



**Rayat Shikshan Sanstha's
Sadguru Gadage Maharaj College ,Karad
(An Autonomous College)
Affiliated to Shivaji University, Kolhapur**

Name of the Programme : B.Com. I.T.		Semester – I	
Name of the Course (Subject): Fundamentals of Information Technology Course Code:N-MJ-BIT102			
Semester End Exam (SEE) 80 Marks	Continuous Comprehensive Evaluation (CCE) 20	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2023			
Course Outcomes	After completion of this course students will be able to – <ul style="list-style-type: none">• Understand basic concepts of Information Technology.• Describe peripheral devices and number systems.• Demonstrate functions of operating system.• Use internet based applications.		
Unit No.	Descriptions		No. of Periods
1.	Introduction to Information Technology: Data, Information and Knowledge Concepts, Meaning and definition of information technology, components of information technology, IT applications in business,, Characteristics of Computers, Block diagram of computer, Types of computers and features : Mini, micro, mainframe and super, Types of Programming Languages : Machine Language, Assembly Languages and High Level Languages		15
2.	Peripheral Devices and Number Systems Types of Memory (Primary And Secondary) : RAM, ROM, Secondary Storage Devices (FD, CD, HD, Pen drive) , I/O Devices, Number Systems : Binary, Octal and Hexadecimal, Conversion from one base to another		15
3.	Introduction to Software & Operating System Introduction to software, Types of software: System,Application and utilities. Introduction to operating system,Types of O.S. , Functions of O.S., Files and Directories ,Batch Files Windows Operating Environment, Features of Windows, Control Panel, Taskbar, Desktop, WindowsApplication, Icons, Windows Accessories : Notepad and Paintbrush		15
4.	Basics of Internet Technology Definition of internet, www, benefits and types of website, use of social media for business & ecommerce, pros and cons of social media, Email service, video conferencing applications, URL, Domain Name System (DNS), Applications of Internet.		15
	Books Recommended : <ul style="list-style-type: none">• Computer fundamentals by Rajaraman		

	<ul style="list-style-type: none">• Computer fundamentals by P.K.SinhaandPritiSinha• Computer fundamentals, architecture and organisationby B. Ram• Computer Today –Basandara• The Complete Reference Internet-Margaret Levine Young	
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Name of the Proqramme : B.Com. I.T.		Semester – I	
Name of the Course (Subject): Principles of Management Course Code:N-MN-BIT104			
Semester End Exam (SEE) 80 Marks	Continuous Comprehensive Evaluation (CCE) 20	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2023			
Course Outcomes	After completion of this course students will be able to – <ul style="list-style-type: none"> • Understand the basic managerial process • Illustrate the planning in real life • Use of decision making to evaluate various alternatives and situations • Understand organization of resources. • Demonstrate the leadership and communication skill 		
Unit No.	Descriptions		No. of Periods
1	Introduction to the Management: Meaning, Characteristics, Levels of Management, 14 Principles of Management, Scientific Management, Professional Management, Managerial skills,		15
2	Planning and Decision Making: Planning: Meaning, Types of Planning – Steps inPlanning Process, SWOC Analysis. Decision Making-Concept, Decision-making Process, Techniques of Decision making		15
3	Organizing and Motivation Organizing: Meaning, Concept, Steps of organization, Principles of organizing. Staffing – Nature, need. Directing – Nature, need. Motivation: Concept, Importance Leadership: Concept, Qualities of Leader, Styles of Leadership		15
4	Communication Communication: Meaning and Process of Communication, Types of Communication Control-Concept, Need, Process of Controlling, Techniques of Control –Traditional and Modern.		15
	Books Recommended : <ul style="list-style-type: none"> • George Terry, Principles of Management, Richard D. Irwin • Newman, Summer, and Gilbert, Management, PHI • James H. Donnelly, Fundamentals of 		

