

Name of Institute: INDUS INSTITUTE OF MANAGEMENT

Name of Faculty: Prof. PARSHVA SHAH

Course code: BC0515

Course name: Computerized Accounting System

Pre-requisites:

Credit points: 6

Offered Semester: V

Course Coordinator (weeks 15)

Full Name: Prof. Parshva Jitendrakumar Shah

Department with siting location: MBA Department, Bhawar Buliding 4th Floor

Telephone: 9737530515

Email: parshvashah.mba@indusuni.ac.in

Consultation times: 2.00 PM to 4.00 PM

Course Lecturer (weeks 15)

Full Name: Prof. Parshva Jitendrakumar Shah

Department with siting location: MBA Department, Bhawar Buliding 4th Floor

Telephone: 9737530515

Email: parshvashah.mba@indusuni.ac.in

Consultation times: 2.00 PM to 4.00 PM

Students will be contacted throughout the Session via Mail with important information relating to this Course.

Course Objectives

This course seeks to enhance the skills needed for computerized accounting system and to enable the students to develop simple accounting applications.

Course Outcomes (CO)

CO1-To familiar with study of advanced Excel functions with an emphasis on accounting themes.

CO2- Introduced to computerized accounting systems using the Tally Accounting software.

CO3- To familiar with preparation of Final Accounts in tally software

CO4- To know different accounting entries and journals made for adjustment of transaction in tally software

CO5- To know the impact of tax laws on companies and individuals

CO6- Records of different vouchers , receipts and payment entries in tally erp software

Course Outline

Module-I

Basic Accounting

- Introduction & Advantage of Tally Company information
- Select company, Shut company, Create company, Alter, Backup, Restore

Module-II

Gateway of Tally Account info

- Group, Ledgers, Voucher types
- Inventory info
- Stock group, Stock item, Units of Measurement

Module-III

Accounting Vouchers

- Contra, Payment, Receipt, Sale, Purchase and Journal.

Module-IV

GOODS AND SERVICE TAX (GST)

- Create Company and Activate GST in Company Level
- Creating Master and Set GST Rates
- Creating Tax Ledgers
- Transferring Tax Credits of VAT,
- Excise and Service Tax to GST
- Recording GST Sales and Printing Invoices
- Recording GST Interstate Sales and Printing Invoices
- Recording an Advance to Supplier under GST
- Recording GST Local Purchase
- Recording GST Interstate

Method of delivery

Face to face lectures, self study material, Active Learning Techniques, Chalk & Board, Power Point Presentation(PPT), Group Discussion, Major Projects, Tally ERP 9 etc.

Study time

6 lecture per week, Average attendance 80%

CO-PO Mapping (PO: Program Outcomes)

	Introduction to Taxation	PO1	PO2	PO3	PO4	PO5
CO1	To familiar with study of advanced Excel functions with an emphasis on accounting themes.	2	3	2	3	3
CO2	Introduced to computerized accounting systems using the Tally Accounting software.	2	2	2	2	3
CO3	To familiar with preparation of Final Accounts in tally software	2	3	3	2	2
CO4	To know different accounting entries and journals made for adjustment of transaction in tally software	2	2	2	3	3
CO5	To know the impact of tax laws on companies and individuals	2	2	3	2	3
CO6	Records of different vouchers , receipts and payment entries in tally erp software	3	2	2	2	2

Blooms Taxonomy and Knowledge retention (For reference)

(Blooms taxonomy has been given for reference)

