MILAGRES COLLEGE

Kallianpur – 576 114, Udupi District, Karnataka

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Office of the Principal **87626 90235**

Certificate courses – BCOM

1. **Certificate course-GST with Tally:**

   Department of Commerce, Milagres College, Kallianpur organizes a Short time Course of 30 Hours duration-"Tally with GST".

   Now-a-days it is gaining importance that, the students coming out from the Colleges and Universities must be ready to be employed. In other words, we should equip them to shoulder responsibilities and assignments and prepare them to fit into the industry to start up the work, in offices/organisations. Keeping the above objective and vision in mind and in line with NEP, Department of Commerce planned to offer Ten days of on the job training cum learning programme. Interestingly the crash course was open for students from other streams too. The Certificate course commenced on 13th June, 2022 and completed on 23rd June 2022. (Both the days inclusive). As many 58 students got enrolled and reaped rich benefits. Expert trainers were engaged to impart knowledge. BCA computer laboratory of the college allowed and offered best services and permission to utilize computers.

   The management especially Principal of the College, Dr Vincent Alva encouraged and extended all cooperation with facilities to the Department. Students took part in the above programme were issued certificates.

Principal

Principal
Milagres College Kallianpur-576 114
Udupi Dt., Karnataka

SYLLABUS - TALLY WITH GST

FORTUNE

FORTUNE INSTITUE OF COMPUTER
EDUCATION & CSC SERVICES
(Authorised CSC centre of Central Govt. Of India)
Tulunadu Towers 1st floor, Court Road Udupi 576101
E mail : ficeudupi@gmail.com
0820- 4291631, 8618638126, 9743294616

Milagres College, Kallianpur 576114

TALLY 9 WITH GST

Unit 1 Company Information

1.0 INTRODUCTION
1.1 ACCOUNTING PRINCIPLES
1.2 GST
1.3 STARTING TALLY
1.4 CREATING A COMPANY
1.5 SELECTING A COMPANY
1.6 ALTERING A COMPANY
1.7 CLOSING A COMPANY
1.8 ACCOUNTS INFORMATION
1.9 ACCOUNT GROUPS
1.10 COMPANY FEATURES
1.11 CREATING LEDGER ACCOUNTS
1.12 DISPLAY LEDGER ACCOUNTS
1.13 ALTERING A LEDGER ACCOUNTS
1.14 DELETING LEDGER ACCOUNTS

1.15 MULTIPLE LEDGERS
1.16 EXIT FROM TALLY
1.17 DELETING A COMPANY
1.18 STEPS TO START WORKING WITH TALLY
1.19 SELF-TEST

Unit 2 Inventory Information

2.0 INTRODUCTION
2.1 OBJECTIVE
2.2 STOCK GROUPS
2.2.1 Display or Alter A Stock Group
2.2.2 Delete a Stock Group
2.3 STOCK CATEGORIES
2.3.1 Creating a Stock Category
2.3.2 Creating a Multiple Stock Category
2.3.3 Display or Alter a Stock Category
2.3.4 Deleting a Stock Category
2.4 UNITS OF MEASURE
2.4.1 Displaying or Altering Units of Measure
2.5 LOCATIONS/GODOWNS
2.5.1 Creating a location
2.5.2 Displaying and altering storage locations
2.6 STOCK ITEMS
2.6.1 Creating a Stock Item
2.6.2 Maintaining Batch Details
2.6.3 Standard Rates for Items
2.6.4 Component List(Bill of Material)

2.6.5 Display, Alter or Delete a Stock Item
2.7 PURCHASE ORDER
2.7.1 Creating a Purchase Order
2.7.2 Alter a Purchase Order
2.7.3 Delete a Purchase Order
2.7.4 Receipt Note Voucher for Purchases
2.7.5 Rejections-Out Voucher for Purchase Returns
2.8 SALES ORDER
2.8.1 Creating a Sales Order
2.8.2 Altering Sales Order
2.8.3 Deleting Purchase Order
2.8.4 Delivery Note Voucher for Purchases
2.8.5 Rejections-In Voucher for Purchase Returns
2.9 MANUFACTURING JOURNAL
2.10 INVOICE ENTRY
2.10.1 Printing Invoices
2.10.2 Display/Alter an Order or Invoice
2.11 SELF-TEST

