

Student Enrolment List

List of Students for Computerised Accounting
2021-2022

Sl.No.	Name.	Department
1.	Aparna.S.B	Zoology.
2.	Giopika.S.kumar	Chemistry
3.	Leeshmi Jayakumar	"
4.	Sumayya.N	Economics.
5.	Adhira.V	"
6.	Aswathy.U.S	"
7.	Devika.S.S	"
8.	Amrutha.G.	English
9.	Pooja.P.	"
10.	Amitha.R	Economics
11.	Adithya.S	"
12.	Amina.M.	"
13.	Sree Lekshmi.G	"
14.	Syama.S	"
15.	Adhulya.V	"

Total Strength : 15



Total Hours : 30

Lecture Hours : 10

Practical Hours : 20

MAHIMA.C.V Lib

Dr. KAVITHA L
Assistant Professor & Head
Department of Commerce
M.M.N.S.S. College, Kottiyam
Kollam-691571

2021-22

SYLLABUS

CERTIFICATE COURSE ON COMPUTERISED ACCOUNTING

Duration: 30 Hours

Unit 1 Introduction to Computerised Accounting:-

Accounting system-need and benefits of Computerized Accounting-transition from Manual Accounting to Computerized Accounting- list of Accounting softwares.

Unit 2 Fundamentals of tally ERP9 :-

Features of tally- Tally versions -Tally ERP9- requirements for installing tally- steps for installing tally-benefits of tally-tally licensing-gateway of tally/screen components of tally- company creation- select and shut -split company data-Alt company-F12 configuration.

Unit 3 Basic Accounting Information in Tally :-

Menu related to accounts - groups - predefined groups - managing groups - creating groups and sub group - display, alter and delete groups - multiple groups - ledgers - single ledger creation, display, alt and delete - multiple ledger creation, display and alt.

Unit 4 Accounting vouchers in Tally:-

Voucher types - configuring vouchers-creating vouchers-display, alt, duplicating and cancelling of vouchers-predefined vouchers.

Unit 5 tax Accounting in Tally:-

Enabling VAT(VAT must be replaced with GST when GST is implemented and incorporated in Tally)-Enabling TDS in tally-Enabling Service Tax in tally.

Unit 6 Cost centres and inventory information:-

Cost categories and cost centres-create, display, alter and delete cost category-cost centre- create, display, alt and delete cost centres-accounts with inventory-



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MARIMA C.V. [Signature]

MMNSS COLLEGE, KOTTIYAM
DEPARTMENT OF COMMERCE

2021-22

Course Title: Certificate course on Computerised Accounting

Course Code: CC CO-05

Course Duration : 30 Hours

Course schedule

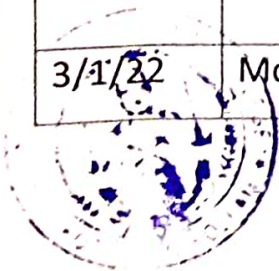
Date	Day	Time	Topic Discussed
11/9/21	Saturday	10.30 to 12.30	Introduction to computerized accounting
18/9/21	Saturday	10 to 12	Basics accounting system
28/9/21	Thursday	3.30 to 4	Basics accounting system
16/10/21	Friday	3.30 to 4.30	Basics accounting system
23/10/21	Thursday	10 to 12	Basics accounting system
30/10/21	Saturday	10 to 12	Tally ERP 9-Basic terms
8/11/21	Monday	3.30 to 4	Tally ERP 9-Uses and features
13/11/21	Saturday	10 to 12	Accounting softwares
15/11/21	Monday	3.30 to 4	Company creation
20/11/21	Saturday	10 to 12.30	Company creation
24/11/21	Wednesday	10 to 1	Group creation



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25/11/21	Thursday	3.30 to 4	Group creation
27/11/21	Saturday	10 to 1	ledger creation
30/11/21	Thursday	3.30 to 4	ledger creation
4/12/21	Saturday	11 to 12	ledger creation
6/12/21	Monday	3.30 to 4	Voucher creation
11/12/21	Saturday	10 to 11.30	Voucher creation
13/12/21	Monday	4 to 4.30	Voucher creation
18/12/21	Saturday	10 to 12	Tax accounting features in Tally ERP9
20/12/21	Monday	3.30 to 4.30	Cost centres and inventory books in Tally ERP 9
22/12/21	Wednesday	3.30 to 4.30	Report generation in Tally ERP9
23/12/21	Thursday	3.30 to 4.30	Practical Lab hours
30/12/21	Thursday	3.30 to 4.30	Practical Lab hours
31/12/21	Friday	3.30 to 4.30	Practical Lab hours
3/1/22	Monday	3.30 to 4.30	Practical Lab hours



