



**अखिल भारतीय सूचना प्रौद्योगिकी संगठन**  
**All India Information Technology Association**  
**New Delhi**

WORK RELATED TO MINISTRY OF INFORMATION TECHNOLOGY (GOVT. OF INDIA)

## DIPLOMA IN OFFICE AUTOMATION & ACCOUNTING

**Eligibility :** 10<sup>th</sup>

**Duration :** 1 Year

**Course Code :** DP-10

### 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 Deleted 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 flavours of linux , program & process , process creator and process identifiers , functions of profile and login file in linux , linux kernel



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### 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.



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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 (Tally 5.4 , 6.3 , 7.2 , 9 , ERP9)

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

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