Bhogawati Mahavidyalaya, Kurukali

Department of Commerce

Add on Courses

Tally Course Syllabus – 2 Months

Duration: 8 Weeks | Course: Tally Prime with GST | Level: Beginner to Intermediate

1. Course Objectives

- Understand basic accounting principles and bookkeeping.
- Learn to operate Tally Prime accounting software.
- Create company accounts, ledgers, and vouchers.
- Maintain purchase, sales, inventory, and GST records.
- Generate financial statements and accounting reports.

2. Detailed Syllabus (2 Months)

Week 1: Fundamentals of Accounting

Basics

- Introduction to accounting and bookkeeping
- Accounting concepts and conventions
- Types of accounts and golden rules
- Journal entries and ledger posting
- Trial balance, trading account, profit and loss account, and balance sheet

Week 2: Introduction to Tally Prime

- Introduction to Tally Prime and its features
- Company creation, alteration, and deletion
- Company configuration and features
- Creation of groups and ledgers
- Opening balances and financial year settings

Week 3: Accounting Vouchers

- Contra voucher
- Payment voucher
- Receipt voucher
- Journal voucher
- Sales and purchase vouchers
- Debit note and credit note
- Voucher alteration and cancellation

Week 4: Banking and Practical Accounting

- Cash and bank transactions
- Cheque printing and bank reconciliation
- Cost centres and cost categories
- Bill-wise details and outstanding payments
- Discounts, expenses, and income entries

Week 5: GST Accounting

GST

- Introduction to GST
- CGST, SGST, and IGST
- GST registration details in Tally
- GST ledger creation and tax rates
- GST sales and purchase entries
- Intra-state and inter-state transactions
- GST invoices and tax calculations

Week 6: Inventory Management

- Stock groups and stock items
- Units of measurement
- Godowns and locations
- Purchase and sales of inventory
- Stock valuation and inventory reports
- Order processing and delivery notes

Week 7: Reports and Final Accounts

- Trial balance
- Profit and loss account
- Balance sheet
- Day book and cash book
- Ledger reports and outstanding statements

- GST reports and return-related summaries
- Exporting and printing reports

Week 8: Practical Project and Examination

Assessment

- Creation of a complete business company
- Entry of daily transactions
- Purchase, sales, and GST invoice preparation
- Inventory and bank reconciliation practice
- Preparation of final accounts
- Practical examination and viva

3. Suggested Course Structure

Particulars	Details
Duration	2 months (8 weeks)
Total working days	Approximately 40–48 days
Daily class	1–2 hours
Theory	25%
Practical training	75%
Assessment	Practical test, written test, and project

4. Practical Assignments

1. Create a company and enter opening balances.
2. Create at least 15–20 ledgers.
3. Record cash, bank, purchase, and sales transactions.
4. Prepare GST invoices for local and interstate sales.
5. Create stock items and maintain inventory.
6. Generate a trial balance, profit and loss account, and balance sheet.
7. Prepare a final accounting project for a sample trading business.

5. Course Completion Outcomes

After completing the course, students should be able to maintain basic business accounts, record transactions in Tally Prime, prepare GST invoices, manage stock, and generate essential accounting reports.

SHARE MARKET COURSE – 2 MONTHS

Duration: 2 Months / 8 Weeks
Level: Beginner to Intermediate
Suggested Approach: 25% Theory + 75% Practical
Eligibility: Basic knowledge of computers and general financial awareness

1. Course Objectives

The course aims to provide students with a practical understanding of the Indian share market, including stock exchanges, investment products, trading procedures, fundamental analysis, technical analysis, risk management, and portfolio management.

