SYMBIOSIS	**Symbiosis College of Arts and Commerce** (An Autonomous College Under SPPU)										
Subject code	20123C19	Semester		**II**							
Title of Subject				**Business Computing 2**							

Objectives:	1. To understand the importance of internet security in the smooth functioning of computer applications 2. To understand the use of computerized accounting software

Detailed Syllabus

Unit	Contents of the Syllabus	Number of Lectures
1	**Internet and Internet security:** 1.1 Hacking 1.2 Internet Protection- Virus protection 1.3 Cyber Crimes	10
2	**Introduction to Accounting software** (with reference to Tally current version 2.1 Company Creation 2.2 Ledger Creation 2.3 Accounting Vouchers 2.4 Tally Audit 2.5 Cost Centres 2.6 Profit and loss A/c 2.7 Balance sheet 2.8 Ratio Analysis	22
3	Accounts with Inventory in Tally 3.1 Inventory Vouchers 3.2 Creation of Stock item and Units of Measures 3.3 Godown 3.4 Balancing Physical and Computer Stock	20
4	**Health and safety issues in computing:** An overview of occupational health and safety concerns related to the use of computers	2
	Total Number of Lectures	54

Reference Books:

1) **Tally ERP 9**
2) **Computer forensics and Cyber crime**