	<p>Management, Pearson Education.</p> <ul style="list-style-type: none">• B.P. Singh and A.K.Singh, Essentials of Management, Excel Books• Griffin, Management Principles and Application, Cengage Learning• Robert Kreitner, Management Theory and Application, Cengage Learning• Peter F Drucker, Practice of Management, Mercury Books, London• Organisation and Management- Dr. C.B. Gupta• Business Organisation and Management – M.C.Shukla	
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Name of the Program : B.Com. I.T.		Semester – I	
Name of the Course (Subject): Financial Accounting Course Code:N-MJ-BIT101			
Semester End Exam (SEE) 80 Marks	Continuous Comprehensive Evaluation (CCE) 20	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2023			
Course Outcomes	After completion of this course students will be able to – <ul style="list-style-type: none">• Understand the concepts of Financial Accounting.• Preparation and interpretation of Financial Statements.• Understand the concepts of cost and management accounting.		
Unit No.	Descriptions	No. of Periods	
1	Financial Accounting: Nature, Scope and Importance of Financial Accounting, Branches of accounting; Objectives of accounting, International Accounting Standards (only outlines); Accounting principles; Accounting Standards in India, Accounting transactions: ; Journal; Rules of debit and credit; Compound journal entry; Opening entry; Relationships between Journal and Ledger; Rules regarding posting; Trial balance;	20	
2	Preparation of Financial Statements: Classification of income; Classification of expenditure; Classification of receipts Accounting concepts of income; Accounting concepts and income measurement; Expired costs and income measurement Final Accounts; Manufacturing account; Trading account; Profit and loss account; Balance Sheet; Adjustment entries, Rectification of errors; Classification of errors; Location of errors; Suspense accounts; Effects on profit	20	
3	Depreciation, Provisions and Reserves: Concept of depreciation; Causes of depreciation; Methods for providing depreciation; Depreciation of different assets; Different Types of Reserves.	10	
4	Analysis of Financial Statements- Financial Statements, types of financial statements. Nature and Limitations, Techniques of Analysis and Interpretation of Financial Statements, Ratio Analysis. Introduction to Cost Accounting. Preparation of Cost Sheet	10	
	Books Recommended : 1. R.L. Gupta and V.K. Gupta – Financial Accounting (Pt-I, Pt-II)		


	<ul style="list-style-type: none">• Bhattacharya and Dearden - Accounting For Management• Shukla S M - Advanced Accounting• Pandey I M - Essentials of Management Accounting• Shukla M C and Grewal T S - Advanced Accounting	
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Name of the Program : B.Com. I.T.		Semester – I	
Name of the Course (Subject): Business Communication Course Code:N-AEC-BIT105			
Semester End Exam (SEE) 80 Marks	Continuous Comprehensive Evaluation (CCE) 20	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2023			
Course Outcomes	After completion of this course students will be able to – <ul style="list-style-type: none">• Understand the concepts of business communication.• Demonstrate the basic communication skills.• Understand the dynamics of group communication.• Write business correspondence and business reports. Demonstrate the speaking, learning, and interview skills		
Unit No.	Descriptions	No. of Periods(60)	
1	Introduction to Business Communication: Definitions, Basic forms of communication, Communication process, Principles of Effective Communication, Development of positive personal attitudes, ,SWOT analysis. Digital Body Language.	15	
2	Business Communication: Letters of Inquiry and reply, Letter of Order, Letters of Complaints, Claims and Adjustments, Sales Letters, promotional leaflet and fliers, Credit and Status Enquiry, Collection Series, Consumer Grievance Letters. E-mail communication.	15	
3	Group Communication: Interviews: Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit Group Discussions: Need and Importance of Group Discussions, Participating in a Group Discussion. Stages of group discussion- Initiation, intervention, agreement, disagreement, conclusion. Dos and Don'ts of group discussion. Meetings: Need and Importance of Meetings, Conduct of Meetings and Group Dynamics, Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions. Telephonic Interviews. Video conferencing interviews. Manners and etiquette during group communication. Writing minutes of the meetings.	15	
4	Presentation and writing skill: Presentation Skill: Principles of Effective Presentation, Four Basic Steps in Making Effective Presentation, The 10/20/30 Rule of PowerPoint, How to make a Power- Point	15	

