<b>25%</b>

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	<p>Value cells, Label cells, Absolute cells, Relative cells Multiple Worksheets, Inserting &amp; Deleting Single and Multiple Rows &amp; Columns Financial Functions (FV, PV, PMT) String( Clean, Len, Trim, Chr, Code) Mathematical(SUM,COUNT,AVERAGE,MAX,MIN,Sqrt, Round) Logical (IF, or, true, not, And) Date Functions – Date(), Day(), Month(), Year(), today(), Now(), Weekday(), Lookup – Hlookup, Vlookup Toolbars – Standard &amp; Formatting Increasing &amp; Decreasing Row Height and Column Width Data Sort, Data Fill (Autofill), Sub Totals, Filter Undo &amp; Redo, Find, Find &amp; Replace, Goto, Formatting Cells, Formatting a Sheet Creating Charts File – Open, Save, Save As, Exit Macros – Elementary Idea Spelling Checking Function Keys – Default Values, Short Cut Key Combinations,</p>			
Unit -3	<p><b>Objective:</b></p> <p><b>Advanced Tally Features</b> Invoice Printing, Cheque Printing, PAY-IN-SLIP Printing, Interest Calculations.</p> <p>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 Basics of Income Tax, T.D.S. – Procedure of obtaining TAN / PAN. Challans for Payment of TDS, Income Tax, GST etc,</p> <p>Basics of GST, Elementary Idea about Registration, Collection, Input Tax Credit and Reverse Charge mechanism.</p>	<b>15</b>	<b>1</b>	<b>25%</b>
Unit -4	<p><b>Advanced WORD and Advanced Power Point</b></p> <p>File – Open, Save, Save As, Exit, =Rand() Font Colour, Text Highlighting, Page set up --- Width, Height, Top margin, Bottom margin, Header, Footer Find and Replace, Spell Check &amp; Grammar Auto Text, Auto Correct</p>	<b>15</b>	<b>1</b>	<b>25%</b>

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<p>Justification -- Left , Right , Centre , Even</p> <p>Indenting And Out denting Text, Line Spacing, Paragraph Spacing</p> <p>Bullets, Numbered Lists, Multi Level List, Borders</p> <p>Drop Cap, Change Case, Columns, Go To</p> <p>Word Count, Insert Page Break, Tables</p> <p>Print and Print Preview, Mail Merge, Letter Wizard, Macros, Tables</p> <p>Function Keys – Default Values, Short Cut Key Combinations</p> <p><b>Advanced POWERPOINT</b></p> <p>Creating, Editing &amp; Saving a PowerPoint Presentation</p> <p>Inserting Clip Art, Hyperlink</p> <p>Formatting, Transition &amp; Animation Effects</p> <p>Different Views (Normal, Outline, ...)</p> <p>Slide Show</p> <p>Printing Slides and handouts</p> <p>Function Keys – Default Values, Short Cut Key Combinations</p>				
<b>Total</b>	<b>60</b>	<b>4</b>	<b>100%</b>	

**RECOMMENDED BOOKS**

1. Rapidex Computer Course – Amit Gupta, Pustak Mahal
2. S. Chand's Computer Course- D. P. Nagpal, S. Chand & Co. Ltd.
3. Comdex Computer Course - Vikas Gupta, Dreamtech Press
4. Office Complete, B. P. B. Publications
5. Training Guide MS Word 2007, B. P. B. Publications
6. Training Guide MS Excel 2007, B. P. B. Publications
7. Training Guide MS Power Point 2007, B. P. B. Publications
8. Tally ERP 9.0 Training Guide, B. P. B. Publications
9. Tally Pay Roll, B. P. B. Publications