

SES's L.S. RAHEJA COLLEGE OF ARTS AND COMMERCE (AUTONOMOUS)



BOARD OF STUDIES: INFORMATION TECHNOLOGY AND DATA SCIENCE
PROGRAMME: B.COM (ACCOUNTING AND FINANCE)
SEMESTER: IV
NOMENCLATURE OF THE COURSE: ACCOUNTING WITH TALLY
NEP Vertical: SKILL ENHANCEMENT COURSE (SEC)
Credit: 02

(As Per Choice Based Credit System (under NEP 2020) with effect from the academic year 2025-2026)



Programme:	BACHELOR OF COMMERCE (ACCOUNTING AND FINANCE)
Nomenclature of the Course	Accounting With Tally
Total Marks	50
Semester:	IV
Academic year	2025-26

LEARNING OBJECTIVES:

- To understand the fundamentals, uses, benefits, and limitations of a computerized accounting system.
- To learn the features and advantages of accounting software, with a focus on Tally for financial management.
- To develop skills in invoicing, inventory management, tax accounting, and generating financial reports using Tally.

COURSE OUTCOMES:

- Explain the need, role, and basic requirements of a computerized accounting system.
- Apply Tally software for company creation, voucher entries, ledger maintenance, and financial reporting.
- Manage invoicing, inventory, and taxation, including GST, VAT, TDS, and TCS, using Tally.

Unit	Course Content	Andragogy	No of Lectures
1.	<p>1.1 Computerized accounting system: Introduction and meaning Uses and Benefits Role Need and requirements of computerized accounting Basic requirements of computerized accounting system Limitations of computerized accounting system Understand the development and design of a computerized accounting system; determining how the accounting data will be processed, i.e. what accounts and books are needed and what is the desired output i.e. financial reports and other reports.</p> <p>1.2 Accounting Software Introduction and meaning Advantages of accounting software</p>	<ul style="list-style-type: none"> ● Task or problem centred ● Give students problems: Provide problems for students to solve independently or in groups. ● Encourage self-directed learning: Allow students to choose their learning methods and materials. 	15

II	<p>2.1 Accounting software TALLY: Company Creation, Gateway of Tally, Account Masters, Accounts Vouchers, Reports, Cash Book, Journal, Ledger, Trial Balance, Profit and Loss, Balance Sheet.</p> <p>2.2. Invoicing & inventory: Inventory master, Inventory Vouchers, Invoicing, Invoicing Printing, Inventory Report, Point of Sale, Orders.</p> <p>2.3 Tax Accounting: Tax Deducted at Source (TDS), Introduction to GST, Tally with GST, Value Added Tax (VAT), Excise Duty (ED), Tax Collected at source (TCS)</p>	<ul style="list-style-type: none"> • Task or problem centred • Give students problems: Provide problems for students to solve independently or in groups. • Use real-life examples: Incorporate real- life examples into lessons. 	15
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SUGGESTED READINGS

1. Batra, J., & Chaudhry, K. (2021). Tally Made Easy: Tally Business Accounting Software. Independently published.
2. Palanivel, S. (n.d.). Tally – Accounting Software. Margham Publications..
3. Tally Education Pvt. Ltd. (2020). TallyEssential Level 3. Tally Solutions Pvt. Ltd.
4. TallyPrime Book with GST. (n.d.). *Complete step-by-step guide*.

QUESTION PAPER PATTERN

(A) FOR CONTINUOUS EVALUATION

Particulars	Marks
Presentation/Viva Voce/Quiz	10
Assignment/Project	10
Total	20

(B) QUESTION PAPER PATTERN FOR SEMESTER END EXAMINATION

Question No.	Description	Total Marks	
Q. 1	Attempt the following Unit I	15	
A	Remembering		
B	Analysing		
C	Applying		
	OR		
P	Remembering		
Q	Analysing		
R	Applying		
Q. 2	Attempt the following Unit II		15
A	Understand		
B	Applying		
C	Evaluating		
	OR		
P	Understand		
Q	Applying		
R	Evaluating		