

**DEPARTMENT OF COMMERCE &
MANAGEMENT**

COURSE CURRICULUM & MARKING SCHEME

**DIPLOMA COURSE IN TALLY WITH
TAXATION**

SESSION 2022-23



ESTD : 1958

**GOVT. V.Y.T. PG AUTONOMOUS COLLEGE,
DURG, 491001 (C.G.)**

(Former Name-Govt. Arts & Science College, Durg)

**NAAC Accredited Grade A+, College with CPE-Phase II(UGC) STAR
COLLEGE (DBT)**

Phone No. : 0788-2212030

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INTRODUCTION: With the fast-moving technological world and in IT era, all sorts of tasks are being automated which were performed manually earlier irrespective of domain e.g. healthcare, documentation, shopping, employee management, shopping almost everything. To meet the pace of the growing world, the accounting system have also been computerized and automated as one single entry manages both accounting and inventory needs. Tally is the most popular accounting packages used across our country and needs a lot of trained manpower to meet the requirements.

Objective: The objective of the course is to train individuals in the Computerized Accounting using Tally and pursue the career in this sector.

Diploma in Tally With Taxtation Software Course Suitability :

- The course is suitable for those who are willing to go for teaching fields at higher degree level i.e. college and university level both in private and government institutions.
- They should have an outstanding verbal, written, and presentation skills with the facility to communicate clearly and effectively.
- Candidates must have experiences like selling enterprise software solutions and Tally, through annual licenses and subscription-based models.
- They should also can identify client needs and provide sound solutions to them.

How is Diploma in Tally With Taxation Software Course Beneficial ?

- They have also the option of higher degree program in respective subjects such as Bachelors' degree, etc. and then for further research work.
- This position offers an opportunity for accounting professionals to become successful consultants by venturing into the high growth accounting software/ERP industry.
- The diploma course helps the students those who want to understand business skills better, improve profits and avoid maintaining lengthy paper records.
- Candidates have also many jobs in the field of data entry both on permanent and private bases in various institutions/firms.

Diploma in Tally With Taxation Software Employment Areas:

- Banking Sector
- Insurance Companies
- Educational Institutes
- Sales/Marketing Companies

Diploma in Tally With Taxation Software Job Types:

- Quality Head
- Sales Executives/Manager
- Business Associate
- Regional Manager/Relationship Manager
- Insurance Acquisition Manager
- Sales Manager
- Insurance Associate
- Retail Insurance Head

DIPLOMA IN TALLY WITH TAXATION

Course Description and Overall Objectives : This course introduces accounting in general, then covers the basics of financial accounting through the accounting cycle for service and merchandising business. The main objective of this course is to introduce the theoretical foundation of financial accounting (concepts, assumptions, and principles) and the financial statements of a profit seeking enterprise. The course prepares the student to be capable of performing the different steps of the accounting cycle for service and merchandising businesses.

Course Objectives: Upon completion of this course, students should be able to:

- A. Introduce accounting in general.
- B. Identify the basics of financial accounting through the accounting cycle for service and merchandise business.
- C. Apply the theoretical foundation of financial accounting (concepts, assumptions, and principles) and the financial statements of a profit seeking enterprise.
- D. Perform the different steps of the accounting cycle for service and merchandising businesses.

Intended Learning Outcomes of the Course (ILOs) :

(A) Through knowledge and understanding, students will be able to:

- (K1) Identify the basis of measurement, presentation, and disclosure issues related to items presented in income statements and balance sheets
- (K2) Define journal and ledger.
- (K3) Specify the significance of alternative accounting procedures.
- (K4) List the appropriate theories, principles, and concepts relevant to financial accounting.

(B) Through intellectual skills, students will be able to:

- (I1) Apply an appropriate judgment in selecting and presenting information using various methods relevant to financial accounting.
- (I2) Discuss a reasoned argument to the solution of familiar and unfamiliar problems relevant to financial accounting.

(C) Through professional and practical skills, students will be able to:

- (P1) Develop practical activities using techniques and procedures appropriate to financial accounting.
- (P2) Display how to change within the external and internal accounting environment.