	Presentation, Poster/wall-paper Presentation, Video Presentation/Lecturing Writing Skill: writing process, organizing a paragraph, dos and don't s of writing. Reports: Feasibility Reports, Investigative Reports Summarization: Identification of main and supporting /sub points, Presenting these in a cohesive manner	
	Books Recommended : <ul style="list-style-type: none"> • Business Communication – D.D.Singhal – Ramesh Book Depo. Jaipur • Business Communication – Varinder Kumar-Kalyani Publication Ludhiyana • Communication Skill- DR P L Pardeshi –Nirali Publication Pune • Essential of Business Communication – Rajendrapal – sultan chand& son New Delhi • The Craft of Business Letter Writing- Monippalli,M.M.(1997), ,T.M.H.New Delhi. • Communication Skills for Effective-Management Ghanekar, A(1996) Everest Publishing House,Pune. 	

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Name of the Programmme : B.Com. I.T.	Semester – I

Name of the Course (Subject): Office Automation			
Course Code:N-SEC-BIT103			
Semester End Exam (SEE) 80 Marks	Continuous Comprehensive Evaluation (CCE) 20	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2023			
Course Outcomes	After completion of this course students will be able to – <ul style="list-style-type: none"> • Understand basic concepts of MS-Office. • Demonstrate use of MS-Word. • Build MS- Excel spreadsheet. • Design Power point presentation. 		
Unit No.	Descriptions		No. of Periods
I	Introduction to MS-Office: Introduction to software packages, Components of MS-Office, Features of MS-Office.		10
II	MS-Word: Introduction, Menus, Shortcuts, Document types, Working With Documents: Opening, Saving, Closing, Editing Document, Using Toolbars, Rulers, Help, Formatting Documents-Setting font, paragraph, Page Style-Setting foot notes, page break, Line break, creating sections and frames, Inserting clip arts, pictures, Setting document styles, Creating Tables-Settings, borders, alignments, Merging, splitting, sorting rows and columns, Drawing-Inserting, drawing, formatting, grouping, ordering, rotating pictures, Tools-Word completion, Spell check, Macros, Mail merge, Tracking Changes, Security, Printing Documents.		20
III	MS-Excel : Introduction, Spread sheet application, Menus, Tool bars and icons, Spreadsheet: Opening, saving, closing, printing file, setting margins, Converting file to different formats, spread sheet addressing, Entering And Editing Data- Copy, cut, paste, undo, redo, find, search, replace, filling continuous rows and columns, inserting data cells, columns, rows and sheet, Computation Data- Setting formula, finding total in rows and columns, Functions Types- Mathematical, Group, string, date and time, Formatting Spread Sheet- Alignment, font, border, hiding, locking, cells, highlighting values, background color, bordering and shading, Working With Sheet: Sorting, filtering, validation, consolidation, subtotals, Charts-Selecting, formatting, labeling, scaling, Tools- Error checking, spell check, formula auditing, tracking changes, customization.		15
IV	MS-Power Point: Introduction, Opening new presentation, Presentation templates, presentation layout, Creating Presentation-		

	Setting presentation style, adding text, Formatting- Adding style, color, gradient fills, arranging objects, adding header and footer, slide background, slide layout, Slide Show, Adding Graphics-Inserting pictures, movies, tables.	15
	Books Recommended : <ul style="list-style-type: none"> • Microsoft Office 2010 Bible- WILEY. • Microsoft Office-Word 2007 inside out Microsoft Press Publication. • Microsoft Office-Excel 2007 inside out Microsoft Press Publication. • Step by step 2007 Microsoft Office system by Curtis Frye, Joyce Cox, Steve Lambert. Microsoft Office-Power Point 2007 Plian andsimple- Nancy Muir	

