Mahatma Gandhi Vidyamandir's

M. S. G. Arts, Science and Commerce College, Malegaon Camp

Department of Commerce

Valued Added Certificate Course in

"Computerised Accounting"

Syllabus for **'Computerised Accounting'**

The program will be of 4 credit and it will be delivered in 48 clock hours.

Sr. No.	Topic	Hours	Marks
1.	**Module - 1 -: Tally Fundamentals**	08	25
	Chapter 1 - Basic Concept of Computer		
	Chapter 2 -Basic Concept of Tally		
2.	**Module – 2 -: Account Master**	14	25
	Chapter 1 - Concept of Groups and Ledger		
	Chapter 2 -Voucher Types – Create. Display and Alter		
3.	**Module – 3 -: Accounting Voucher**	12	25
	Chapter 1 - Accounting Voucher Types – Contra, Payment, Receipt, Journal, Sale. Purchase, Debit Note, Credit Note		
	Chapter 2 – Data Export and Data Import		
4.	**Module – 4 -: Finalization Adjustment Entries**	12	25
	Chapter 1 – Inventory Master – Stock Group, Unit of Measure, Godown, Stock Items Create, Display, Alter		
	Chapter 2 – Invoicing – Enter Purchases, Sales, Debit Note, Credit Note in Invoice Mode. Accounting Invoice, Item Invoice, Additional expenses, Tax Ledgers in Invoices.		
	Chapter 3 – Data Backup and Restore		

*'Computerised Accounting' is given below.

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