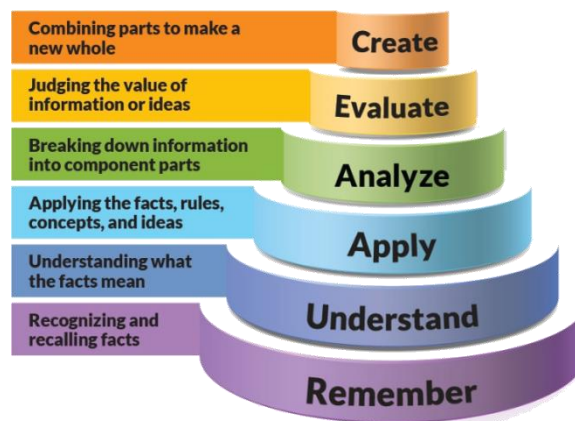


Figure 1: Blooms Taxonomy

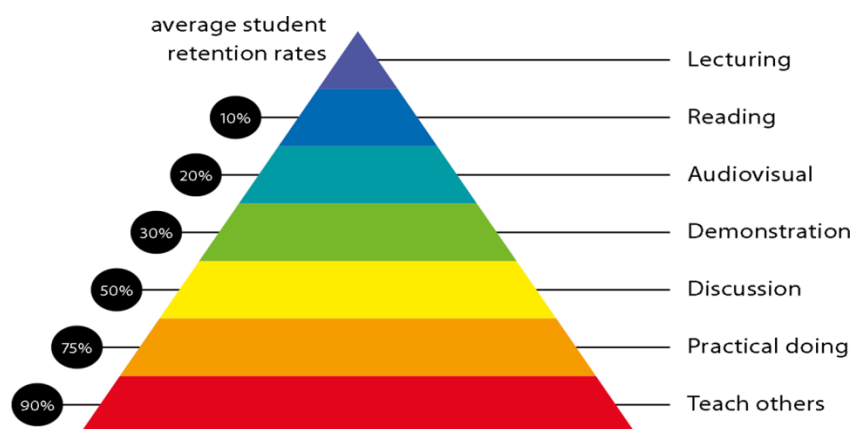


Figure 2: Knowledge retention

Graduate Qualities and Capabilities covered

(Qualities graduates harness crediting this Course)

General Graduate Qualities	Specific Department of _____ Graduate Capabilities
Informed Disciplinary Knowledge <ul style="list-style-type: none"> • Excel • Tally ERP • Tally ERP 9 	1 Professional knowledge, grounding & awareness
Independent learners <ul style="list-style-type: none"> - Metacognition - Planning - Evaluating 	2 Information literacy, gathering & processing
Problem solvers Thinking • critical • creative • practical	4 Problem solving skills
Effective communicators Relating • communication • team skills • influencing • acting ethically • cross-cultural awareness	5 Written communication
	6 Oral communication
	7 Teamwork
Responsible Learning • capacity for life-long learning • flexibility • adaptability	10 Sustainability, societal & environmental impact

Practical work:

Case Study, Presentation , Practical problems of each .

1. ASSIGNMENT -1 Theory aspect question
2. ASSIGNMENT -2 Practical questions
3. MCQ Test
4. Practical Case Discussion
5. Projects

Lecture/tutorial times

(Give lecture times in the format below)

Lecture	Monday	12:20 – 1:20	PG Classes
Lecture	Tuesday	12:20 – 1:20	PG Classes
Lecture	Wednesday	12:20 – 1:20	PG Classes
Lecture	Thursday	11:10 – 12:10 12:20 – 1:20	PG Classes
Lecture	Friday	12:20 – 1:20	PG Classes

Attendance Requirements

The University norms states that it is the responsibility of students to attend all lectures, tutorials, seminars and practical work as stipulated in the Course outline. Minimum attendance requirement as per university norms is compulsory for being eligible for mid and end semester examinations.

Details of referencing system to be used in written work

Text books

1. Tally ERP 9 Training Guide by Ashok K Nodhani, BPB Publisher
2. Tally ERP 9 GST A Complete Test Book with Assignment in English by T Balaji

Additional Materials

Names of newspapers, magazines to be referred for better understanding of the course:

1. Times of India, Economics Times, Business Standard ,
2. Taxman. Taxman Allied Services Pvt. Ltd., New Delhi.

ASSESSMENT GUIDELINES

Your final course mark will be calculated from the following:

1. ASSIGNMENT -1 Theory aspect question	10 Marks
2. ASSIGNMENT -2 Practical questions	10 Marks
3. MCQ Test	10 Marks
4. Class Test	20 Marks
5. Class Performance / Attendance	10 Marks

SUPPLEMENTARY ASSESSMENT

Students who receive an overall mark less than 40% in mid semester or end semester will be considered for supplementary assessment in the respective components (i.e mid semester or end semester) of semester concerned. Students must make themselves available during the supplementary examination period to take up the respective components (mid semester or end semester) and need to obtain the required minimum 40% marks to clear the concerned components.

Practical Work Report/Laboratory Report:

A report on the practical work is due the subsequent week after completion of the class by each group.

Late Work

Late assignments will not be accepted without supporting documentation. Late submission of the reports will result in a deduction of -% of the maximum mark per calendar day

Format

All assignments must be presented in a neat, legible format with all information sources correctly referenced. Assignment material handed in throughout the session that is not neat and legible will not be marked and will be returned to the student.