(D) Through general and transferable skills, students will be able to:

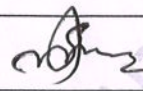
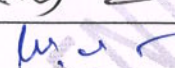
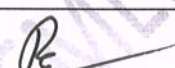


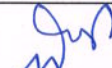
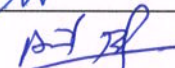
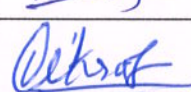
- (G1) Articulate appropriate effective written and oral communication skills relevant to accounting.
- (G2) Demonstrate the ability to work effectively as part of a group, involving leadership, group dynamics and interpersonal skills relevant to financial accounting.
- (G3) Show how to solve problems relevant to financial accounting using ideas and techniques some of which are at the forefront of the discipline.

Teaching and Learning Methods : The course comprises a combination of lectures, and case discussions.
Required facilities: Data Show.

Student Assessment Methods , Schedule and Weight %:



Assessment	Type	Duration	Weight %
1	Internal Assessment	Mid Month	30% in each Paper
2	Final Examination	End of Year	70% in each Paper

BOS ACADEMIC YEAR 2022-23

Sr. No.	External Experts	Signature
1	Dr.S.D.Deshpandey,G.S.College of Commerce,Jabalpur	
2.	Dr.B.L. Goyal,Ex Principal,Bilaspur	
3	Dr.R.P. Agrawal. Kalyan PG.College, Bhilai	
Departmental Members		
1	Dr.O.P.Gupta,HOD	
2	Dr.S.N.Jha	
3	Dr.H.P.Singh Saluja	
4	Anil Ballewar	
5	CA. VIKRANT RAGHUWANSHI	

6. SWEETA SAO

7. Chhaya Sahu

DIPLOMA IN TALLY WITH TAXATION

PAPER-I INTRODUCTION TO FINANCIAL ACCOUNTING

M.M.100 30% Internal Marks

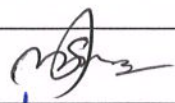
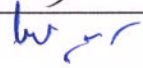



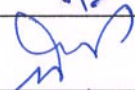
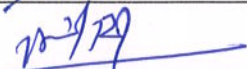

COURSE DETAILS :

Unit .1 Accounting – definition- Functions single entry and double entry system of Accounting, Accounting Equation – Types Of Accounts, Rules Of Accounting, Accounting Standards ,All Compulsory.
Unit .2 Accounting Concepts – Convention- Phases Of Accounting Journal Ledger, Voucher, Basic Accounting Journal Entries Trial Balance
Unit .3 Preparation Of Cash Book , Pass book, Preparation Of BRS (Bank Reconciliation , Trial Balance
Unit .4 Final Accounting , -Preparation of Final Statement Of Accounts, Trading Account, Profit And Loss Account, Balance Sheet, Closing Entries Adjustments Entry,
Unit. 5 Manual Accounting System –Meaning Advantages And Limitations –Computerized Accounting System , Accounting As a System,

List of References :


- (a) Course Notes: Weygandt, J., Kieso, D., and Kimmel, P., Accounting Principles, Wiley & Sons, Inc., 7 th Edition, 2004.
- (b) Essential Books (Text Books): Needles, B., Powers, M., and Crosson, S., Financial and Managerial Accounting, Cengage Learning, 8th Edition, 2008.
- (c) Recommended Books: Wild, J., Larson, K., and Chiappetta, B., Fundamental Accounting Principles, McGraw-Hill Companies, Inc., 18th Edition, 2007.
- (d) General References: Emerald Database through iConnect.bau.edu.lb

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3	Dr.H.P.Singh Saluja	
4	Anji Ballewar	
5	CA. VEKRAM RAGHUVANSHI	

6. SWETA S AD

7. Chaya Sahu


Chaya

DIPLOMA IN TALLY WITH TAXATION

PAPER-II INTRODUCTION TO TALLY

M.M.100 30% Internal Marks

COURSE OBJECTIVES:

- 1 This course helps students to work with well-known accounting software i.e. Tally ERP.9
2. Student will learn to create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software
3. Accounting with Tally certificate course is not just theoretical program, but it also includes continuous practice, to make students ready with required skill for employability in the job market.

