



GURU NANAK COLLEGE

Postgraduate Multi Faculty Premier College
KILLIANWALI, DISTT. SRI MUKTSAR SAHIB (Pb.) - 151211
NAAC Accredited Grade "B+"

Recognized by U.G.C. Under Section 2 (f) & 12 (B) & Permanently Affiliated to Panjab University Chandigarh

1.2.3

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1. Number of students enrolled in Add-on/Certificate Programs

Year 2023-24						
Name of Add on /Certificate programs offered	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
CBA	5	2023-24	Once	1 Year	Nil	-



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2. CBA Approval Letter

PANJAB UNIVERSITY, CHANDIGARH

From:- The Registrar, Panjab University, Dewan Anand Kumar Hall Administrative Office Sector-14, Chandigarh-160014 {Add on course Cell 2 nd floor, Admn. Office, P.U. Ph. 253-4864, 2534828 (Asst.Registrar)}	To The Principal, of all the Colleges (Arts Science & Commerce) affiliated to Panjab University.
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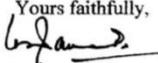
UPC

No 3015-3116/AOC Dated:- 16-9 .2008

Dear Sir / Madam,

The Syndicate at its meeting held on 29. 7. 2008 vide Para 30 (XX) has ratified that the Vice-Chancellor in anticipation of approval of Syndicate has approved that no college shall admit students more than their sanctioned strength under Add on Courses at any cost **i. e. minimum of 20 and maximum of 40 per course.**

You are requested to comply with above decision and intimate this office the number of students admitted to each Add on Course during the session 2008-09.

Yours faithfully,

Deputy Registrar
(Add-On Course Cell)
26/11/08

office to file
26/11/08



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3. CBA Syllabus

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COURSE - 5

COMPUTER BASED ACCOUNTING

First Year

Paper I: Fundamental of Computer Accounting

Basic of Computerized Accounting: Meaning Importance, Difference between Computerized and Traditional Accounting, Book Keeping and Accounting, Accounting Concepts, Accounting Equation, Accounting Cycle, Double Entry System: Merits and Demerits, Journal, Ledger, Cash Book, Trial Balance, Rectification of errors.

Preparation of Final Accounts, Accounting Database Management MS excel and its applications in Accounts, use of Tally Software in managing books of accounts

Application of Busy Wings, SAP, Tally ERP 9, Billing software, business software, E-way Bill, GST billing and Filing

Paper II: Tally 6.5.1

Introduction to groups, creating a group, displaying a group, altering groups, Debit and credit Notes, Stock Journal, Manufacturing Journal, Delivery Note, Receipt Note, Report Configuration Option Inventory Books, Statements with options and formats, Splitting of Data, Introduction to ledgers, introduction to voucher type, introduction to purchase orders, introduction to invoices, Reports in the Tally ERP -basic features of displaying reports, working with balance sheet, schedule VI balance sheet, working with profit & loss account, schedule VI profit & loss account, working with stocks summary report, configuration in trial balance, working with ratio analysis, working with trial balance, Payroll in Tally ERP 9

Second Year	Paper I	Wings Trade
	Paper II	Busy
Third Year	Paper I	SAP
	Paper II	Oracle based accounting