Retention of Written Work

Written assessment work will be retained by the Course coordinator/lecturer for two weeks after marking to be collected by the students.

University and Faculty Policies

Students should make themselves aware of the University and/or Faculty Policies regarding plagiarism, special consideration, supplementary examinations and other educational issues and student matters.

Plagiarism - Plagiarism is not acceptable and may result in the imposition of severe penalties. Plagiarism is the use of another person's work, or idea, as if it is his or her own - if you have any doubts at all on what constitutes plagiarism, please consult your Course coordinator or lecturer. Plagiarism will be penalized severely.

Do not copy the work of other students.

Do not share your work with other students (except where required for a group activity or assessment)

Course schedule (subject to change)

(Mention quiz, assignment submission, breaks etc as well in the table under the Teaching Learning Activity Column)

Week #	Topic & contents	CO Addressed	Teaching Learning Activity (TLA)
Weeks 1	Introduction & Advantages of Tally	CO1,CO2,CO4	Chalk & Board / / PPT / Handouts / Tutorials / Assignments,
Weeks 2	Company information • Select company, Shut company, Create company, Alter, Backup, Restore	CO1,CO2,CO4,CO6	Chalk & Board // PPT / Handouts / Tutorials / Assignments,
Week 3	Company information • Select company, Shut company, Create company, Alter, Backup, Restore	CO1,CO2,,CO4,CO6	Chalk & Board // PPT / Handouts / Tutorials / Assignments,
Week 4	Gateway of Tally Account info • Group, Ledgers, Voucher types	CO1,CO2,CO4,CO5,CO6	Chalk & Board // PPT / Handouts / Tutorials / Assignments,
Week 5	Inventory info • Stock group, Stock item, Units of Measurement	CO1,CO2,CO4,CO5,CO6	Chalk & Board // PPT / Handouts / Tutorials / Assignments,
Week 6	Inventory info • Stock group, Stock item, Units of Measurement	CO2,CO4,CO5,CO6	Chalk & Board // PPT / Handouts / Tutorials / Assignments,
Week 7	Accounting Vouchers • Contra, Payment, Receipt, Sale, Purchase and Journal.	CO2,CO4,CO5,CO6	Chalk & Board // PPT / Handouts / Tutorials / Assignments,
Week 8	Accounting Vouchers • Contra, Payment, Receipt, Sale, Purchase and Journal.	CO2,CO4,CO5,CO6	Chalk & Board // PPT / Handouts / Tutorials /

