Lecture Plan

Name of the College: Government College of Arts, Science and Commerce. Sanquelim - Goa

Name of Faculty: Ms. Sheetal Mandrekar	**Subject:** LAB WORK IN E-ACCOUNTING

Paper code: VOP504	**Program: T.Y.B.Voc (BFSI)**	**Division:**

Academic year: 2024-2025	**Semester: V**	**Total Lectures: 90**

Course Objectives: .
- **The Courses aims to**

a) Provide knowledge on company creation and preparation of charts using Tally Packages.
b) Familiarise the Chart of Accounts.
c) Familiarise the list of Reconciled Entries.

Course Outcome:
- On completion of the course, the students will be able to

CO1: Create a company using various features of Tally.
CO2: Prepare Statement of Trading/Profit and loss Account and Balance Sheet.
CO3: Prepare Bank Reconciliation Statement.

Student Learning Outcome:
- On completion of the course, the students will be able to

CO1: Create a company using various features of Tally.
CO2: Prepare Statement of Trading/Profit and loss Account and Balance Sheet.
CO3: Prepare Bank Reconciliation Statement.

Month	Lecture From	Lecture To	No. of lectures allotted	Topic, Subtopic to be covered	Exercise/ Assignment	ICT Tools	Reference books

Month	Start	End	No.	Content	Test	Tools	Software
JUNE 2024	28/06/2024	29/06/2024	06	Module 01 : User Interface and Company Management	Test	Smart Board, Power Point Presentation	TALLY PRIME 4.0
JULY 2024	01/07/2024	06/07/2024		•Section 01 : Introduction to Tally ERP9 •Section 02 : Installing Tally ERP9 License Server			
	08/07/2024	13/07/2024		•Section 03 : Creating a Company			
	15/07/2024	20/07/2024		•Section 03 : Creating a Company •Section 04 : Data Path for Tally ERP9 Companies		Smart Board, Power Point Presentation	
	22/07/2024	27/07/2024		•Section 05 : Altering and Deleting Company •Section 06 : Gateway of Tally and User Interface			
	29/07/2024	31/07/2024	24	•Section 05 : Altering and Deleting Company •Section 06 : Gateway of Tally and User Interface	Test		TALLY PRIME 4.0
AUGUST 2024	01/08/2024	03/08/2024		Module 02 : Masters –Ledgers •Section 01 : Understanding Ledgers •Section 02 : Creating Ledgers •Section 03 : Creating Multiple Ledgers •Section 04 : Altering and Deleting Ledgers •Section 05 : Practical Examples			
	05/08/2024	10/08/2024		Module 02 : Masters –Ledgers •Section 01 : Understanding Ledgers •Section 02 : Creating Ledgers •Section 03 : Creating Multiple Ledgers •Section 04 : Altering and Deleting Ledgers •Section 05 : Practical Examples		Smart Board, Power Point Presentation	
	12/08/2024	18/08/2024		Module 3 : Masters –Groups •Section 01 : Understanding Groups •Section 02 : Creating Groups •Section			
	19/08/2024	24/08/2024	24	•Section 03 : Altering and Deleting Groups •Section 04 : Practical Examples	Test		TALLY PRIME 4.0

	26/08/2024	31/08/2024		•Section 03 : Altering and Deleting Groups •Section 04 : Practical Examples			
	02/09/2024	05/09/2024		Module 4 : Masters –Bill wise Debtors and Creditors Ledgers			
	13/09/2024	14/09/2024		Module 4 : Masters –Bill wise Debtors and Creditors Ledgers •Section 01 : Using Practice Files		Smart Board, Power Point Presentation	
	17/09/2024	21/09/2024		02 : Configuring BillwiseDetails •Section 03 : Examples on Creating BillwiseLedgers			
	23/09/2024	28/09/2024		Module 5 : Payment Voucher •Section 01 : Understanding Default Vouchers			
SEPTEMBER 2024	30/09/2024	30/09/2024	24	•Section 02 : Payment in Single Entry Mode (Examples)	Test		TALLY PRIME 4.0
	01/10/2024	05/10/2024		•Section 03 : Payment in Double Entry Mode (Examples)			
	07/10/2024	12/10/2024		Module 6 : Day Book		Smart Board, Power Point Presentation	
	14/10/2024	19/10/2024		Module 6 : Day Book			
	21/10/2024	22/10/2024		Module 6 : Day Book			
OCTOBER 2024			12		Test		TALLY PRIME 4.0
		TOTAL LECTURES	**90**				

Assessment Rubrics

Component	Max Marks
ISA 1	
ISA 2	
Practical	75
Project	
Semester End Exam	

3