Unit 3 VOUCHER ENTRY

3.0 INTRODUCTION
3.1 OBJECTIVE
3.2 VOUCHER TYPES
3.3 STEPS TO MAKE A VOUCHER ENTRY
3.4 RECEIPT VOUCHER(F6)
3.5 PAYMENT VOUCHER(F5)
3.6 CONTRA VOUCHER(F4)
3.7 PURCHASE VOUCHER(F9)
3.8 SALES VOUCHER(F8)
3.9 JOURNAL VOUCHER(F7)

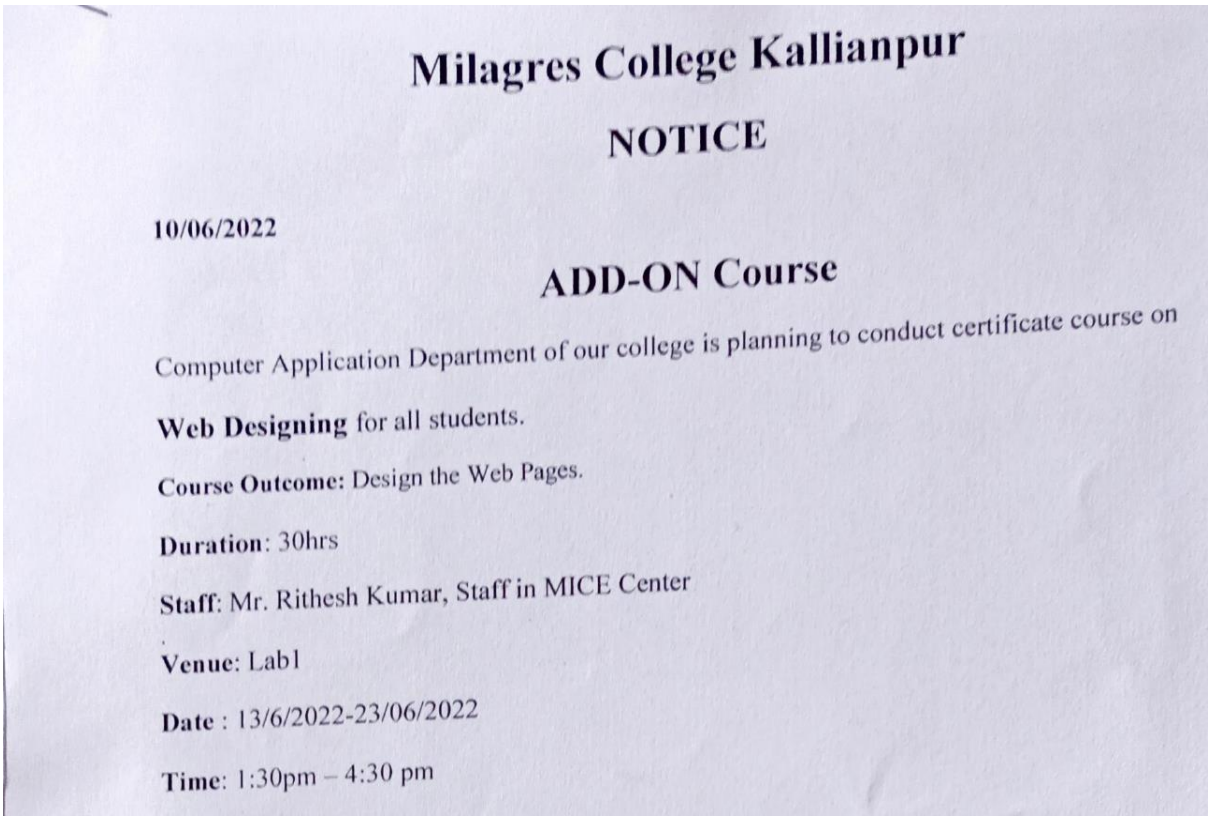
3.10 CREDIT NOTE(CTRL+F8)
3.11 DEBIT NOTE(CTRL+F9)
3.12 STOCK JOURNAL(ALT+F7)
3.13 PHYSICAL STOCK VOUCHER(ALT+F10)
3.14 MEMORANDUM VOUCHER(CTRL+F10)
3.15 REVERSING JOURNAL(F10)
3.16 DISPLAYING VOUCHERS
3.17 ALTERING VOUCHERS
3.18 DELETING VOUCHERS
3.19 CANCELING VOUCHERS
3.20 GST COMPUTATION
3.21 PAYMENT OF GST
3.22 SELF-TEST