COURSE OUTCOMES:

- Enter the accounting transactions in computerized format and find the financial result of a concern.
- Acquire the skill of financial decision making in a systemized manner.
- Interpret financial statements as well as evaluation of stock at the end.
- At the end of the programme, students were found confident towards using Tally ERP-9 software while solving practical problems. They were found trained in creating/selecting any company/group creating.
- Various concepts pertaining to formation of company & creation of different accounts under Tally ERP-9 was discussed in detail.
- A detailed lecture on accounts and voucher entries were discussed along with practice session on individual basis.
- Trainer made the students to create groups and ledgers.
- Concepts of cost centre were discussed also in details.

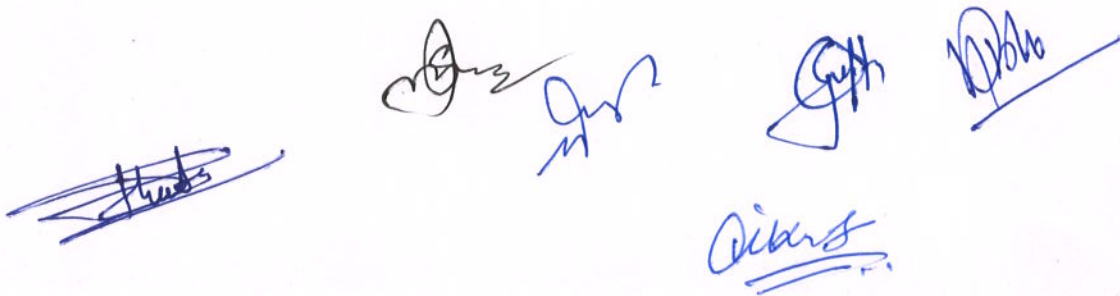
Unit.1 Introduction Tally Prime, Tally Version ,Tally Origin, General Features, Accounting Features , Inventory Feature , Starting Tally , Startup screen Component, Processing Icons , Multilingual Feature Of Tally Quit Tally, Tally Prime Downlodng And Installation

Unit 2 –Company Creation – Creating, Selecting, Deleting , Shutting a company, Altering Company Details , Changing Data Directory, Auto Selection Of Company,


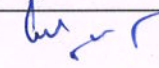



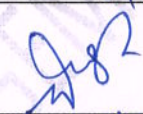
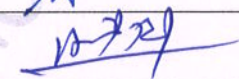

Unit. 3 – Pre Defined Groups In Tally – Primary Groups, Sub Groups, a Creation Of User Defined Primary Groups- Display, alteration Of Group Ledger Accounts –Creation Display, Alteration , Deletion,

Unit . 4- Golden Rules Of Accounting, Tally Voucher And Types Of Accounting Voucher,-Meaning – Payment Voucher ,Receipt Voucher, Purchase Voucher, Sales Voucher, Contra Voucher, Credit Note Voucher, Debit Note Voucher ,Memo Voucher , Entering, Deleting , Cancelling, Printing A Voucher – Post Dated Voucher,

Unit .5 Security Control, Meaning, Need Creation , Display , Alteration Of Security Tally Audit Features Conduct

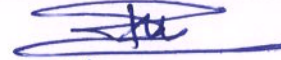


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4	Amit BALKURV	
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Chhaya

DEPTT. OF COMMERCE & MANAGEMENT

DIPLOMA IN TALLY WITH TAXATION

PAPER-III FINANCIAL TALLY

M.M.100 30% in Internal Marks

COURSE OBJECTIVES:

This course is designed to impart knowledge regarding concepts of Financial Accounting Tally is an accounting package which is used for learning to maintain accounts. As this course is useful for Commerce students to get placements in different offices as well as companies in Accounts departments.

COURSE OUTCOMES:

Manage accounting of any Business or individuals Creating Computerized Books of accounts with finalizing reports. Various extra topics related to computerized accounting like Auditing, Grouping companies. Vault passwords and many more Getting Automated Printing Salary slips, Scheduled reports Outstanding reports

Unit 1. Preparation Of Trial Balance , Bank Reconciliation , Adjustment Entry , Inventory Reports Trial Balance , Accounts Receivables Accounts Payable, Preparation Of Profit And Loss Accounts , Balance Sheet, Basic Concept Income Tax – Advance Tax , Self Assessment Tax.