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4/1/22	Thursday	3.30 to 4.30	Practical Lab hours
7/1/22	Friday	3 to 4.30	Advanced features of Tally ERP in Business version, Discussion on Question format
8/1/22	Saturday	10 to 12	Practical Exam on Computerised Accounting
10/1/22	Monday	3 to 4.30	Certificate distribution
11/1/22	Thursday	3 to 4.30	Feed back session

Name and Signature of Course Advisor:

M. K. Kavitha *10/1/22*

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Assistant Professor & Head

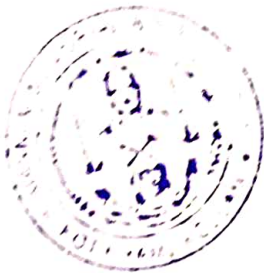
Department of Commerce

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Name and Signature of HOD :

[Signature]



MMNSS COLLEGE KOTTIYAM
CERTIFICATE COURSE ON COMPUTERISED ACCOUNTING
PRACTICAL EXAMINATION JANUARY 2022

TIME: 3 HOURS

MAX.MARKS: 40

1.Enter the following transactions of M/S. Global Traders in appropriate vouchers and display ledger accounts.(20 Marks)

01/01/2021 -commenced business with capital Rs.20, 00,000.

02/01/2021-Deposited Rs.9, 00,000 in bank.

04/01/2021-Paid rent Rs.1, 05,000.

10/01/2021-Purchased machinery Rs.76, 000 and payment made by cheque.

15/01/2021-Cash purchase of goods for Rs.1,30,000 and payment made by cheque.

20/01/2021-Credit purchases from S.K. & Sons for Rs. 36,000.

24/01/2021-Purchase of stationery for Rs.3600.

26/01/2021-Advertising expenses paid Rs.3000.

27/01/2021-Purchase of goods Rs. 75,000 and payment made by cheque.

29/01/2021-Miscellaneous expenses incurred Rs.12, 000.

30/01/2021-Cash sales Rs.15, 300.

Display Trial balance and Balance Sheet of M/S. Global Traders.

(20marks)

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DEPARTMENT OF COMMERCE
CERTIFICATE COURSE ON COMPUTERISED ACCOUNTING
MARK LIST

Sl.No	Name of the student	Department	Marks Secured
1	APARNA S B	ZOOLOGY	30
2	GOPIKA S KUMAR	CHEMISTRY	30
3	LEKSHMI JAYAKUMAR	CHEMISTRY	25
4	SUMAYYA . N	ECONOMICS	30
5	ATHIRA V	ECONOMICS	28
6	ASWATHY U S	ECONOMICS	30
7	DEVIKA S S	ECONOMICS	30
8	AMRUTHA G	ENGLISH	30
9	POOJA P	ENGLISH	25
10	AMITHA R	ECONOMICS	30
11	ADITHYA S	ECONOMICS	30
12	AMINA M	ECONOMICS	30
13	SREELEKSHMI G	ECONOMICS	26
14	SYAMA S	ECONOMICS	28
15	ATHULYA V	ECONOMICS	24

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Report on Certificate course on Computerised Accounting 2020-22


30 Hours Certificate Course on Computerised Accounting was conducted by Department of Commerce M.M.N.S.S. College, Kottiyam from 10/9/2020 to 11/1/2022. 15 students from different disciplines were enrolled for the course. The classes were taken by Mahima Faculty, (Dept. of Commerce). The course was designed to impart knowledge regarding Concepts of Computerised Accounting with special attention to Tally ERP-9 Software. It was intended to equip the students to acquire both theoretical and practical training in computerised accounting. Practical Examination was conducted at the end of the training and all 15 students attended the exam. All students cleared the exam with good grades and certificates showing their respective grades were issued to the students which would serve as an additional qualification for them while seeking job as an accountant.

Assessment features:

Assessment format: Practical Examination

Duration : one hour

No. of Exams: One.


Principal
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