Unit 4 Reports

4.0 INTRODUCTION
4.1 OBJECTIVE
4.2 BALANCE SHEET
4.3 PROFIT AND LOSS ACCOUNT
4.4 TRIAL BALANCE
4.5 STOCK SUMMARY
4.6 DAY BOOK
4.7 ACCOUNT BOOKS
- 4.7.1 Cash Book
- 4.7.2 Bank Book
- 4.7.3 Ledger
- 4.7.4 Group Summary
- 4.7.5 Sales Register
- 4.7.6 Purchase Register
- 4.7.7 Journal Register

4.8 OUTSTANDING RECEIVABLE/PAYABLE STATEMENTS
4.9 INVENTORY REPORTS
4.10 CASH FLOW / FUNDS FLOW
4.11 RECEIPTS AND PAYMENTS
4.12 RATIO ANALYSIS
4.13 SELF-TEST

Certificate courses –Department of Computer Application



Milagres College Kallianpur

NOTICE

10/06/2022

ADD-ON Course

Computer Application Department of our college is planning to conduct certificate course on

Web Designing for all students.

Course Outcome: Design the Web Pages.

Duration: 30hrs

Staff: Mr. Rithesh Kumar, Staff in MICE Center

Venue: Lab1

Date : 13/6/2022-23/06/2022

Time: 1:30pm – 4:30 pm

MILAGRES COLLEGE, KALLIANPUR

Certificate Course- Report

Dept. of Computer Application

This year BCA department has organized Certificate courses to the students of non computer background as well as for the students with computer knowledge. For the students with computer knowledge, the course Web Design was taken by Mr. Rithesh from MICE. The details of the courses and total number of students completed the course are listed below.

Name of the Course	Course Details	Duration	Number of students Completed
Basic Computer Application	Windows OS,MS-Word, MS-Excel, MS-Power Point, Internet	30hrs	14
Web Design	HTML, HTML5, CSS	30 hrs	24

HOD

IQAC CO-ORDINATOR

PRINCIPAL

Syllabus : Basic Computer Application

SYLLABUS		
COMPUTER TECHNOLOGY (9 Hrs)		
Lesson 1:	Introduction About Computer; Areas of application; Related Concepts of Computing, Data and Information; How the Computer is Processes; Advantages and Disadvantages of Computer;	2HRS
Lesson 2:	Working With Windows OS: Working With Desktop; Creating Folder; Creating Shortcuts; Renaming File And Folder; Working With Recycle Bin; Setting Desktop Wallpaper; Setting Screen Savers; Shutting Down;	4HRS
Lesson 3:	Memory and Operating System Computer Memory; Introduction to Operating Systems; Classification of Operating Systems; Graphical User interface (GUI) Systems;	3HRS
	MS PAINT (6 hrs)	
Lesson 1:	Microsoft Paint Fundamentals Exploring Microsoft Paint; Creating a picture; Entering Text and shapes;	4HRS
Lesson 2:	Microsoft Paint Tools Using different tools; Image Properties; Saving file in different formats;	2HRS
WORD (16 Hrs)		
Lesson 1:	Microsoft Word 2007 Fundamentals Exploring Microsoft Word; Creating Document; Entering Text; Getting Help While You Work;	3HRS
Lesson 2:	Viewing Navigating and Managing Documents Viewing a Document; Navigating in a Document; Organizing a Document in Outline View; Managing Documents;	2HRS
Lesson 3:	Editing and Formatting Text Editing and Manipulating Text; Formatting Characters and Paragraphs; Working with Lists, Tabs, and Indents; Using Special Text Effects and Building Blocks	2HRS
Lesson 4:	Controlling Page and Text Layout Controlling Page Options; Using Themes to Format a Document; Controlling Text Flow; Working With Columns;	2HRS
Lesson 5:	Working with Tables Creating a Table; Modifying a Table; Formatting a Table;	3HRS
Lesson 6:	Mailings Start Mail Merge; Selecting Recipients; Adding Address Block Greeting Line; Finishing Mail Merge;	2HR
Lesson 7:	Finalizing and Printing a Document Using the Proofing and Language Tools; Using Find and Replace; Using Hyperlinks and Cross-References; Previewing and Printing a Document;	2HR