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Name of the Progarmme : B.Com. I.T.		Semester – I	
Name of the Course (Subject): Lab Course –I Based on N-MJ-BIT102			
(Fundamentals of Information Technology)			
Course Code:N-MJL-BIT106			
Semester End Exam (SEE) 80 Marks	Continuous Comprehensive Evaluation (CCE) 20	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2023			
Course Outcomes	After completion of this course students will be able to <ul style="list-style-type: none"> • Understand basic working of computer. • Demonstrate functions of operating system and use internet based applications. 		
	List of Practical's		
Sr. No.	Description		
1.	Create file, folder, compressed file and folder, find file type, size, Search .jpg/.png/.pdf/.doc/.xls file from any drive of your computer,		
2.	List out file according to date, size. Group files according to types.		

3.	Convert any document file to pdf, pdf to word, PPT to pdf	
4.	List out configuration of your computer- HDD Capacity, RAM, Processor, Generation etc.	
5.	List out software installed on your computer and categorized into application, system and utility programs/software's	
6.	List out steps of software installation (Ms-Office, Tally Any other)	
7.	Searching for a web site / application / text documents viewing and downloading	
8.	Create an E-mail account, Retrieving messages from inbox, replying, attaching files filtering and forwarding	
9.	Create Account to any online job portal (e.g Nokari.Com, Monster.com,Shine.com	
10.	Create meeting using Video Conferencing app-Zoom, Google Meet,WebX Compare its features ,requirements, benefits and limitation	




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Name of the Program : B.Com. I.T.		Semester – I	
Name of the Course (Subject): Lab Course –II Based on N-SEC-BIT103 (Office Automation)			
Course Code:N-MNL-BIT107			
Semester End Exam (SEE) 80 Marks	Continuous Comprehensive Evaluation (CCE) 20	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2023			
Course Outcomes	After completion of this course students will be able to – <ul style="list-style-type: none">• Understand and perform word processing operations using MS-word.• Analyze data using MS Excel and Create presentations using PowerPoint.		
	List of Practical's		
Sr. No.	Description		
1.	Prepare a letter Covering formatting commands - font size and styles -bold, underline, upper case, lower case, superscript, subscript, indenting paragraphs, spacing between lines and characters, tab settings etc.		
2	Prepare a newsletter with borders, two columns text, header and footer and inserting a graphic image and page layout.		
3	Create a style and apply that style in a document to create a template for the styles.		
4	Create a table using table menu using cell editing operations like inserting, joining, deleting, splitting and merging cells		
5	Create a numbered and bulleted list with different formats.		
6	Demonstrate use of mail merge facility.		
	Prepare a Spreadsheet representing Student information. Apply Entering And Editing Data- Copy, cut, paste, undo,		

7	redo, find, search, replace, filling continuous rows and columns, inserting data cells, columns, rows and sheet	
8	Prepare a Employee Spreadsheet with fields like Id, Name, Designation, Basic Salary, TA, DA, HRA, Gross Salary. Set formula to find total grosssalary in rows.	
9	Prepare a Chart using Selecting, formatting, labeling, scaling	
10	Create a Presentation with Slide Transition – Automatic and Manual with different effects	
11	Create a new Presentation using Auto content wizard, design template and Plain blank presentation	

B.Com. IT Year First Semester II

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Name of the Program : B.Com. I.T.		Semester – II	
Name of the Course (Subject): Principles of Marketing			
Course Code:N-MN-BIT161			
Semester End Exam (SEE) 80 Marks	Continuous Comprehensive Evaluation (CCE) 20	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2023			
Course Outcomes	Students who complete this course should be able to: <ul style="list-style-type: none"> • Understand the basic concepts of Marketing. • Explain the nature, scope of marketing, marketing environment and its role in industry and society; • Explain the marketing mix. 		
Unit No.	Descriptions	No. of Periods	

