

DEPARTMENT OF COMMERCE (SF)
DEVA MATHA COLLEGE, KURAVILANGAD

Affiliated to Mahatma Gandhi University, Kottayam



SYLLABUS
ADD-ON COURSE
In
Professional Diploma in Computerised Financial
Accounting
(For UG students)

Academic Year: 2018-19



DEVA MATHA COLLEGE KURAVILANGAD

DEPARTMENT OF SELF FINANCE COMMERCE

Add on Courses offered for Students: 2018-2019

PDCFA

Department Coordinator : Mr. Lenin Joy

Course Co-dominator: Mr. Lenin Joy, Assistant Professor, Department of Commerce (SF)

Duration: 6 Months

Instructional Hours: 160 hrs Hours

Intake in a batch: 80-100

Eligibility: Plus Two

Mode of Instruction: Offline

Add-on Course
in
Professional Diploma in Computerised Financial Accounting

The syllabus for the add on course on Professional Diploma in Computerized Financial Accounting (PDCFA) conducted by the department of Commerce S.F Deva Matha college Kuravilangad for the academic year 2018-19.

The main objective of the course is to make the students experts in manual and computerized accounting. Kerala State Rurtonix shall issue PSC approved certificate for each student securing 40% or more marks in the examination conducted by Kerala State Rurtonix. Certificates from Deva Matha College, Kuravilangad will be issued to the eligible students based on their scores in qualifying examination Conducted by Department of Commerce (SF) Deva Matha College, Kuravilangad.

DETAILS OF THE COURSE:

Duration : 160 hrs. (6 Months)

Objective : A Diploma programme to make the students experts in manual and computerized accounting, word processing, spreadsheets, and internet operations. The course strides through the very computer basics, MS Office and then leads to Manual accounting and ends with detailed study of various computerized accounting packages. On successful completion of the course, the students get PSC approved Certificate from Kerala State Rutronix or certificate from Deva Matha College, Kuravilangad.

PAPER	SUBJECT	THEORY(Hrs)	PRACTICAL(Hrs)
I	Computer fundamentals internet concepts and OS	15	10
II	Office suite	15	40

III	Financial Accounting (Tally & Peachtree)	30	50
	Total	60	100

Detailed Syllabus

Paper I: Computer fundamentals , Internet concepts and Operating Systems		
Module-I : Computer fundamentals , Internet concepts		
Introduction Computer -Definition, Characteristics etc. History of Computers, Functions of Computer Applications of Computer, Classifications, about clock speed Computer Networks		
Number Systems Representation of Data, various number systems , arithmetic in various number systems Bit, Byte, Characters, Field, Record, File Computers Languages		
Functional Organization of Computer Hardware Input Device Output Device CPU Achievement Memory devices Secondary Memory devices		
Software System Software Application Software Compiler Interpreter Operating systems- Single User, Multi User and Multi Tasking OS Virus Affection and diagnosing tools		
Types of personal computers PC, PC/XT, PC/AT, LAP-TOP, PALM-TOP, and DESK-TOP Computers Minimum H/w and S/w Configuration		
Program Design and logic Algorithm and Flowchart		

<p>Basic Concept of Network and Communication LAN,MAN, WAN,</p>		
<p><u>Internet concepts</u> About Internet, Intranet, Extranet, Hardware & software requirement for internet (mention about modem, ISP, Browser –chrome, opera, internet explorer, fire fox etc.)- Types of internet connection and Internet services-WWW ,e-mail, attach files to email, downloading ,e-commerce, chatting, blog , Google calendar, Google documents, twitter, You tube, future mails etc.</p>		
<p>Module II: Operating Systems</p>		
<p>Ms-Dos: MS-DOS-Loading Operating system-boot sector &booting-boot sequence of dos system file-dos prompt-types of dos commands-external & internal-CLS,DATE,TIME,VER,VOL,DIR-VARIOUS SWITCHES(/W,/S,/L,/B)-SORTING OF DIRECTORY LISTING, copy con, type, ren , copy (all options),del/erase, wild cards, prompt, directory and sub directory- sub directory commands-CD,MD,RD,CD...,CD\, path ,PRINT About files-file naming-types of files & file extensions(Program files, data files, text files, system files etc., batch files-special commands in batch file External Dos commands-.exe, .com, .bat files-label,mem,chkdsk,tree,deltree,more,diskcopy,diskcomp,format,scandisk,sys,xcopy,attrib,fdisk(hard disk partitioning)</p>		
<p>Windows: About windows Operating System- different versions in hierarchical order-elements of windows screen-desktop-icons-system icons(my computer, my document, network neighborhood, recycle bin)-shortcut icons(program, folder, documents etc.),task bar and taskbar components, using mouse The start menu - different options, starting a program, elements of a window, My computer icon etc., create files & folders, Windows accessories More about internet explorer</p>		

