



**K.L.E. SOCIETY'S  
BASAVAPRABHU KORE  
ARTS, SCIENCE AND COMMERCE COLLEGE, CHIKODI**  
[Accredited at 'A' grade by NAAC with CGPA of 3.26 during third cycle]

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**UG Department of Commerce  
CERTIFICATE COURSE IN TALLY ACCOUNTING [2016-17]**

**OBJECTIVES**

- ✚ This course helps students to work with well-known accounting software i.e. Tally ERP.9
- ✚ Student will learn to create company, enter accounting voucher entries including advance voucher entries and also print financial statements etc. in Tally ERP.9 software
- ✚ Tally certificate course is not just theoretical program, but it also includes continuous practice, to make students ready with required skill for employability in the job market.

**Faculty of the department involved in the preparation of syllabus**

Sl. No	Name	Designation
1	Prof.M.C.Bakanetti	Associate Professor
2	Prof.B.S.Mali	Associate Professor
4	Miss.S.C.Hitni	Lecturer
5	Miss.S.M.Mirje	Lecturer

**Subject Expert:**

Sl. No	Name	Designation	Address
1	Shri. Sudarshan Patil	Lecturer	KLE' Society's SSMS College, Athani

## MODULE

Unit	Topics	Components	Hours
1	Accounting Information System	Introduction, Basics of Accounting, and Introduction to Computerized Accounting Information Systems. Difference between Manual and Computerized Accounting Information Systems,	10
2	Tally 9	Introduction, features of tally 9.1 versions, configuration of tally, tally screens and menus, creation of company, creation of group, Editing and deleting groups, creation of ledgers, Editing and deleting ledgers. Introduction to vouchers, voucher entry, payment voucher, receipt voucher, contra voucher, journal voucher, Editing and deleting vouchers. <b>Problems on Accounts only method and Balance Sheet</b>	11
3	Introduction to Inventories:	Creation of stock categories, Creation of stock groups, Creation of stock items, configuration and features of stock items, Editing and deleting stocks, usage of stocks in voucher entry. Purchase order- stock vouchers, sales order. Introduction to cost, creation of cost category, <b>Problems on Accounts with Inventory method and Balance Sheet</b> .	10
4	Introduction to cost	Creation of cost category, creation of cost centers, Editing and deleting cost centers & categories, usage of cost category & cost, centers in voucher entry, budget & control, Editing and deleting budgets, generating & printing reports in detail & condensed format. <b>Problems on Accounts with Inventory method and Balance Sheet</b>	11
5	Generation of Reports:	Day books- Balance sheet, Trial balance, Profit & loss account, ratio analysis, cash flow statement, fund flow statement, cost center report, inventory report, and bank reconciliation statement.	10

Session	Hours
Theory sessions	26 hrs
practical sessions	26 hrs
Total	52 hrs

**EXAMINATION:** After the completion of the teaching (both theory and practical sessions), an examination will be conducted for 2 Hours. The question paper is for 40 marks. Result will announced after the evaluation and the certificate will be issued to each student after successful completion of the course

**Assessment Components:**

Sl. No.	Internal Components	Remarks
1	Internal Assessment	40 Marks

**COURSE OUTCOMES:**

- After successfully qualifying practical examination, students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9
- Student will create company, do by their own, enter accounting voucher entries including advance voucher entries and also print financial statements, etc. in Tally ERP.9 software
- Students do possess required skill and can also be employed as Tally data entry operator.

Date: 2/1/2016



  
 (Prof M.C.Bakanetti)  
 Course Coordinator & HOD  
**HEAD**  
 Department of Commerce



**K.L.E. Society's**  
**BASAVAPRABHU KORE ARTS, SCIENCE AND COMMERCE COLLEGE, CHIKODI**

*(Accredited at 'A' Grade by NAAC with CGPA of 3.26 in 3<sup>rd</sup> Cycle)*

**College with Potential for Excellence (CPE)**

**DEPARTMENT OF CHEMISTRY**

**COURSE STRUCTURE AND SYLLABUS**  
**Of**  
**CHEMISTRY SHORT TERM CERTIFICATE COURSE**

*Short Term Certificate Course*  
*in*  
*“Chemdraw Software and It's Appliacion”*

**With effect from academic year 2016-17**

**List of staff Members:**

Sl. No.	Name	Designation	Qualification
1	Prof. U. R. Rajput	Principal	M.Sc
2	Prof. S. B. Vanjire	Associate Professor	M.Sc
3	Prof. Raju	Associate Professor	M.Sc.
4	Prof. S. M. Patil	Assistant Professor	M.Sc, Ph.D, B.Ed
5	Prof. P. M. Palankar	Lecturer	M.Sc. B. Ed
6	Prof. G. B. Jambagi	Lecturer	M.Sc. B. Ed
7	Prof. S. D. Kotabagi	Lecturer	M.Sc. B. Ed
8	Prof. S. S. Latthe	Lecturer	M.Sc. B. Ed
9	Prof. P. B. Dubale	Lecturer	M.Sc. B. Ed

**Subject Expert:**

SL. No	Name	Designation	Address
1	Prof. Prasad M. Palankar	Lecturer	B.K. College, Chikodi

**Preamble:**

ChemDraw is the world's leading scientific drawing program. Hundreds of thousands of users benefit from its easy of use, high quality output, quick chemical intelligence, rich set of biological tools and integration in the Chem Office. ChemDraw provides chemists and biologists with a rich set of easy-to-use tools for creating publication, scientifically meaningful drawings of molecules, reactions and biological entities and pathways and for generating associated properties, systematic names and spectra.