1	Introduction to Marketing: Definition, Nature, Scope and Importance of Marketing, Modern Marketing Concepts, Marketing Mix, Meaning and Dimensions of Market, Market Segmentation. Role of Marketing in Economic Development and its Applicability in Indian Conditions	15
2	Product: Meaning and importance. Product Classifications; Elements of Product mix; Importance and types of Branding, Role and Characteristics of Packaging, Importance and types of labeling; Need of Product Support; Product life-cycle; Process of New Product Development	15
3	Pricing: Meaning and Significance. Factors affecting Price of a product. Pricing Policies and Strategies. Promotion: Meaning and Importance of Promotion; Promotion tools: Advertising, Personal selling, Public relation, Sales Promotion Techniques, Factors affecting Promotion Mix decisions.	15
4	Place: Distribution Channels: Meaning and Importance; Types of distribution channels; Factors affecting choice of distribution channel; Physical Distribution. Direct Marketing and Services Marketing: Concept and Characteristics.	15
	Books Recommended : <ul style="list-style-type: none"> • Kotler, Philip - Marketing Management : Analysis Planning and Control • Stanton W J - Fundamentals of Marketing • Cunduff Still - Fundamentals of Marketing and GoianiCundiff • Rusenberg, L J – Marketing • Ramaswami and NamaKumari - Marketing Management 	


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Name of the Program : B.Com. I.T.	Semester – II

Name of the Course (Subject): Management Information System			
Course Code:N-MJ-BIT160			
Semester End Exam (SEE) 80 Marks	Continuous Comprehensive Evaluation (CCE) 20	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2023			
Course Outcomes	Students who complete this course should be able to: <ul style="list-style-type: none"> • Understand basics Information System. • Understand working and applications of different information systems. • Study system development lifecycle. • Analyze the system requirement 		
Unit No.	Descriptions	No. of Periods	
1	Introduction to information System: Concept of data, information, system, information system, Characteristics of system, need of information system, Concept of decision, types of decisions, phases in decision making, difference between computer literacy and IS literacy.	15	
2	Types of IS – (Operational & Knowledge Level) Information need at different levels in organization, TPS: Introduction, need and significance, applications OAS: Introduction, need and significance, applications KWS: Introduction, need and significance, applications	15	
3	Types of IS –(Management and Strategic Level) MIS: Introduction, need, characteristics and significance, applications DSS: Introduction, need, characteristics and components, applications ESS: Introduction, need, characteristics and components, applications	15	
4	Overview of System Development: System analysis, design and completing system development process. System building methods: System life cycle, prototyping, application software packages, end user development and outsourcing	15	
	Books Recommended: <ul style="list-style-type: none"> • Management Information System: Jawadekar W. S. • Management Information system – D. P. Goyal. • Management of information systems – James A. O'Brien Management Information Systems, Kenneth C. Laudon, Prentice Hall Updates)-Sangeeta Panchal, Alka Sabharwal		




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Name of the Progarmme : B.Com. I.T.		Semester – II	
Name of the Course (Subject): Business Economics Course Code:N-MN-BIT159			
Semester End Exam (SEE) 80 Marks	Continuous Comprehensive Evaluation (CCE) 20	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2023			
Course Outcomes	After completion of this course students will be able to – <ul style="list-style-type: none"> • Understand the basic concepts of Business Economics. • Understand theories and their application for Managerial Decisions. • Understand concept of business cycle. • Understand pricing under different market conditions 		
Unit No.	Descriptions	No. of Periods	
1	Introduction: Meaning, definition, characteristics, significance and scope of business economics, objective of a business firm, Concept of Macro and Micro economics.	15	
2	Demand Analysis and Forecasting: Meaning of Demand, Determinants of Demand, Assumptions of Law of Demand, Elasticity of Demand, Demand Forecasting, Law of Supply, Elasticity of Supply.	15	
3	Cost and Production Analysis: Different Concepts of Costs, Production Function, Cost Output Relationship, Law of Variable Proportion and Determining the Level of Production Cost, Law of Increasing Returns, Law of Decreasing Returns.	15	
4	Pricing Under Different Market Conditions: Nature of Market, Pricing under Perfect, Monopoly and Monopolistic Market Conditions, Characteristics of Oligopoly and Duopoly Markets. Pricing in Oligopoly Market. Pricing in Actual Practice, Cost Plus Pricing, Transfer Pricing.	15	
	Books Recommended : <ul style="list-style-type: none"> • Ahuja H.L. (2008) Business Economics, S. Chand and Co. New Delhi. • Alexander, K J W and Kemp, A G (1967)The Economics in Business, Oxford, Blackwell, • Joel Dean (1951) Managerial Economics, Prentice-Hall of India Pvt. Ltd • Koutsoyiannis A. (2003) Modern Microeconomics, Macmillan New Delhi. • Mankar V.G. - Business Economics. Himalaya Publishing House, Bombay, Delhi. Nagpur. 		

