P.G. Department of Commerce & Business Administration

SYLLABUS
For

DIPLOMA IN COMPUTERIZED ACCOUNTING (DCA)

CERTIFICATE COURSE IN COMPUTERIZED ACCOUNTING (CCCA)

(Semester I – II)

Session: **2018-19**

ESTD. 1892

KHALSA COLLEGE, AMRITSAR
(An Autonomous College)

P.G. DEPARTMENT OF COMMERCE&
BUSINESS ADMINISTRATION

Scheme of Course

Semester-I

Paper	Course title	Theory	Practical	Internal	Total Marks
CCCA-101/ DCA-1001	Computerized Office Management	40	35	25	100
CCCA-102/ DCA-1002	Computerized Accounting Management	40	35	25	100

Semester-II

Paper	Course title	Theory	Practical	Internal	Total Marks
DCA-2001	Advance Computerized Office Management	40	35	25	100
DCA-2002	Advance Computerized Accounting Management	40	35	25	100

Diploma/ Certificate Course in Computerised Accounting

(Semester– I)

Subject: Computerized Office Management

Paper: CCCA – 101/DCA-1001

Time :03 Hrs   **Theory Max. Marks : 40**
Practical Max. Marks :35
Internal assessment: 25

Note: Attempt any Five questions.
             Each will carry equal marks
   Note: 1.   The question paper covering the entire course shall be divided into
                       three sections.
                2.   The candidates are allowed to use [Non-Scientific] Calculator.

Section A   :

It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 8 questions. Each question will carry one mark; the total weightage being 8 marks.

Section B   :

It will consist of essay type/numerical questions up to five pages in length. Four questions will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 8 marks. The total weightage of this section shall be 16 marks.

Section C:

It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 8 marks. The total weightage of the section shall be 16 marks.

SYLLABUS

Computer Fundamentals: Definition of Computer, Units of Computer, Input/output devices, Secondary storage device, Algorithm, Flow chart, Basic Introduction of Computer language.

Accounting Fundamentals: Financial Accounting- Definition and Scope, types of Accounting. Objectives of Financial Accounting, Terms used in Accounting, Users of accounting information and limitations of Financial Accounting. Introductions to Journal / Subsidiary Books, Ledger, Trial Balance, Financial Statements.

MS-Windows 7/10: Desktop, Taskbar, Start button and start menu, creating folder/shortcut, operation on windows (Cut, copy, paste Files/folder), Renaming icons, Recycle bin, Control panel, Accessories.

MS-Word 2010/13: Opening MS Word, Creating a document file, editing, saving, spell checking, printing and opening an existing document file. Creating Table and operations with table.

Internet : Introduction, E-Mail & its operations.

Practical : Based on above said practical topics.

Suggested Readings:

1. Peter Norton (2010), "Introduction to Computers", 7th Edition, McGraw-Hill, New Delhi.
2. Sanjay Sexana, (2003) "A First Course in Computers", Vikas Publishing House, New Delhi.
3. Rajaraman, V. (2006), "Fundamental of Computers", 4th Edition, Prentice Hall India, New Delhi.
4. Srivastava, S.S. (2008), "MS-Office", Firewall Media, New Delhi.
5. Alexis Loeon and Matheus Leon (2001), "Introduction to Computers with MS-Office 2000", 1st Edition, Tata McGraw-Hill, New Delhi.
6. Gurinder Singh (2011), "Window Based Computer Courses", Kalyani Publishers, New Delhi.
7. Arora J.S. (2016), "Tally – ERP- 9, Financial Accounting", Kalyani Publishers, New Delhi.

Note:Latest edition of text book may be used.

Subject : Computerized Accounting Management

Paper : CCCA – 102 / DCA – 1002

Time : 03 Hrs

Theory Max. Marks : 40
Practical Max. Marks : 35
Internal assessment: 25

Note : Attempt any Five questions.
Each will carry equal marks

Note: 1.   The question paper covering the entire course shall be divided into three sections.

2.   The candidates are allowed to use [Non-Scientific] Calculator.

Section A   :

It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 8 questions. Each question will carry one mark; the total weightage being 8 marks.

Section B   :

It will consist of essay type/numerical questions up to five pages in length. Four questions will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 8 marks. The total weightage of this section shall be 16 marks.

Section C:

It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 8 marks. The total weightage of the section shall be 16 marks.

SYLLABUS

MS-Access: Data, Database, Creating database file, editing data in database file, saving and printing a database. Creating form/query/report in MS-Access.

MS-Excel 2010: Creating Spreadsheet, Saving, editing, formatting and Printing the Worksheet. Openingworksheet/workbook. Drawing graphs/charts and operations with chart/graph. Applications of Excel sheet in Accounts.

Tally ERP 9: Introduction Tally ERP 9, various facilities available in Tally Installation of Tally.ERP 9 - Licensing configurations - Tally Vault Password - Security Control in Tally.ERP 9 - Using Tally.ERP9 Help facility , creating a company, ledgers, registers, petty books.

