

Diploma in Computerized Accounting

# **P.G. Department of Commerce & Business Administration**

## **SYLLABUS For**

**DIPLOMA IN COMPUTERIZED ACCOUNTING (DCA)**

**CERTIFICATE COURSE IN COMPUTERIZED ACCOUNTING (CCCA)**

**(Semester I – II)**

**Session: 2020-21**



**KHALSA COLLEGE, AMRITSAR  
(An Autonomous College)**

**P.G. DEPARTMENT OF COMMERCE &  
BUSINESS ADMINISTRATION**

## Scheme of Course

**DIPLOMA IN COMPUTERIZED ACCOUNTING (DCA) – 1 Year**

**CERTIFICATE COURSE IN COMPUTERIZED ACCOUNTING (CCCA) – 6 Months**

### Semester-I

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

### Semester-II

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

Diploma in Computerized Accounting  
**Diploma / Certificate Course in Computerized Accounting**  
**(Semester– I)**

**Paper – I : Computerized Office Management**

**Paper: CCCA – 101/DCA-1001**

**Time : 3 Hours**

**Max. Marks : 100**

**Theory : 40**

**Practical :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.

**Unit – I**

**Computer Fundamentals:**

Definition of Computer, Units of Computer, Components of a Computer system, IPO Block Diagram, Brief History or Evolution of Computers, Generation of Computers. Types of Computer, Uses of Computer. Application of Computer. Algorithm, Flow chart, Basic Introduction of Computer language.

**Internal & External Memory:** RAM ( SRAM, DRAM ) ROM ( PROM, EPROM ) , CACHE Memory.

**Storage Devices :** Commonly used Input/Output/Memory Storage devices.

**Hardware & Software :** Difference between Hardware & Software,

**Types of Hardware :** Input Devices , Output Device, External Storage Devices. , Hard Disk, USB Storage, Memory Card, SSD Memory & Storage etc.

**Types of Software :** , System software, Application Software and Utility Software, Translator (Compiler, Interpreter and Assembler). Virus & Anti Virus

### **Accounting Fundamentals :**

Financial Accounting- Definition and Scope, Purpose, Types of Accounts. Objectives of Financial Accounting, Various Branches of Accounting, Terms used in Accounting, Uses of Accounting information and limitations of Financial Accounting.

**E-Accounting** : Meaning, Features, Role of Computer in Accounting, Advantages & Disadvantages of Computerized & Manual Accounting

**Introductions to Subsidiary Books** – Journal, Ledger, Trial Balance, Financial Statements.

## **Unit – II**

**Window - 10 :** Basics of Window – 10 (Desktop, Taskbar, Start Menu, Folder and Sub-Folder (Creation, rename and delete), Shortcut, Recycle bin, Control Panel, Window Explorer, To add and delete Applications and Printer, Accessories.

### **Office – 2010**

**MS-Word -2010:** Overview, Creating, Saving, Opening, Importing, Exporting & Inserting files. Templates & various options in Templates in Ms-Word, Page Layout - Formatting Pages, Margins, References, Paragraphs and Sections, Page Background, Paragraph. Indents & Spacing. Creating lists and numbering. Heading Styles, Fonts and size editing, positioning & viewing Text. Finding & Replacing Text, inserting Page Breaks, Page numbers, Book Marks, Symbols & dates. Using Tabs and Tables, Header and Footer, Printings. Mail Merge, REVIEW & VIEW options, using Help option.

**Internet - I :** Introduction, E-Mail & its operations. Web Browser.

**Practical :** Based on above said practical topics.

**Suggested Readings:**

1. Peter Norton (2010), "Introduction to Computers", 7<sup>th</sup> 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", 4<sup>th</sup> 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", 1<sup>st</sup> Edition, Tata McGraw-Hill, New Delhi.
6. Gurvinder Singh (2011), " Window based Computer Courses ", Kalyani Publishers, New Delhi.
7. Arora J.S. (2016), "Tally – ERP- 9, Financial Accounting", Kalyani Publishers, New Delhi.
8. S.S. Bhatia, Vikram Gupta (2015), " E-Accounting using Tally ERP 9 ", Kalyani Publishers, New Delhi.
9. S.S. Bhatia, Vikram Gupta (2015), " Computer Based Accounting System ", Kalyani Publishers, New Delhi.

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**(Semester– I)**

**Paper – II : Computerized Accounting Management**

**Paper : CCCA – 102 / DCA – 1002**

**Time : 3 Hours**

**Max. Marks : 100**  
**Theory : 40**  
**Practical :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.**
  - 3.        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.