	<ul style="list-style-type: none"> • Mithani, D.M. and Murthy G.K. (2015) Fundamentals of Business Economics, Himalaya Publishing House, New Delhi. • Varshney, R L and Maheshwari K. L. (2014) - Managerial Economics, Sultan Chand & Sons • Zambre G.N. - Business Economics: Pimplapure Publishers Nagpur. 	
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Name of the Program : B.Com. I.T.		Semester – II	
Name of the Course (Subject): Introduction to Programming Using C			
Course Code:N-MJ-BIT157			
Semester End Exam (SEE) 80 Marks	Continuous Comprehensive Evaluation (CCE) 20	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2023			
Course Outcomes	After completion of this course students will be able to – <ul style="list-style-type: none"> • Write, compile and debug C Programs. • Design programs involving decision structures, loops and functions. • Understand the dynamics of memory by the use of pointers. • Design and develop different data structures and create/update basic data files. 		
Unit No.	Descriptions	No. of Periods	
1	Structure of C program: Header and body, Use of comments. Interpreters vs compilers, Python vs C. Compilation of a program. Formatted I/O: printf(), scanf(). Data: Variables, Constants, data types like: int, float char, double and void, short and long size qualifiers, signed and unsigned qualifiers Variables: Declaring variables, scope of the variables according to block, hierarchy of data types. Types of operators: Arithmetic, relational, logical, compound assignment, increment and decrement, conditional or ternary, bitwise and comma operators. Precedence and order of evaluation, statements and Expressions.	15	
2	Iterations: Control statements for decision making: (i) Branching: if statement, else.. if statement, (does the writer mean if-else or nested ifs)switch statement. (ii) Looping: while loop, do.. while, for loop. (iii) Jump statements: break,	15	

	<p>continue and goto.</p> <p>Arrays: (One and two dimensional), declaring array variables, initialization of arrays, accessing array elements.</p> <p>Data Input and Output functions: Character I/O format: getch(), getche(), getchar(), getc(), gets(), putchar(), putc(), puts().</p> <p>Manipulating Strings: Declaring and initializing String variables, Character and string handling functions.</p>	
3	<p>Functions: Function declaration, function definition, Global and local variables, return statement, Calling a function by passing values. Recursion: Definition, Recursive functions.</p> <p>Pointer: Fundamentals, Pointer variables, Referencing and de-referencing, Pointer Arithmetic, Using Pointers with Arrays, Using Pointers with Strings, Array of Pointers, Pointers as function arguments, Functions returning pointers. Dynamic Memory Allocation: malloc(), calloc(), realloc(), free() and sizeof operator.</p>	15
4	<p>Structure: Declaration of structure, reading and assignment of structure variables, Array of structures, arrays within structures, structures within structures.</p> <p>Unions: Defining and working with unions.</p> <p>File handling: Different types of files like text and binary, Different types of functions: fopen(), fclose(), fgetc(), fputc(), fgets(), fputs(), fscanf(), fprintf(), getw(), putw(), fread(), fwrite(), fseek().</p>	15
	<p>Books Recommended :</p> <ul style="list-style-type: none"> • Programming in ANSI C (Third Edition) : E Balagurusamy, TMH • Yashavant P. Kanetkar. “ Let Us C”, BPB Publications • Pradip Dey, Manas Ghosh, “Programming in C”, second edition, Oxford University Press 	