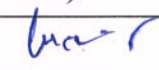

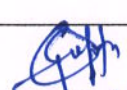
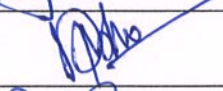

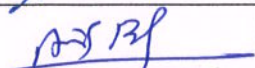
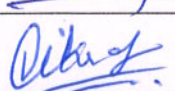
Unit 2. Interest – Simple , Compound Interest Calculation , Setting Up Ledger Master- Interest Report-, Voucher Classes And Ledger For interest Bill Wise Interest Calculations,

Unit 3. Receivable And Payable Management- Meaning , Activation Bill Wise Details Sales Entries, Purchase Entries, Purchase Returns, Sales Returns , Receipt , Payment Entries, Display And Printing Of Outstanding Printing, Reminder letters Printing Confirmation

Unit 4. Cost,- Cost Center, Cost Categories- Meaning , Creation , Display , Alteration of Cost Categories And Cost Centers Allocation Of Transactions to Cost Centers- Voucher Entry Using Voucher Class And Center Class,

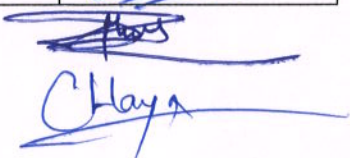
Unit 5. Budget Budgetary Control- Meaning, Creation Of Budgets , Group Budgets, Budget Ledgers , Alteration Of Budgets Deletion Of Budgets

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6. SHRETA SADI

7. Chaya Sahu



**DIPLOMA IN TALLY WITH TAXATION
PAPER-IV TAXATION IN TALLY PRIME**

M.M.100 30% Internal Marks

COURSE OBJECTIVES:

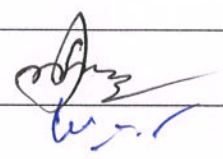
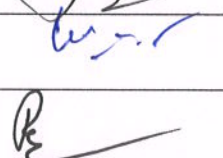
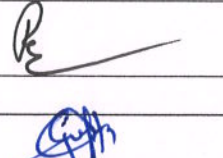
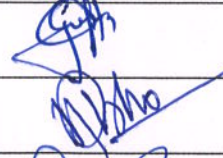
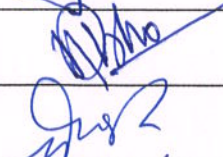
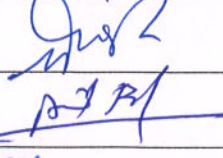
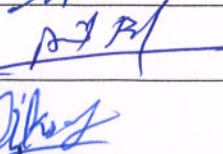
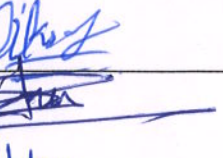
Course Objective: Computerized Accounting program with Tally Prime is specially designed for students who are in any accounting as well as taxation related commerce stream. The program covers four levels of in-depth knowledge in Tally. We intend to make student job ready in accounting field. We are proud to say that we have trained the maximum number of students in past several years. Career Opportunities: Tax Consultant Tax process executive, Computerized Tally Operator, Accounts executive, computerized auditing

COURSE OUTCOMES:

- Tax Consultant, Tax process executive, Computerized Tally Operator, Accounts executive, computerized auditing

