

## **SIX MONTHS COURSE IN COMPUTER APPLICATIONS (NIELIT CERTIFIED)**

- ☐ Computer Fundamentals, Basic of DOS & Windows operating systems.
- ☐ Internet
  - Searching (e.g. google.com)
  - Web mail (e.g. Yahoo mail)
  - News Groups (e.g. Yahoo groups)
- ☐ Microsoft Office :
  - MS Word, MS Excel, MS Power Point
  - Introduction to Access
- ☐ Financial Accounting & Inventory control using Tally

**1**

### **Introduction to Computer Fundamentals**

1 Components of a Computer/Input & Output Devices/Memory Devices/Storage Devices

2 Operating System Graphical User Interface e.g. MS Windows XP/2000 + Linux

**3 Using MS EXCEL as Class Journal**

**2**

### **Internet**

1 Searching (e.g. google.com)

2 Web mail (e.g. Yahoo mail)

**3 News Groups (e.g. Yahoo groups)**

**3**

### **Office Automation Tools: MS Office + Open Office**

1 MS-WORD + Writer

2 Word Processor & its uses

3 Exploring the Word Processor

4 Document template & Formatting the document

5 Table handling

6 Mail merge

**7 Setting up pages for printing**

**4**

**Office Automation Tools: MS Office + Open Office**

- 1 MS-EXCEL + Calc
- 2 Introduction to Spreadsheet
- 3 Exploring the Workbook Window
- 4 Formatting Cells/ Worksheet
- 5 Working with formula & Function
- 6 Working with Charts

**7 Filtering Data & Printing Worksheet**

**5**

**Office Automation Tools: MS Office + Open Office**

- 1 MS-POWERPOINT + Presentation
- 2 Introduction to Power Point
- 3 Exploring Power Point
- 4 Planning & creating a Presentation
- 5 Adding Transitions
- 6 Previewing & Printing Presentations**

**6**

**Common Utilities**

- 1 Introduction to Virus & its effects
- 2 Removing Virus using Anti Virus Software
- 3 Taking backup & Checking storage devices
- 4 Concept of Multimedia
- 5 Introduction to Macromedia Flash**

**7**

**Communication using PC**

- 1 Fundamentals of Networking
- 2 Introduction to Domains & Addresses
- 3 Configuring TCP/IP parameters
- 4 Methods of Internet access

## **5 Introduction Client server**

### **Financial Accounting**

#### **1 INTRODUCTION TO COMPUTERISED ACCOUNTING**

2 Introduction to Computerized Accounting Package - Readymade and Customized Software

3 Features of Accounting Package

4 Advantages of Accounting Package

5 Manual Accounting Vs Computerized Accounting

6 Features of Tally Software

#### **7 INTRODUCTION TO TALLY**

8 Starting Tally - Gateway of Tally and Exit from Tally

9 Company creation in Tally, Saving the company profile, Alteration / deletion of company, Selection of company

10 Account Groups and Ledgers

11 Hierarchy of Account Groups and Ledgers, Reserved account Groups,

12 Account groups of Balance Sheet - Account Groups of Liabilities, Account Groups of Assets

13 Account groups of Profit & Loss account - Account groups of Direct Income and Direct Expenses apart from Sale and Purchases, Indirect Income and Indirect Expenses

14 Account Masters - Account Groups Creation and Account Ledgers Creation

15 Feeding of Opening Balances

16 Alteration / Deletion of Account Master Records

17 Feeding of Closing Stock Value

#### **18 VOUCHER ENTRY**

19 Types of vouchers in Tally - Contra, Receipts, Payments and Journal

20 Entering Account Voucher - Sales, Purchases, Debit Note, Credit Note, Incomes, Expenses, Voucher Modification, Saving the Voucher

21 Voucher alteration, deletion and cancellation, Single Mode voucher entries, Account Voucher Printing - Online Voucher Printing, Multi-voucher printing

22 Displaying voucher list, Day book, Ledger

23 Extracting Daybook Summaries

24 TRIAL BALANCE AND FINAL ACCOUNTS

25 Extracting detailed Trial Balance, Exploded Trial Balance and Ledger-wise Trial Balance

26 Extracting Balance Sheet - Primary Balance Sheet, Detailed Balance Sheet

27 Closing Stock Value Entry through Balance Sheet

28 Extracting Profit and Loss Account - Detailed form and Vertical Form, Extracting Income and Expenditure Statements for Non-Trading Units

29 REPORT PRINTING

30 Printing Configuration

31 Printing of Day Book, Account Book, Journal Register, Cash Book, Bank Book, Ledger, Trading Account, Profit and Loss Account, Balance Sheet