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Name of the Programme : B.Com. I.T.		Semester – II	
Name of the Course (Subject): Accounting with Tally			
Course Code:N-SEC-BIT158			
Semester End Exam (SEE) 80 Marks	Continuous Comprehensive Evaluation (CCE) 20	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2023			


Course Outcomes	After completion of this course students will be able to – <ul style="list-style-type: none"> • Understand the basic features associated with Tally and concept of GST. • Identify the key components of Tally package. • Analyze financial data and generate financial reports using tally.. • Demonstrate Taxation reports using Tally package. 	
Unit No.	Descriptions	No. of Periods
1	Introduction to Tally Introduction - Basics of Tally - Features & Usage of Tally - Getting functions with Tally - Creation / setting up of Company in Tally. Company Features – Configuration - Date Management- More than one year company creation, Change Period - Tally vault - Security controls - Tally Audit - Backup and restore - Split company data - Import and export of data - Printing Reports and Cheques - Create a Company Logo. Difference between Tally Accounting Vs Manual Accounting. Gateway of Tally Introduction - Chart of Groups – Managing Groups - Multiple Groups – Ledgers - Multiple Ledgers – Managing Ledgers. Advance Accounting in Tally - Bill-wise details - Cost centers and Cost Categories - Multiple currencies - Interest calculations - Budget and controls - Bank Reconciliation.	15
2	Inventory Management using Tally Stock Groups - Multiple Stock Groups - Stock Categories - Multiple Stock Categories - Units of Measure - Stock Items. Advance Inventory in Tally - Order Processing - Recorder Levels - Batch-wise details - Bill of Materials - Batch-Wise Details - Different Actual and Billed Quantities - Price Lists <ul style="list-style-type: none"> • Zero-Valued Entries - Additional cost details - POS Accounting Vouchers – Introduction - Types of Vouchers <ul style="list-style-type: none"> • Chart of Vouchers - Accounting Vouchers - Inventory Vouchers – Invoicing. 	15
3	Payroll Accounting and Reports in Tally – Introduction - Employee Creation - Salary Define – Employee Attendance Register - Pay Heads Creation - Salary Report Display /Generating Reports in Tally - Financial Statements - Trading Account - Profit & Loss Account - Balance Sheet - Accounts Books and Reports – Inventory Books and Reports - Exception Reports - Statutory Reports - Payroll Reports - Trial balance - Day Book - List of Accounts - Stock Summary - Outstanding Statement. Print Reports in Tally	15
4	Tax Accounting using Tally Taxes in Tally – TDS - TDS Reports - TDS Online Payment - TDS Returns filing - TDS Certificate issuing - 26AS Reconciliation – TCS - TCS Reports – GST - GST Returns – EPF – ESIC - Professional Tax.	15

	<p>Books Recommended :</p> <ul style="list-style-type: none"> • Computerised Accounting using Tally ERP 9, Tally Education Private Ltd. • Tally 9 : Dr. Namrata Agrawal, Dream Tech Press. • Mastering Tally ERP 9 : Basic Accounts, Invoice, Inventory : Mr.Ashok Nadhani. • Learning Tally ERP 9 in 30 Days (A handbook to teach you everything about Tally, ERP 9) : Soumya Ranjan Behera. • Goods and Service Tax in India : B. Vishwanathan • GST for Beginners : Jayaram Hiregane <p>Web References:</p> <ul style="list-style-type: none"> • http://www.caclubindia.com HYPERLINK "http://www.caclubindia.com/" __for GST in Tally. • http://www.tallyerp9help.com HYPERLINK "http://www.tallyerp9help.com/" __for Tally Tutor. <p>http://accountsarabia.com/tally-tutorial-pdf-free download, for free Tally pdf.</p>	
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Name of the Proqramme : B.Com. I.T.		Semester – II	
Name of the Course (Subject): Lab Course Based on N-MJ-BIT157			
(C-Programing)			
Course Code:N-MJL-BIT163			
Semester End Exam (SEE) 80 Marks	Continuous Comprehensive Evaluation (CCE) 20	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2023			
Course Outcomes	After completion of this course students will be able to – <ul style="list-style-type: none"> • Write c programs for mathematical computations. • Design c programs using array. 		
	List of Practical's		
Sr. No.	Description		
1	WAP to print the sum and product of digits of an integer.		
2	WAP to reverse a number.		
3	WAP to compute the sum of the first n terms of the following series S =		

