

Dr. BHIMRAO AMBEDKAR UNIVERSITY, AGRA

Dau Dayal Institute of Vocational Education

VALUE ADDED COURSE

Course Name: Basic Accounting with Accounting Software

Duration: 30 Hrs.

Course Objectives

- To provide a comprehensive insight into the role of accounting within the business context.
- To cultivate an appreciation of how the various branches of accounting are applied in real-world scenarios.
- To equip students with the ability to comprehend fundamental corporate financial statements and reports, as well as discern the implications within them.
- To empower students to utilize accounting software for the compilation of final accounts for businesses.

SYLLABUS

Module	Contents	Time (Hrs.)
Module I	Accounting terms, Concepts and convention, Book-keeping and accounting, Branches and accounting, Accounting equation.	3
Module II	Golden Principles of accounting, Transaction- Journal, Ledger, Trial Balance and Final Accounts	4
Module III	Preparation of cost sheet, tenders and quotation, Overhead Apportionment.	5
Module IV	Preparation of Budgets	5
Module V	Computerized accounting- Installing Tally- Features & Procedure for Installing Tally- Changing default settings. Introduction to Tally - Opening screen of Tally- Creating company- Selecting company- shutting a company- altering company- configuring company. Inventory Information Creation of stock group (Displaying, altering and deleting groups)- Stock item (Displaying, altering and deleting item)- Units of measure. Accounting Information - Ledger-single and multiple ledgers (Displaying, altering and deleting ledger). Vouchers in tally - Contra Vouchers - Purchases vouchers- Sales vouchers - Payments - Receipt voucher Journal Voucher, Display Menu - Trial Balance, Profit & loss account and Balance sheet.	13