1. A single drawing solution that both chemists and biologists can trust to accurately handle and represent organic, organometallic and polymeric and biopolymer materials (including amino acids, peptides and DNA and RNA sequences) and to deal with advanced forms of stereochemistry.
2. Chemists can use ChemDraw to draw and submit chemical compound and reaction searches direct to SciFinder, with no more time-consuming cutting and pasting.
3. Students can quickly, effectively and accurately communicate research and ideas using an extensive set of biological templates and drawing objects to create compelling illustrations of cells and pathways, including live chemical objects as needed.
4. Students save time and increase data accuracy by using ChemDraw to predict properties, generate spectra, construct correct IUPAC names, and calculate reaction stoichiometry.

### Course Objectives:

1. To enhance the skill and competency of students in research and development.
2. ChemDraw helps chemists to be more efficient, communicate more clearly and reach crucial information faster.
3. ChemDraw is the chemically intelligent solution for R&D for publishing, presenting and reporting.

### Facilities Available:

- 1) Experience teaching faculty.
- 2) Computer lab facility to conduct practical classes of this course.

### Eligibility:

Any B.Sc students are eligible apply for this value added certificate course.

### Structure:

Content	Hours
Theory	25
Practical	15
<b>Total</b>	<b>40</b>

Title of the Paper	No. of hours per week	Exam Hours	Marks
Chemdraw Software & it's Applications	03	<b>Theory : 1 Hour</b>	<b>Theory :30 Marks</b>
		<b>Practical: 2 Hour</b>	<b>Practical :20 Marks</b>
		<b>Total = 03 Hours</b>	<b>Total = 50 Marks</b>

### Pattern of Evaluation:

The Examination criteria for both Theory and practical mode is evaluated as per grade system.

**'A' – Grade : 41- 50 Marks**

**'B' – Grade : 31- 40 Marks**

**'C' – Grade : 21- 30 Marks**

## Syllabus

### Theory Syllabus:

Total = 25Hours

Unit – 1 : Introduction of ChemDraw and It's Applications	2Hrs
Unit – 2 : Chem draw software overview.	5Hrs
Unit – 3 : Molecular Structure Drawing and Stereo Chemistry.	6Hrs
Unit – 4 : Spectral Analysis of Chemical Compounds.	6Hrs
Unit - 5 : Chemistry Research Document Creation.	6Hrs

### Practical Syllabus:

Total = 15 Hours

1. Drawing a molecular Structure of Organic and Biochemical Compounds in 2D and 3D Dimensions. Drawing Chemistry Lab Equipment's, glassware's ...Etc.
2. Writing chemical equations. Determining Stereochemistry (Spatial Arrangement of particles), chemical and physical properties of a organic Compounds.
3. <sup>1</sup>H- NMR and C-13 NMR Spectral Analysis.
4. Convert chemical compounds structure to name and names to structures...etc.
5. Determining Molecular Parameteres such as bond length, bond angle, dihedral angles ..etc.
6. Fragmentation of a organic molecule , analysis of the organic molecule with 3 dimension rotation.
7. Creation of Chemistry Research Document using Chemdraw Software.

### References:

1. Mills, N. (2006). "ChemDraw Ultra 10.0". *J. Am. Chem. Soc.* **128** (41): 13649–13650. doi:10.1021/ja0697875.
2. Strack, Dieter (2001). "ChemOffice Ultra 2000". *Phytochemistry*. **57** (1): 144. doi:10.1016/S0031-9422(00)00503-3.
3. Madlung, Andreas (1999). "Digital Chemical Intelligence". *Science*. **285** (5435): 1866–1867. doi:10.1126/science.285.5435.1866.
4. David A. Evans (2014). "History of the Harvard ChemDraw Project". *Angewandte Chemie International Edition*. **53** (42): 11140–11145. doi:10.1002/anie.201405820.

  
Head  
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RE-ACCREDITED WITH "A" GRADE BY NAAC BANGALORE.  
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**2016-2017**

**Department of Chemistry Organizes**

**" CERTIFICATE COURSE IN CHEM DRAW & ITS APPLICATION "**

**( Specially for B.Sc. Students )**

**Syllabus:**

I. Unit - 1 : Introduction of ChemDraw and It's Applications	3 Hrs
II. Unit - 2 : Chem draw software overview.	6 Hrs
III. Unit - 3 : Molecular Structure Drawing and Stereo Chemistry.	7 Hrs
IV. Unit - 4 : Spectral Analysis of Chemical Compounds.	7 Hrs
V. Unit - 5 : Chemistry Research Document Creation.	5 Hrs
VI. Unit - 6: Application of M. S. Office in MNC's	12 Hrs

**Overall Syllabus Covered in this Certificate Course      40Hours**

Drawing a Molecular Structure of Organic and Biochemical Compounds in 2D and 3D Dimensions. Drawing Chemistry Lab Equipment's, glassware's ...Etc. Writing chemical equations. Determining Stereochemistry (Spatial Arrangement of particles), chemical and physical properties of a organic Compounds. <sup>1</sup>H- NMR and C-13 NMR Spectral Analysis. Convert chemical compounds structure to name and names to structures...etc. Determining Molecular Parameteres such as bond length, bond angle, dihedral angles ..etc. Fragmentation of a organic molecule , analysis of the organic molecule with 3 dimension rotation. Creation of Chemistry Research Document using Chemdraw Software and M.S.Office. and its

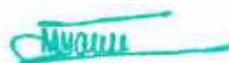
Application in Pharma Industry. Using of Macros, reference and mail merge in M.S.Word, formula based documentary creation through M.S. Excel.



**HOD**

**Head of the  
Department of Chemistry**

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**PRINCIPAL**

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