2. Detailed Syllabus

Week 1 – Introduction to Share Market

Basics of Financial Markets

- Meaning and importance of the share market
- Saving vs. investment
- Primary market and secondary market
- Equity shares and ownership
- Introduction to NSE and BSE
- Role of SEBI
- Stock brokers and Depository Participants
- Demat account and trading account
- Market participants
- Basic financial terminology

Week 2 – Trading & Investment Process

How Share Market Trading Works

- Opening a Demat and trading account
- Trading platforms and mobile applications
- Market timings
- Types of orders:
    - Market order

    - Limit order
    - Stop-loss order
- Delivery trading
- Intraday trading
- Buying and selling of shares
- Brokerage and other transaction charges
- Understanding a stock quote
- Practical trading simulation

Week 3 – Investment Products

Different Investment Instruments

- Equity shares
- Preference shares
- IPO – Initial Public Offering
- FPO and follow-on issues
- Mutual funds
- Exchange Traded Funds (ETFs)
- Bonds and government securities
- REITs and InvITs
- Introduction to derivatives
- Introduction to commodities and currencies
- Comparison of risk and return across instruments

Week 4 – Fundamental Analysis

Understanding a Company's Financial Strength

- Meaning and importance of fundamental analysis
- Business model of a company
- Revenue and profit
- Balance Sheet
- Profit & Loss Account
- Cash Flow Statement
- Earnings Per Share (EPS)
- Price-to-Earnings (P/E) ratio
- Price-to-Book (P/B) ratio
- Debt-to-Equity ratio
- Return on Equity (ROE)
- Dividend and dividend yield
- Comparing companies within the same sector

Week 5 – Technical Analysis

Reading Price Charts

- Introduction to technical analysis
- Types of charts
- Candlestick charts
- Support and resistance
- Trend lines
- Uptrend, downtrend and sideways market
- Volume analysis
- Moving averages
- RSI – Relative Strength Index
- MACD – Moving Average Convergence Divergence
- Basic chart patterns
- Practical chart-reading exercises

Week 6 – Trading Strategies

Practical Trading Concepts

- Investment vs. trading
- Intraday trading concepts
- Swing trading concepts
- Position trading concepts
- Breakout and trend-following concepts
- Entry and exit planning
- Stop-loss and target levels
- Risk-reward ratio
- Position sizing
- Trading journal
- Paper trading and simulated trades

Week 7 – Risk Management & Investor Protection

Managing Risk

- Importance of risk management
- Diversification
- Asset allocation
- Capital protection
- Position sizing
- Stop-loss discipline
- Understanding volatility
- Common investment and trading mistakes
- Fraud and scam awareness

- Investor grievance mechanisms
- Role of SEBI and stock exchanges
- Basic tax concepts relating to investments and trading

Week 8 – Practical Project & Assessment

Complete Practical Training

Students will complete a practical share market project involving:

- Selection of a sample portfolio
- Company research
- Fundamental analysis of selected companies
- Technical analysis using charts
- Preparation of an investment rationale
- Paper trading exercises
- Maintaining a trading/investment journal
- Portfolio monitoring
- Calculation of profit/loss
- Risk assessment
- Final presentation and viva

3. Suggested Teaching Plan

Particulars	Details
Total Duration	2 Months / 8 Weeks
Working Days	5–6 Days per Week
Daily Duration	1–2 Hours
Theory	25%
Practical	75%
Assessment	Practical Test, Project & Viva

4. Practical Assignments

Students should complete the following exercises:

1. Identify and study the basic functions of NSE, BSE and SEBI.
2. Understand the process of opening and using a Demat and trading account.
3. Read and interpret a stock quote.
4. Analyse the financial statements of a selected company.
5. Calculate basic financial ratios such as P/E, EPS, ROE and Debt-to-Equity.
6. Identify support and resistance levels on a stock chart.
7. Use basic technical indicators such as Moving Average and RSI.
8. Create a sample diversified portfolio.
9. Conduct paper trading without using real money.

10. Maintain a trading/investment journal.
11. Prepare a final company-analysis project.

5. Examination and Certification

Suggested Assessment Scheme:

- Internal Assessment – 20 Marks
- Practical Examination – 40 Marks
- Project Work – 30 Marks
- Viva Voce – 10 Marks

Total – 100 Marks

6. Expected Learning Outcomes

After successful completion of the course, students should be able to:

- Explain the basic structure and functioning of the Indian share market.
- Understand the process of buying and selling securities.
- Differentiate between investment and trading.
- Read basic financial statements and financial ratios.
- Understand and interpret basic stock charts.
- Apply fundamental and technical analysis concepts.
- Prepare a sample investment portfolio.
- Understand basic risk-management principles.
- Conduct paper-trading exercises in a disciplined manner.
- Recognize common investment risks and fraudulent practices.