<u>Practical</u> : Based on above said practical topics.

Suggested Readings:

1. Peter Norton (2010), "Introduction to Computers", 7th Edition, McGraw-Hill, New Delhi.
2. Sanjay Sexana, (2003) "A First Course in Computers", Vikas Publishing House, New Delhi.
3. Rajaraman, V. (2006), "Fundamental of Computers", 4th Edition, Prentice Hall India, New Delhi.
4. Srivastava, S.S. (2008), "MS-Office", Firewall Media, New Delhi.
5. Alexis Loeon and Matheus Leon (2001), "Introduction to Computers with MS-Office 2000", 1st Edition, Tata McGraw-Hill, New Delhi.
6. Arora J.S. (2016), "Tally – ERP- 9, Financial Accounting", Kalyani Publishers, New Delhi.

Note: Latest edition of text book may be used.

Subject: Advance Computerized Office Management

(DCA – 2001)

Time : 03 Hrs
                     Theory Max. Marks : 40
                     Practical Max. Marks : 35
                     Internal assessment: 25

Note : Attempt any Five questions.
             Each will carry equal marks

Note: **1.**   **The question paper covering the entire course shall be divided into three sections.**
            2.   **The candidates are allowed to use [Non-Scientific] Calculator.**

Section A :

It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 8 questions. Each question will carry one mark; the total weightage being 8 marks.

Section B :

It will consist of essay type/numerical questions up to five pages in length. Four questions will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 8 marks. The total weightage of this section shall be 16 marks.

Section C:

It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 8 marks. The total weightage of the section shall be 16 marks.

SYLLABUS

Internet : Searching using search engine

MS-PowerPoint: Introduction, Creating a presentation, Editing a presentation, Saving and Printing a presentation, Slide show, Inserting/deleting slide(s) in a presentation, opening an existing presentation, Formatting a presentation, Inserting/deleting/modifying art/graph/chart/excel sheet in a presentation.

Advance Tally ERP 9:

Inventory Control: Maintaining inventory of some firm/organization, Profit and loss account, audit controls. Import / Export Data with Excel.

Practical : Based on above said practical topics.

Suggested Readings:

1. Peter Norton (2010), "Introduction to Computers", 7th Edition, McGraw-Hill, New Delhi.
2. Sanjay Sexana, (2003) "A First Course in Computers", Vikas Publishing House, New Delhi.
3. Rajaraman, V. (2006), "Fundamental of Computers", 4th Edition, Prentice Hall India, New Delhi.
4. Srivastava, S.S. (2008), "MS-Office", Firewall Media, New Delhi.
5. Alexis Loeon and Matheus Leon (2001), "Introduction to Computers with MS-Office 2000", 1st Edition, Tata McGraw-Hill, New Delhi.
6. Arora J.S. (2016), "Tally – ERP- 9, Financial Accounting", Kalyani Publishers, New Delhi.

Note:Latest edition of text book may be used.

Diploma in Computerised Accounting

Subject: Advance Computerised Accounting Management

(DCA – 2002)

Time : 03 Hrs   **Theory Max. Marks : 40**
                                                             Practical Max. Marks : 35
                                                             Internal assessment: 25

Note : Attempt any Five questions.
            Each will carry equal marks
Note: **1.**   **The question paper covering the entire course shall be divided into**
                         three sections.
                    2.   The candidates are allowed to use [Non-Scientific] Calculator.

Section A   :

It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 8 questions. Each question will carry one mark; the total weightage being 8 marks.

Section B   :

It will consist of essay type/numerical questions up to five pages in length. Four questions will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 8 marks. The total weightage of this section shall be 16 marks.

Section C:

It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 8 marks. The total weightage of the section shall be 16 marks.

SYLLABUS

Study of Busy Software

Introduction to Busy – Software

- **Accounting Vouchers**

o Payment ,Receipt, Contra, Journal, Debit Note, Credit Note

- **Invoices**
o Purchase, Sales, Order Processing, Purchase Order, Sales Order, Rejection In/Rejection Out

- **Bank Re-conciliation**
o **Inventory,** Godown, Groups

- **Stock Valuation on Multiple Method**
o **Reporting Part,** Stock Summary, Inventory Books, Item Details, Stock Group Details, Godown Summary

Project work

<u>Practical</u> : Based on above said practical topics.

Suggested Readings:

1. Peter Norton (2010), "Introduction to Computers", 7th Edition, McGraw-Hill, New Delhi.
2. Sanjay Sexana, (2003) "A First Course in Computers", Vikas Publishing House, New Delhi.
3. Rajaraman, V. (2006), "Fundamental of Computers", 4th Edition, Prentice Hall India, New Delhi.
4. Srivastava, S.S. (2008), "MS-Office", Firewall Media, New Delhi.
5. Alexis Loeon and Matheus Leon (2001), "Introduction to Computers with MS-Office 2000", 1st Edition, Tata McGraw-Hill, New Delhi.
6. Busy Accounting Software.

Note: Latest edition of text book may be used.