**Unit – I**

**Office – 2010**

**MS-Excel - 2010 :** Work Book & Worksheet overview & Difference. Entering information. Worksheet Creating. Templates & various options in Templates in Ms-Excel, Opening and saving workbook. Formatting Number and texts. Protecting cells. Creating and Printing Chart

and Graphs. Using Formula in Excel. Page Layout, Data Controlling. REVIEW & VIEW options, using Help option.

**MS-Access - 2010** : Data, Database, Creating Database file, Templates & various options in Templates in Ms-Access. Editing data in database file, saving and printing a database. Creating form/query/report in MS-Access. External Data & Database Tools Options. , using Help option.

## **Unit – II**

**Tally ERP 9** : Introduction Tally ERP 9, various facilities available in Tally Installation of Tally.ERP 9 - Licensing configurations - Tally Vault Password - Using Tally.ERP9 Help facility

Creating Account Masters, Creating Inventory Masters, Creating a Company, Ledgers, Registers, Petty Books. Vouchers – the Main Inputs - I

**Practical** : Based on above said practical topics.

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1. Peter Norton (2010), “Introduction to Computers”, 7<sup>th</sup> Edition, McGraw-Hill, New Delhi.
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3. Rajaraman, V. (2006), “Fundamental of Computers”, 4<sup>th</sup> 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”, 1<sup>st</sup> Edition, Tata McGraw-Hill, New Delhi.
6. Arora J.S. (2016), “Tally – ERP- 9, Financial Accounting”, Kalyani Publishers, New Delhi.
7. S.S. Bhatia, Vikram Gupta (2015), “ E-Accounting using Tally ERP 9 ”, Kalyani Publishers, New Delhi.
8. S.S. Bhatia, Vikram Gupta (2015), “ Computer Based Accounting System ”, Kalyani Publishers, New Delhi.





Pictures, Video, Sound and Graphics in Slides. Transitions, Animations & Slide Show options, REVIEW & VIEW options, using Help option.

**Internet - II :** Searching using Search Engine, Cloud Storage and Sending Attachments with E-mails

## Unit – II

### Advance Tally ERP 9 :

Vouchers – the Main Inputs - II

Inventory Control: Maintaining Inventory of some firm/organization, Trial Balance, Profit and Loss account, Balance Sheet, Bank Reconciliation Statement, Advance Accounting in Tally, Import / Export Data with Excel. Security Control in Tally.ERP 9, Tally Audit Controls.

**Practical :** Based on above said practical topics.

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**(Semester– II)**

**Paper – II : Advance Computerized Accounting Management**

**(DCA – 2002)**

**Time : 3 Hours**

**Max. Marks : 100**

**Theory : 40**

**Practical :35**

**Internal assessment : 25**

**Note: Attempt any Five questions.**

**Each will carry equal marks**

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**Unit – I**

**Busy – Software**

- Introduction**
- Features of Busy Softwares**
- Accounting Vouchers**
- Payment ,Receipt, Contra, Journal, Debit Note, Credit Note**
- Invoices**

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

**Database Design for Accounting – I :** Identifying and appreciating the data content in accounting transactions; overview of database concepts, Development of Computerized Accounting System, Reference Data Management, ERP – Introduction, ER model; creating and implementing RDM for Financial Accounting; SQL- Introduction , Data Manipulation Commands using SQL, to retrieve data and generate accounting information.

## Unit – II

### Advanced options in Busy – Software

- **Bank Re-conciliation**
- **Inventory, Godown, Groups**
- **Stock Valuation on Multiple Method**
- **Reporting Part, Stock Summary, Inventory Books, Item Details, Stock Group Details, Godown Summary**

**Database Design for Accounting – II :** Documenting transactions using vouchers; System of vouchers and database design for accounting; Storing and maintain transaction data. Financial Accounting Packages.

### **Project work**

**Practical : Based on above said practical topics.**

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1. Peter Norton (2010), “Introduction to Computers”, 7<sup>th</sup> 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”, 4<sup>th</sup> 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”, 1<sup>st</sup> Edition, Tata McGraw-Hill, New Delhi.
6. Busy Accounting Software.
7. S.S. Bhatia, Vikram Gupta (2015), “ E-Accounting using Tally ERP 9 ”, Kalyani Publishers, New Delhi.
8. S.S. Bhatia, Vikram Gupta (2015), “ Computer Based Accounting System ”, Kalyani Publishers, New Delhi.