

Diploma in Office Automation & Accounting

Course Code : DP-10

Eligibility : 10th

Duration : 1 Year

Semester-I

Computer Fundamentals

Introduction To Computers , Types Of Computer , History Of Computer , Generation Of Computer , PC & Its Components , Disk Defragmentor , Categories Of PC , Evolution Of Micro Processors , Registers Of Micro Processors , Basic Components Of Computer System , Input Output & Storage Units , Software , Types Of Software , Types Of Operating System , Categories Of OS , Example Of Utility Program , Programming Languages , Generations Of Programming Language , Application Software , User & Example Of Application Software , Viruses , Types Of Virus , Virus Detection & Prevention , Communication Process , Communication Protocols , Communication Channel/Media , Modem , Components Of LAN , Types Of Internet Connections , Internet & Its Advantages , Internet Services , WWW & Common Technologies of Internet

Fundamentals of Operating Systems & Applications

Operating System (Dos , Windows , Linux)

DOS :- Disk Operating System(Dos) , Introduction , History & Versions Of Dos , Basic-Physical Structure Of Disk, Drive Name , Fat , File & Directory Structure And Naming Rules , Booting Process , Dos , System Files , Dos Commands Internal & External Dir,Md,Cd,Rd,Copy,Del,Ren,Vol,Date,Time,Cls,Path,Type Etc. , Chkdsk,Xcopy,Print,Diskcopy,Diskcomp,Doskey,Tree,Move,Label,Append,Format,Sort,Fdisk,Backup,Edit,Move.

Windows XP :- Introduction To Window XP And Its Features , Hardware Requirements Of Windows , Window Structure,Desktop,Taskbar,Start Menu , Working ,With Recycle Bin – Restoring A Delete File ,Emptying The Recycle Bin , Managing Files, Folders And Disk Navigating Between Folders ,Manipulating Files And Folders ,Creating New Folder ,Searching Files And Folder My Computer Exploring Hard Disk ,Copying And Moving Files And Folder from One Drive To Another Formatting Floppy Drive ,Windows Accessories-Calculator ,Notepad ,Paint, Wordpad ,Character Map,Paint

Windows Fundamental :- Windows is an operating system , XP Home Addition , XP Professional Addition , Active desktop , Multi user account , Data protection features , Playing MP3 Sound and XP , Windows desktop fundamental , Desktop , Taskbar , Icons , My computer , My Document , Recycle bin , Folder

LINUX :- History & Features Of Linux , Linux structure , file System of linux hardware requirement of linux , various flavource of linux , program & process , process creator and process identifiers , functions of profile cnd login file in linux , linux kernel

Office Automation (Word , Excel , Power Point , Access)

Office package :- Word processor Software , Spreadsheet software , Presentation software , Database Management software

MS Office :- Introduction to Ms Office , Introduction to Ms Word , How to Start , Components of Ms Word , File Menu , Edit Menu , View Menu , Insert Menu , Format Menu , Tools Menu , Table Menu , Window Menu , Help Menu

MS Excel :- Introduction to MsExcel , Calculations , Formula , Functions , Insert Row/Columns , Create Chart , Format Sheet

Tools Menu :- Goal Seek , Scenario , Auditing

Data Menu :- Sort , Filter , Advance Filter , Sub total , Forms , Validations , Table , Consolidate , Pivot table , Window , Help

Ms PowerPoint :- Introduction , Insert New Slide , Format Slide , Slide Show

MS Access :- Introduction , Different Between DBMS /RDBMS , Hierarchy , Database File , How to Start work , Create database using wizard , Create blank Database

Data base object :- Table , Primary key , Manipulate data , Field properties , Relationships , Forms , Sub forms , Queries , Operators , Calculations , Update Query , Reports , Macro , Import data

Internet & Multimedia

HTML , DHTML , Java/VB Script , Dream viewer

Macromedia Flash :- Introduction , logging onto server , basic Macintosh skills , Working in Flash , Drawing with Flash , Basic animation , Working in the timeline , Working with symbols Shape tween staggering animation effect , Animation Review Break apart and distribute Intro to Motion Guide , Motion Guide Paths , Mask layers , Button Intro , Intro to scripting , Setting up your , project Publishing movies , Working with custom colors and gradients , Setting up scenes for first project , buttons and action scripting for project , Animated Buttons

Semester-II

Basics Of Accounting (Computerized & Manual)

Background of accounting and accountancy: knowledge and understanding of GAAP , accounts - types and classification , basic terms used in accounting , Accounting Standards and Accounting Equation.

Journal and Ledger :- Journal: recording of entries in journal with narration , Ledger: posting from journal to respective ledgers.

Cash Book and Bank Reconciliation Statement :- Cash book (including petty cash book): single column , double column , triple column , Bank reconciliation statement.

Trial Balance , Rectification , Capital and Revenue Expenditure and Income :- Trial balance , Errors and types of errors: errors of omission , errors of commission , errors of principles , compensating errors , Capital and revenue expenditure/income.

Depreciation, Provisions and Reserves :- Depreciation , Methods of charging depreciation (straight line and WDV method) , Application of depreciation with the above mentioned

methods: problems with purchase and sale of assets. Change in method(Retrospective method as per AS - 6) , Provisions and Reserves.

Final Accounts and Manufacturing Accounts :- Concept of Manufacturing, Trading, Profit and Loss account and Balance Sheet (with and without adjustments), Marshalling of Balance Sheet , Concept of Manufacturing Accounts , Meaning and preparation of Manufacturing, Trading, Profit and Loss account and Balance Sheet of sole tradership. (Horizontal format) –without adjustments , Preparation of Trading Account, Profit and Loss Account and Balance Sheet with necessary adjustments , Marshalling of a Balance Sheet: Order of liquidity and Order of permanence

Single Entry - Accounts from incomplete records :- Single entry and difference with double entry , Ascertainment of profit/loss by statement of affairs method including application.

Non Trading Organisation :- Non trading organization: meaning, objectives, necessity and treatment of specific items , Different books maintained and differences between them , Application of non-trading exercises involving: preparation of Receipts and Payments Account; Income and Expenditure Account and Opening and Closing Balance

Introduction To Manual Accounting :- What is Accountancy , Terminology Of Accountancy

Types Of Accounts :- Personal A/c , Real A/c , Nominal A/c , Rules Of A/c , Journal Entries , Cash Book , Ledgers

Computer Concept of Accounting

Introduction To Tally Software

Financial Accounting Package

Computerized Accounting With Tally :- Tally Fundamentals , Basic & Advanced Accounting , Accounting fundamentals , Types of Accounts and their rules , Company Create Alter and Delete , Types of Accounting Vouchers , Cost Centers , Inventory features , Types of Inventory Vouchers , Statutory Accounting , Price Levels , Voucher classes , Multi Currency , TDS , VAT , Payroll system , Job Costing , ODBC , Import and Export Tally Data

Admin Office Indore :

Alma Limited

18/3, Pardeshipura, Nr. Electronic Complex, Indore (M.P.) INDIA

Ph: +91 731 4055550, 4055551, 4222242, 4222252, 4099909, 4288812

Fax : +91 731 2573779 | Email: web@alma.in, support@alma.in

Admin Office New Delhi:

Alma Limited

B-1041, 3rd Floor, Sector 7, Near Palam Extension, Dwarka, New Delhi - 110075

Ph : +91 11 47350202, 47541212 | Help line : 91 999 39 500 00

Fax : +91 11 47350203, Email : web@alma.in, support@alma.in