<p>Linux: About Linux operating system- features-differences between other operating systems-Linux distributions Linux utilities – image viewer, file compression and decompression, sound player, movie player, internet browser, drawing utilities etc. Linux commands: Linux terminals – cp,mv,ls,clear,exit,date,rm,echo,pico,diff,grep,mke2fs,man,mkdir,less, mv,pwd,cd,cd.,date,free</p>		
<p>Paper II: Office Suite</p>		
<p>Ms-word : About word processing and word processors ,features of Ms-word, Ms-word screen ,screen components, tool bars, Menus and Different menu commands –File menu-new, open, close, exit Page setup, Save, save as, print preview, print Edit-Cut-copy-paste, find-replace, undo-redo, go to , Different screen views Insert-Inserting picture- clip art, word art, auto shapes, page numbers Zoom options, Headers & Footers Formatting features-font, size , color, style, effects, alignment options, bullets numbering, change case ,paragraph options, columns, line spacing, Page border and shading, Drop cap , Back ground, format painter, Tools- Autocorrect, spell-check, thesaurus, mail-merge, handling of datafiles Tables-create and draw table, insert and delete rows and columns, split and merge cells, Table properties, convert text to table & table to text Keyboard shortcuts. Using HELP menu</p>		
<p>Ms-Excel: Introduction to spread sheets , features of Ms-excel, Ms-Excel screen ,screen components, tool bars, Formula bar Work book & work sheets, cells, range, data types & entering data, insert rows & columns, resizing rows and columns, selecting cells, moving and copying cells, cut& paste cells, drag and drop, find & replace, formatting cell, text wrap, format painter, auto format, conditional formatting, formulas, functions, auto sum , sorting, filtering, goal seek , auto fill , auto filling functions, charts, pivot table reports, using help menu, Key board short cuts.</p>		
<p>Ms-Power point: About presentations and creating of a presentation using power point , Slide views, insert, delete, rearrange slides Objects-group, order ,</p>		

Applying animation effects, slide effects, slide transition Presenting slides- slide show, Time setting, Custom Show Printing Slides, Slide show key board shortcuts		
Introduction to DBMS, Access as a relational DBMS, Tables, Forms , Queries ,Reports, Macros ,Modules, Data type, Data Validation, Importing Data, Primary Keys , Field Properties SQL (Structural Query Language)		
Open Office: familiarization of Writer, Calc and Impress		
Paper III : Financial Accounting(Tally & Peachtree)		
Manual Accounting		
Accounting and Book Keeping :Define and Differentiate, Types of accounts, Process of accounting, Objects of accounting, Functions of accounting, Accounting Systems, Accounting Systems, Debit and credit rules of Accounts, Cash, Credit and Barter transactions, Account Books. Journal: steps of journalizing, Bank transactions- Cash transactions: cash payment and receipt transactions- Cheque transactions: Cheque payment and receipt transactions. Assets: fixed asset, current asset- Purchase: cash purchase, purchase by cheque and credit purchase – Sales: Cash sales, sales for cheque and credit sales, purchase return, sales return, capital, drawings. Accounting adjustments: Out standings, prepaid, depreciation and bad debt, compound /Combined journal entries, ledger ,trial balance, methods for preparation of trial balance- Final accounts: trading account, form of a trading account ,gross profit, gross loss, direct expenses, indirect expenses, preparation of a trading account, profit and loss account, form of a profit and loss account, Balance sheet, Current liabilities, long term liabilities, good will, creditors, debtors, stock of goods, difference between profit and loss account and balance sheet, bank reconciliation, Performa of a bank reconciliation statement.		
Computerized Accounting: Introduction to financial accounting software Tally : Introduction, features, getting started with tally ,company creation, group company creation, ledger creation, multiple ledger creation, how to manage and operate groups, Display/Alter multiple groups, Accounting group of ledgers Inventory control system: stock groups, display/alter stock groups, delete stock group, unit of measures, display/alter unit of measures, stock item, stock category creation, display /alter stock category, delete a stock category, Go down creation.		

<p>Accounting vouchers: voucher date changing , contra voucher, payment voucher, receipt voucher, journal voucher, sales voucher, purchase voucher, post-dated voucher.</p> <p>Inventory vouchers: stock journal voucher, physical stock voucher-</p> <p>Features: separate discount column, zero valued entries in vouchers, Additional cost ,use different actual billed quantity, debit notice, credit note, purchase order, sales order, batch wise details, bill wise details, Currency creation, cost centre creation ,budget creation, tracking number, rejection notes, reversing journal, optional voucher, memorandum voucher, Interest calculation ,Bank reconciliation , Manufacturing journal, bill of material, compound unit ,price level, VAT,TDS.</p> <p>Reports :day book, trial balance, tracking and profit and loss account, balance sheet, cash/bank books, sales register, stock summary, ratio analysis-key board shortcuts.</p>		
<p>Peachtree: Introduction , Features , Starting procedure, setup a new company, setup chart of accounts, customer creation, vendor creation, employees/ sales rep's- Inventory creation-transactions: Purchase/ receive inventory, printing of purchase order, payments, sales quotes, sales order, sales, general journal entry, adjust inventory, sales tax creation, recurring journal entries, bank reconciliation, managing pay roll, pay roll entry-reports: trial balance, inventory, reports, cash manager, financial manager, collection manager.</p>		
<p>Project work (Internal assessment only):A project has to prepared and submitted on Indian and foreign accounting methods (using tally and peach tree) in the following type of businesses. Manufacturer's account, Traders account and non-traders account</p>		

Course Outcomes:

- The student will be able to understand the basics of computer hardware and software.
- They will be able to do Computer Operations smoothly.
- After completion of this course He/ She get a thorough knowledge in MS. Office package, accounting software such as Tally & Sage 50 and internet operations.
- The students can gain practical experience in Manual and computerized accounting.

Mode of Evaluation:

Attendance, final theory examination and final practical examination

Grading: **A+ : $\geq 80\%$**
 A : $\geq 70\%$ to $< 80\%$
 B : $\geq 60\%$ to $< 70\%$
 C : $\geq 50\%$ to $< 60\%$
 D : $\geq 40\%$ to $< 50\%$

Resource Persons

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A handwritten signature in green ink, which appears to read 'Anil Mathew', is written over a horizontal line.

Principal
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