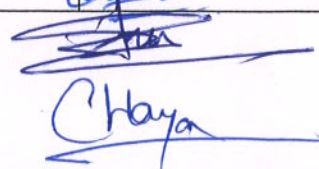
Unit 1. 1. Indirect Tax – GST (Goods And Service Tax)- Meaning , Exemption Registration Gst, SGST (State Goods Service Tax) –basic Concept Rules And Procedure , CGST (Central Goods Service Tax) – basic Concept Rules And Procedure , , IGST (Interstate Goods Service Tax) –basic Concept Rules And Procedure , UGST (Union Territory Goods Service Tax) –basic Concept Rules And Procedure ,
2. GST – Tally Prime Activating Gst , Ledger Creation , GST Documents And Records, Types Of Dealers Company Creation Suppliers , Customer , Purchases , Sales, Stock , Tax Ledgers Creation , Reverse Charge Under GST, GST Reports-GSTR-1, GSTR-2 ,GSTR 2B, GSTR-3 ,GSTR 3B, GSTR 9, GSTR 9C,
Unit 3.- 1. Direct Tax – TDS Meaning And Basic Concept , Payment, Certificate , Returns , Activating TDS-Ledger Creation –Voucher Entry , Payment Entry , Outstanding Tax Report, TDS Computation TDS Report
2. TDS Form- AIS, TIS,,26AS,26Q, 24Q, 26QB, 26QC,16, 16A, 16B, 16C,
Unit 4. Direct Tax – TCS – TCS Meaning And Basic Concept , Payment, Certificate , Returns , Activating TCS-Ledger Creation –Voucher Entry , Payment Entry , Outstanding Tax Report, TCS Computation TCS Report
Unit 5 . Payroll Meaning , Enable Payroll , Creation -Masters , Units , Attendance /Production , Pay Heads , Employee Deduction On Pay Heads, Define Salary Structures, Payable Salary , Payroll Payment Transactions , Payroll Report

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**DIPLOMA IN TALLY WITH TAXATION
PAPER-V PRACTICAL LAB COURSE**

M.M.100 30% Internal Marks


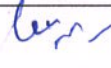

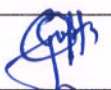
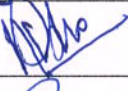
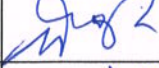

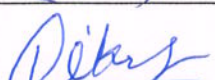
COURSE OBJECTIVE: To make students ready with the very well-known Computerized Accounting software with• approx. 55 topics to learn Making students understand ERP software working and accounting management• Gaining knowledge on accounting, inventory and Taxation including GST, TDS with Payroll• management also.

OUTCOMES OF THE COURSE:

After Completion of the Certified Course, students are expected to be able to : Manage accounting of any Business or individuals• Creating Computerized Books of accounts with finalizing reports• Various extra topics related to computerized accounting like Auditing, Grouping companies,• Vault passwords and many more Getting Automated Printing salary slips, Scheduled reports, Outstanding reports etc•

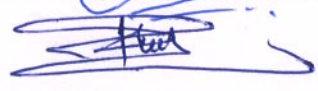
Unit .1- Create Company , Company Info Menu, Alter Group Company ,Delete Group Company, Company Features, Company Features Configuration,
Unit.2- Primary Groups, Accounting Information- Group , Ledgers, Sub Groups, a Creation Of User Defined Primary Groups- Display, alteration Of Group Ledger Accounts –Creation Display, Alteration , Deletion, Inventory Information-Stock Group , Stock Category, Stock Items , Godowns, Bill Of Materials ,
Unit 3.- Voucher Entries(Accounting Voucher)-Single Entry Mode , Dual Entry Mode, Payment Voucher ,Receipt Voucher, Purchase Voucher, Sales Voucher, Contra Voucher, Credit Note Voucher, Debit Note Voucher ,Memo Voucher , Entering, Deleting , Cancelling, Printing A Voucher – Post Dated Voucher,
Unit 4.- GST (Goods And Service Tax)-Activating Gst For Your Company, Setting Up GST Rates, Creating GST Classifications. Updating Stock Items And Stock Groups For GST, Updating Sale And Purchase Ledgers For GST, Updating Party GSTIN ,Creation GST Ledges, Creating Income And Expenses Ledgers, Providing GST Details, Recording Sale And Purchase Invoices, Recording Purchase Recording Tax Payments, GST Returns- GSTR-1, GSTR-2 , GSTR-3 , GSTR 9, GSTR 9C,
Unit 5.-Direct Tax – TDS And TCS- Activating TDS And TCS- Ledger Creation –Voucher Entry , Payment Entry , Outstanding Tax Report, TDS Computation TDS Report

BOS ACADEMIC YEAR 2022-23

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