

## 22BA1L1: SPREAD SHEET & ACCOUNTING PACKAGES

<b>Course Code</b>	<b>22BA1L1</b>	<b>Course Delivery Method</b>	Class Room / Blended Mode
<b>Credits</b>	04	<b>CIA Marks</b>	30
<b>No. of Lecture Hours / Week</b>	04	<b>Semester End Exam Marks</b>	70
<b>Total Number of Lecture Hours</b>	60	<b>Total Marks</b>	100
<b>Year of Introduction :2017</b>	<b>Year of Offering :2017</b>	<b>Year of Revision :--</b>	<b>Percentage of Revision :--</b>

### CourseDescription:

Tally, or Transactions Allowed in a Linear Line Yards, is a famous program developed by Goenkasin 1986. Its principal goal, as used by a huge number of small and medium-sized businesses, is to execute accounting activities in a highly precise and methodical manner. This course will make students familiar with various aspects of the program, how it works, and comprehend basic concepts like bookkeeping, profit, and loss analysis, stock maintenance, and so on. The most recent version is tally ERP9.

### CourseObjectives:

- CO-1 To familiarize Students with basic to intermediate skills for using Excel in the classroom vis-à-vis Business Applications,
- CO-2 To provide students hands on experience on MS Excel in different versions of Microsoft OS,
- CO-3 To gain proficiency in creating solutions for Data Management and Reporting, and
- CO-4 To learn about Tally Software and gain proficiency in creating and exporting data and reports obtained in Tally Software.
- CO-5 To impart knowledge in Tally and to provide practical application for using tally in organization.

### CourseContent

#### CourseContent:

#### UNIT-I

Introduction: Understanding Excel's Files, Ribbon and Shortcut – Create a workbook – Enter data in a Worksheet – Format a Worksheet, Format Numbers in a Worksheet – Create an Excel Table – Filter Data by Using an Auto Filter, Sort Data by using an Auto Filter –

Essential Worksheet Operations: Using Help (F1), Key Board Shortcuts – Working with Cells and Ranges: Formatting Cells, Name Manager – Visualizing Data Using Conditional Formatting: Apply Conditional Formatting – Printing Your Work: Print a Worksheet, Using Print Preview & Other Utilities. (12 Hours)

#### UNIT-II

Lab based Evaluation-1: Working with Dates and Times & Text: Working with Dates & Time, Creating Formulas that Manipulate Text – Upper, Proper, Lower, Concatenate, Text to Column – Creating Formulas (12 Hours)

### **UNIT-III**

LabbasedEvaluation-2:CreatingFormulasforFinancialApplications:IntroductiontoFormulas e.g. PV, PMT, NPER, RATE, Creating Balance Sheet, Investment Calculations, DepreciationCalculations – Creating Charts and Graphics: Chart Your Data, Creating Sparkline Graphics,UsingInsertTabUtilities–UsingCustomNumberFormats:RightClick,FormatCellsWindow– Using Data Tab and Data Validation: Getting external Data, Remove Duplicates,Apply Data Validation & using Utilities from Data Tab – Analyzing Data with the Analysis ToolPak:Correlation,Covariance,DescriptiveStatistics,Histogram,Rank and Percentile, Regression, t-Test, ZTest. (12Hours)

### **UNIT-IV**

ComputersandAccounting:FundamentalsofComputerizedAccounting– ComputerizedAccountingVsManualAccounting–FeaturesofTally–ProcedureforCreatingaNewCompany – Directory Name / Mailing Name / Address / Groups Creation – Editing and DeletingGroups – Display of Predefined Vouchers – Voucher Creations and Alteration of Vouchers whileor after Entering Transaction – Types of Vouchers – Payment Voucher – Receipt Voucher –SalesVoucher– PurchaseVouchers. (12Hours)

### **UNIT-V**

Accounting Tally: Ledger – Groups in Tally – Primary Groups, Sub-groups, Creation of Ledger - process of Creation of Ledger – Balance Sheet at the Gateway of Tally – Method of ShowingTrading, Profit and Loss account and Balance Sheet Creation of Inventory Reports – Creation ofStockCategories – StockItems– Stock Groups

### **REFERENCETEXTBOOKS:**

1. Tally– AccountingsoftwareS.Palanivel–Marghan Publications
2. ComputerApplicationsinBusiness–Dr.Raj Kumar
3. **LearningResources:**
4. Text Books Excel 2010 Bible [With CDROM]by John Walkenbach, John Wiley & Sons, 2010Edition
5. Reference Books Excel 2007 for Dummies by Greg HarveyNewPerspectives onMicrosoft OfficeExcel2007
6. Supplementary Reading

Materialwww.hrdiap.gov.in/Downloads/04.MS%20Excel.pdfwww.stern.nyu.edu/~jsimonof/classes/1305/pdf/excelreg.pdfwww.goodwin.edu/computer\_resources/pdfs/excel\_2010\_tutorial.pdf www.microagecs.com/apps/training/courseware/excel.pdfwww.lfpl.org/jobshop/docs/Intermediate-Excel.pdf

7. Websites<http://office.microsoft.com/en-us/>

<http://office.microsoft.com/en-us/excel-help/excel-help-and-how-to-FX102693827.aspx><http://office.microsoft.com/en-us/excel/>

<http://office.microsoft.com/en-us/excel-help/excel-functions-by-category-HP005204211.aspx><http://www.baycongroup.com/e10.html>[http://spreadsheets.about.com/od/tipsandfaqs/f/excel\\_use.html](http://spreadsheets.about.com/od/tipsandfaqs/f/excel_use.html)<http://www.computerhope.com/shortcut/excel.html>

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**MODEL QUESTION PAPER**  
**PARVATHANENI BRAHMAYYA SIDDHARTHA COLLEGE OF ARTS & SCIENCE**  
**M.B.A. (REGULAR) DEGREE EXAMINATION**  
**First Semester**  
**20BA1L1: SPREAD SHEET & ACCOUNTING PACKAGES**  
*W.e.f 2022-2023*

**Duration:** 3 hours

**Maximum Marks:** 70

<b>S.No.</b>	<b>LIST OF EXPERIMENTS</b>
1.	Creation and Analysis of data (CO1) (L4)
2.	Graphical presentation of data (CO1) (L4)
3.	Creation of pivot table and analysis(CO2) (L4)
4.	Investment Calculations(CO3) (L4)
5.	Calculating Measures of Central tendency and Dispersion(CO3) (L4)
6.	Correlation calculation in MS Excel(CO3) (L4)
7.	Regression calculation in MS Excel(CO3) (L4)
8.	Large sample Tests Z-Test(CO3) (L4)
9.	Small sample T – test(CO3) (L4)
10.	Tally-Company Creation(CO4) (L4)
11.	Tally-Voucher Creation(CO5) (L4)
12.	Tally – Display of Balance Sheet(CO5) (L4)

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