



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

<b>Name of the Programme :B.Com. I</b>		<b>Semester – II</b>	<b>Subject Code:</b>
<b>Name of the Course (Subject): Computerized Accounting</b>		<b>KBP-C-N23-VSC-124</b>	
<b>Semester End Exam (SEE) 40 Marks</b>	<b>Internal Evaluation Exam (IEE) 10</b>	<b>Total Marks 50</b>	<b>Credit Assigned - 02 Workload – 2 Hrs Per Week</b>
<b>(w. e. f. Academic year 2023-24)</b>			

<b>Unit No</b>	<b>Name &amp; Contents of Units</b>	<b>No .of Lectures.</b>	<b>Teaching Method</b>
<b>1</b>	<b>A) Basics of Computerized Accounting:</b> 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>
<b>2</b>	<b>Practical of Fundamental Computerized Accounting:</b> 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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According to NEP 2020

<b>Name of the Programme: B.Com. I (Accounting)</b>		<b>Semester – II</b>	<b>Subject Code :</b>
<b>Name of the Course (Subject): SEC :Office Record and Filing Skills - Paper-II</b>		<b>KBP-C-N23-SEC-125</b>	
<b>Semester End Exam (SEE) 40 Marks</b>	<b>Continuous Internal Assessment (CIA) 10</b>	<b>Total Marks 50</b>	<b>Credit Assigned - 02 Workload – 2 Hrs. Per Week</b>

Introduced from June 2023

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