

St. Joseph's College of Commerce (Autonomous)
#163, Brigade Road, Bangalore - 560 025

LESSON PLAN - II BCOM (A, D & E)

Faculty Name: Dr. Hariharan Ravi

Subject Name: TALLY

Lecture hours: 30

Objective: The objective is to teach the basic application of Tally to ensure students have exposure and hands on experience that enables to use the Tally effectively & efficiently preparing them to bridge the gap between the industry interface with academics.

SL. NO	OBJECTIVES	NO OF LECTURE HRS	TEACHING METHODS	EVALUATION/LEARNING CONFIRMATION
UNIT 1	Accounting Fundamental	4 Hrs		
	Basic concepts : accounts, debits, credit, transactions, assets and liabilities	1	Lab classes	Practical test
	Types of accounts and rules of Generalizing	1	Lab classes	Practical test
	Journal and ledger, Types of balance	1	Lab classes	Practical test
	Trial balance and final Account	1	Lab classes	Practical test
UNIT 2	Introduction to Accounting software accounting (Tally)	6 Hrs		
	Tally.ERP 9, Create a Company, Alter a Company, Pre-Defined Groups in Tally	2	Lab classes	Practical test
	Creating the Group, Alteration of Group, Deletion of Group	1	Lab classes	Practical test
	Creating the ledger Account, Alteration of Ledger Account, Multiple Ledger Creation	2	Lab classes	Practical test
	Balance Sheet	1	Lab classes	Practical test
UNIT 3	Accounting with Tally using Inventory	8 Hrs		
	Creating Stock Group, Creating Stock categories, Creating Units of Measures	2	Lab classes	Practical test
	Creating Godown, Creating Stock Item	2	Lab classes	Practical test
	Entering Opening Stock Qty & Amount	1	Lab classes	Practical test
	Tally Voucher (Accounting & Inventory), Creating new Voucher Type.	3	Lab classes	Practical test

UNIT 4	Purchase and Sales	6 Hrs		
	Purchase / Sales order , Receipt note	2	Lab classes	Practical test
	Purchase / Sales bills, Debit / Credit note Journal, Voucher	2	Lab classes	Practical test
	VAT Bills, TDS	2	Lab classes	Practical test
UNIT 5	Trial balance and final account	6 Hrs		
	Ledgerwise trial balance, Trading account	2	Lab classes	Practical test
	Profit and loss account, Balance sheet, Outstanding, payroll,	2	Lab classes	Practical test
	Display & Reporting, Short Function Keys	2	Lab classes	Practical test

Methods of working in lab class

- 1) Collecting the balance sheet of any company from money control and other database
- 2) Students will post the collected data in Tally software and take the print out of it.
- 3) The students have to present their report based their collect data.

Assessment

- 1) 30 marks CIA (practical assignments)
- 2) 70 marks ESE (Practical exam in the computer lab)