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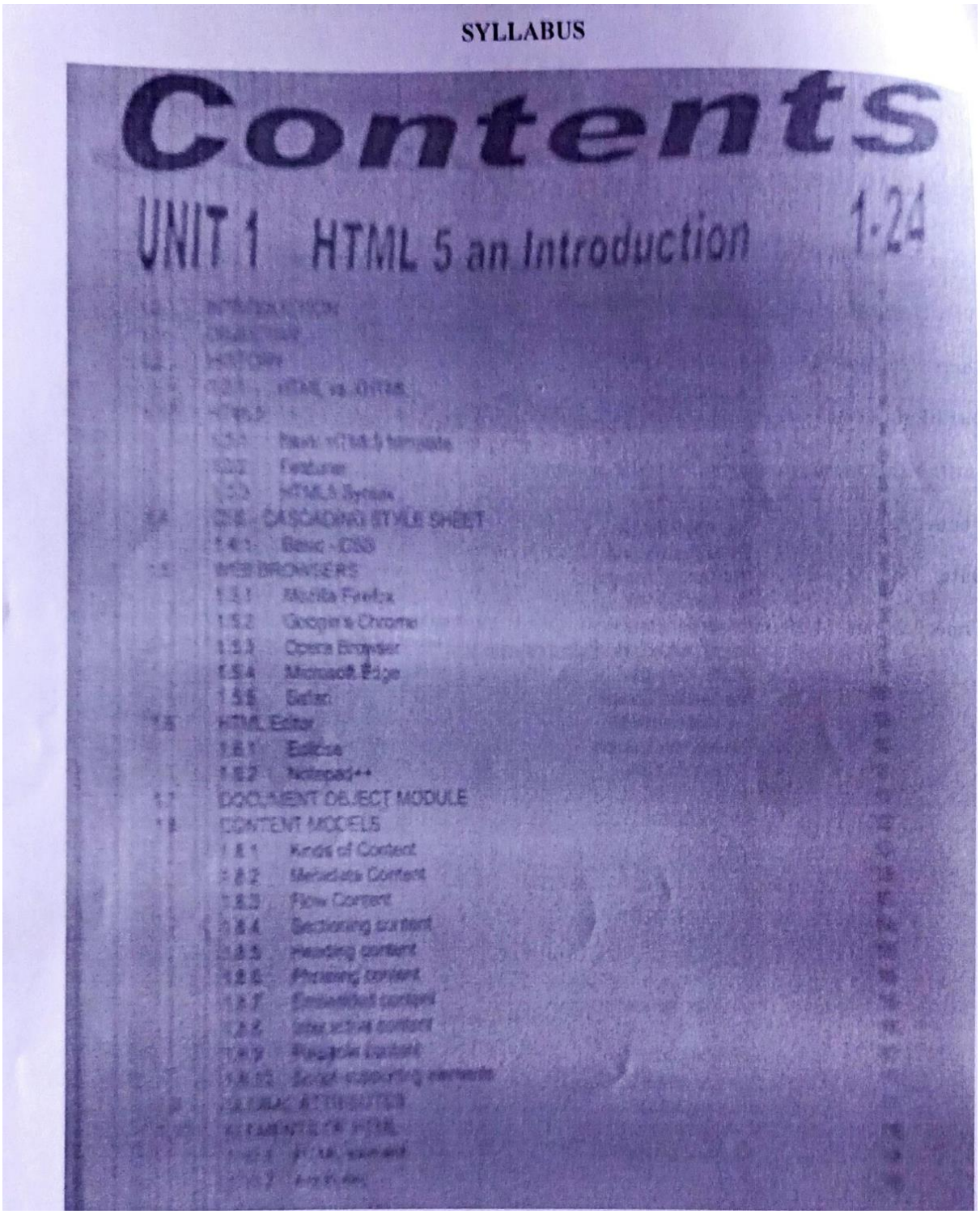
WEB DESIGN SYLLABUS



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List of students

(Till now 20 students):

I BCA	21903, 21907- 21909,21912, 21916, 21918, , 21938,21939, 21941, 21942, 21943, 21945, 21946, 21948, 21949, 21951, 21953, 21954,21956

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