

<b>Subject</b>	<b>MANAGEMENT INFORMATION SYSTEM &amp; TALLY</b>
<b>Subject Code</b>	<b>UCMAL03/BL03 / CL03</b>
<b>Nature</b>	<b>Allied Subject</b>
<b>SEMESTER</b>	<b>III</b>
<b>Maximum Marks</b>	<b>75</b>

#### **Unit I**

Definition of Management information system-MIS support for planning organizing and controlling-structure of MIS-Information for decision making

Concept of system-Characteristic of system-System classifications-Categories of information system strategic information system and competitive advantage

#### **Unit II**

Computers and information processing-Classification of computer-Input device-Output device-Storage device-Batch and online Processing-Hardware, Software –Date base Management system

#### **Unit III**

System analysis and design-SDLC-Role of system analysis-Functional information system-Personnel, Production, Material and marketing

Decision support system-Definitions-group decisions support system-Business process out sources- definition and functions

#### **Unit IV**

**Introduction to Tally** - Introduction to software accounting. Computer Application through Accounting Package Tally - (Latest Version) – Preparation of following records on Tally (with inventory) – (A) Creation of company, Group, Ledger Accounts, Feeding of Accounting data – Receipts, Payments, Purchase, Sale, Contra, Journal, Credit Note and Debit Note. (B) Inventory Information – Groups, Items and Valuation. – (C) Generation of various Accounting Reports - Creating accounts - Feeding opening balances - Chart of accounts - Capital– Current assets – Current liabilities – Investments – Loans – Miscellaneous– Sales– Purchase– Direct / Indirect income / expenses

#### **Unit V**

**Purchase and Sales** - Purchase / Sales order - Receipt note - Purchase / Sales bills - Debit / Credit note Journal, Voucher , VAT Bills, service tax , FBT applications,

#### **Reference:**

1. Management Information System Sadagopan 2)Management Information System CSV Murthy
3. Tally Financial Accounting Program – Current Volume – Tally Press
4. Tally for Beginners – Tally Press 5. Tally9-Slef Study Training Kit – [www.swayam-education.com](http://www.swayam-education.com)

**Note1 :** Recent version of licensed copy of “Tally Package” should be purchased by the college.

**Note2 :** 1) College should make a provision of necessary computers for commerce department to train the students in Computer Accounting as prescribed in the syllabus.

#### **Question Paper Pattern**

<b>Pattern</b>	<b>Total Questions</b>	<b>To answer</b>	<b>Marks per Question</b>	<b>Total Marks</b>
<b>Section A</b>	12	10	2	20
<b>Section B</b>	7	5	5	25
<b>Section C</b>	4	2	15	30

**Internal Marks : TALLY PRACTICAL (25 Marks)**

#### **Instructions to Paper Setter:**

Section-A: Minimum 2 Questions to be asked from each of the five Units

Section-B: Minimum 1 Question to be asked from each of the five Units

Section-C: Minimum 1 Question to be asked from any four Units