	1+1/2+1/3+1/4+.....	
4	Write a function that checks whether a given string is Palindrome or not. Use this function to find whether the string entered by user is Palindrome or not.	
5	Write a function to find whether a given no. is prime or not. Use the same to generate the prime numbers less than 100.	
6	WAP to compute the factors of a given number.	
7	Write a macro that swaps two numbers.	
8	WAP to print a triangle of stars as follows (take number of lines from user): <pre> * *** ***** ***** </pre>	
9	Write a program that swaps two numbers using pointers.	
10	The program should present a menu to the user and ask for one of the options. The menu should also include options to re-enter array and to quit the program.	
11	Given two ordered arrays of integers, write a program to merge the two-arrays to get an ordered array.	
12	WAP to perform following actions on an array entered by the user: <ul style="list-style-type: none"> • Print the even-valued elements • Print the odd-valued elements • Calculate and print the sum and average of the elements of array • Print the maximum and minimum element of array • Remove the duplicates from the array • Print the array in reverse order 	
13	Write a program to find sum of n elements entered by the user. To write this program, allocate memory dynamically using malloc() / calloc() functions or new operator.	
14	Write a program which takes the radius of a circle as input from the user, passes it to another function that computes the area and the circumference of the circle and displays the value of area and circumference from the main() function.	
15	Write a program that will read 10 integers from user and store them in an array. Implement array using pointers. The program	

	will print the array elements in ascending and descending order.	
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 Rayat Shikshan Sanstha's Sadguru Gadage Maharaj College ,Karad (An Autonomous College) Affiliated to Shivaji University, Kolhapur			
Name of the Progarmme : B.Com. I.T.		Semester – II	
Name of the Course (Subject): Lab Course Based on N-SEC-BIT158(Tally)			
Course Code:N-SECL-BIT164			
Semester End Exam (SEE) 80 Marks	Continuous Comprehensive Evaluation (CCE) 20	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2023			
Course Outcomes	After completion of this course students will be able to – <ul style="list-style-type: none"> • Understand tally features and perform accounting of company. • Apply taxation on various transactions using tally. 		
	List of Practical's		
Sr. No.	Description		
	<ul style="list-style-type: none"> • Create a company in Tally using hypothetical data. • Take accounting journal entry example to create group and ledger in Tally using accounts only. • Take accounting journal entry example to create group and ledger in Tally using accounts with inventory. • Creating a Payment Entry, Creating a Payment Entry Using Bank, Warn a Negative Cash Balance, Pre Allocate Bills For payment/Receipt by taking abstract accounting transactions related to Bills For payment/Receipt. • Creating a Sales Entry, Creating a Sales Invoice, Configuring a Sales invoice, Allow Incomes Accounts in Sales Vouchers by taking abstract figures. • Take abstract accounting transactions related to rejection in voucher (Sale return), Rejection Out Voucher (Purchase return), Delivery Note Voucher, Receipt Note Voucher, Physical Stock Voucher, Material In Voucher, Material Out Voucher, Stock Journal Voucher, Manufacturing Journal Voucher, Transfer Journal Voucher to know practical applications of vouchers. • Visit any organization to collect data regarding employee payroll to apply in Tally to know Creating Masters, Job Work out Process and JobWork in Process. • Take abstract accounting example to pass journal entries in Tally and come out with the various reports generated in 		

	<p>tally.</p> <ul style="list-style-type: none">• Apply Discount for Selected Items in GST by using abstractaccounting transactions. <p>Apply GST on transactions of Purchase, Nill Rated, Exempt, SEZAnd Work Contract</p>	
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