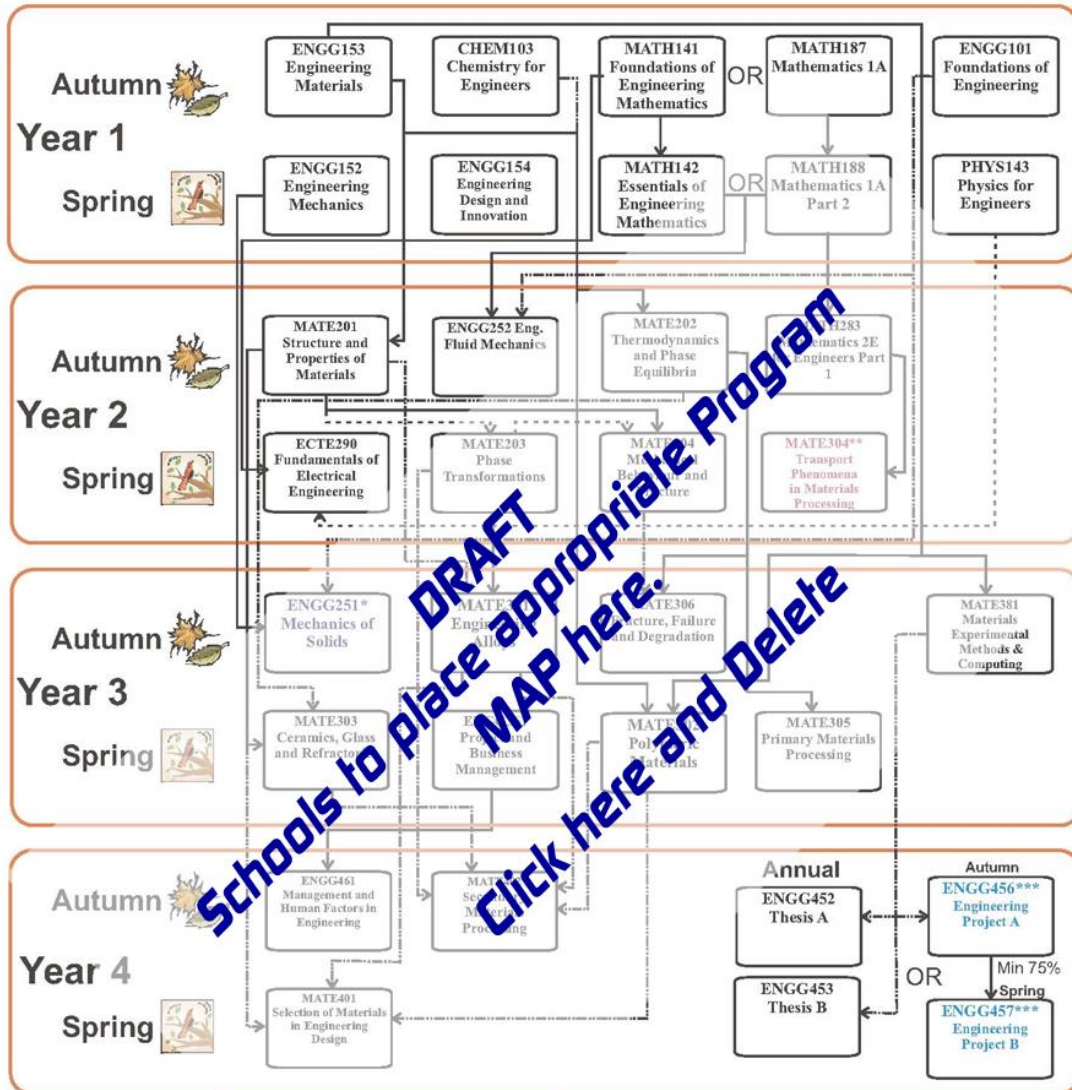
				Assignments,
Week 9	<p>GOODS AND SERVICE TAX (GST)</p> <ul style="list-style-type: none"> • Create Company and Activate GST in Company Level • Creating Master and Set GST Rates • Creating Tax Ledgers 	CO2,CO3,CO4,CO5,CO6		Chalk & Board // PPT / Handouts / Tutorials / Assignments,
Week 10	<p>Transferring Tax Credits of VAT,</p> <ul style="list-style-type: none"> • Excise and Service Tax to GST • Recording GST Sales and Printing Invoices 	CO2,CO3,CO4,CO5,CO6		Chalk & Board // PPT / Handouts / Tutorials / Assignments,
Week 11	Mid Term Exam	Mid Term Exam		Mid Term Exam
Week 12	Recording GST Sales and Printing Invoices	CO2,CO3,CO4,CO5,CO6		Chalk & Board // PPT / Handouts / Tutorials / Assignments,
Week 13	<p>Recording GST Interstate Sales and Printing Invoices</p> <ul style="list-style-type: none"> • Recording an Advance to Supplier under GST 	CO2,CO3,CO4,CO5,CO6		Chalk & Board // PPT / Handouts / Tutorials / Assignments,
Week 14	Recording GST Local Purchase	CO2,CO3,CO4,CO5,CO6		Chalk & Board // PPT / Handouts / Tutorials / Assignments,
Week 15	Recording GST Interstate	CO2,CO3,CO4,CO5,CO6		Chalk & Board // PPT / Handouts / Tutorials / Assignments,



PROGRAM MAP for Bachelor of Engineering (Materials Engineering)



DEGREE - 2012



Electives *

- MATE 411
Advanced
Materials
and Processing
- MATE412
Electronic
Materials
- MATE413
Structural
Characterisation
Techniques
- MATE422
Iron and
Steelmaking
- MATE433
Surface
Engineering

* Note: Students will take three electives
 Some electives are only offered every 2nd year

ENGG251* Note: Full time students entering Year 3 in 2012 will need to take one elective in Autumn as they have already completed ENGG251

MATE304** Note: Full time students entering Year 3 in 2012 will need to take MATE304 in Spring of their 4th year or take it in 2012 and defer another subject to Spring 2012

ENGG456***Note: If ENGG456 Engineering Project A (6cp) is done instead of a thesis, a student needs to complete 4 electives and is not eligible for honours

