



Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil Mahavidyalaya, Pandharpur
(An Autonomous College)
Affiliated to **Punyashlok Ahilyadevi Holkar Solapur University, Solapur**

Name of the Programme :B.Com. I		Semester – II	Subject Code:
Name of the Course (Subject): Computerized Accounting		KBP-C-N23-VSC-124	
Semester End Exam (SEE) 30 Marks	Internal Evaluation Exam (IEE) 20	Total Marks 50	Credit Assigned - 02 Workload – 2 Hrs Per Week

(w. e. f. June, 2023)

Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	A) Basics of Computerized Accounting: 1.1 Introduction to Computerized Accounting and Tally ERP.9 Prime 1.2 Technological Advantages, Getting Functional with Tally ERP.9 Prime , Tally ERP.9 prime Start-up, Mouse/Keyboard Conventions, Switching between Screen Areas, Quitting Tally ERP.9, Setting up of Company in Tally ERP.9 Prime, 1.3 Create a Company- Select a Company, Alter a Company, Shut a Company, 1.4 Creating Accounting Masters in Tally ERP.9 Prime, Chart of Accounts.	25	<i>Lecture, Interactive ICT Based</i>
2	Practical of Fundamental Computerized Accounting: 2.1 Pre-defined Groups of Accounts, Groups- Creating Single Group, Creating Multiple Group, Displaying Group, Altering Group, 2.2 Ledgers, Creating Single Ledger, Creating Multiple Ledger, Displaying Ledger, Altering Ledger, Voucher Entry in Tally ERP.9, 2.3 Accounting Vouchers: Contra Voucher (F4), Payment Voucher (F5), Receipt Voucher (F6), Journal Voucher (F7), Purchase (F9), Sales (F8), Debit Note (Ctrl + F9), Credit Note (Ctrl + F8), 2.4 Financial Statements- Balance Sheet, Profit & Loss A/c., Trial Balance, Accounting Books and Registers- Cash Book, Bank Book, Purchase Register, Sales Register, Journal Register, Debit Note Register, Credit Note Register and Day Book	25	<i>Lecture Interactive ICT Based Discussion Method</i>

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Name of the Programme : B.Com. I		Semester – II	
Name of the Course (Subject): Office Record and Filing Skills - Paper-I			
Semester End Exam (SEE) 40 Marks	Continuous Internal Assessment (CIA) 10	Total Marks 50	Credit Assigned - 02 Workload – 2 Hrs. Per Week

Introduced from June 2023

Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	<p>➤ Office Filing</p> <p>1.1.Meaning, Definition, Objective and Significance of filing</p> <p>1.2.Planning of filing system and facts to prepare planning for filing</p> <p>1.3.Classification and Arrangement of files</p> <p>1.4.Centralization and Decentralization of filing and essentials of good filing system</p>	15	<i>Lecture Interactive ICT Based Seminar</i>
2	<p>➤ Office Records Management</p> <p>2.1. Meaning, Definition and Types of Record</p> <p>2.2. Significance maintaining record and principles of record keeping</p> <p>2.3. Record Management - . Meaning, Definition, Scope of Record Management</p> <p>2.4. Computer Application in Record Management – Role and Significance</p>	15	<i>Thought provoking Methodology/ ICT Based Audio/Visuals</i>

References:

1. B. N. Tandon : Manual of office Management and correspondence S:chand&co
2. R. K. Chopra: Office Management, Himalaya Publishing House
3. Office Management By J.C. Denyer
4. Modern Office Management By Little Field CL and Peterson RL
5. Office Management- By P.K. Ghosh
6. Office organization and Management – N. Kumar , R. Mittal



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According to NEP 2020

Name of the Programme : B.Com. I(Entrepreneurial Skills)		Semester –II	Subject Code : KBP-C-N23-SEC-115	
Name of the Course (Subject): VEC-1: Business Ethics				
Semester End Exam (SEE) 30 Marks	Continuous Internal Assessment (CIA) 20	Total Marks 50	Credit Assigned - 02 Workload – 2 Hrs. Per Week	
w. e. f. June 2023				
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method	
1	➤ Introduction to Business Ethics 1.1. Meaning Definition, Nature of Business Ethics 1.2. Scope and Significance of Business Ethics 1.3. Advantages of Business Ethics -To Business Enterprises, To Consumer and To Society 1.4. Factors affecting in the Business Ethics 1.5. Principles of business ethics	15	<i>Lecture Interactive ICT Based Seminar</i>	
2	➤ Ethics in Various Business Activities 2.1 Ethics in Marketing 2.2 Ethics in Production 2.3 Ethics in Human Resources 2.4 Ethics in Advertising	15	<i>Thought provoking Methodology/ ICT Based Audio/Visuals</i>	