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DCFA

Diploma in Computer Financial Accounting
COURSE CODE : CP-09

COURSE CONTENT & SYLLABUS

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DCFA

Diploma in Computer Financial Accounting

COURSE CONTENTS

Course code – CP-09

Eligibility : 10ᵀᴴ Class & Above

Duration : 6 Month

MODULE – 1	MODULE SUBJECT
INFORMATION TECHNOLOGY	**SUBJECT CODE – NFC**
Computer Fundamentals	Fundamental of computer
Operating System (WINDOWS XP/W7)	
Microsoft office (Word/ Excel/Power point)	
Ms Access with Data Base Designing	
Internet & E-mail	
Hardware & Software Installation	
Introduction of Networking	
Types of Networking	
Uses of Networking	
English & Hindi Typing	

MODULE – 2	MODULE SUBJECT
FINANCIAL ACCOUNTING WITH 7.2, 9.0, ERP	**SUBJECT CODE - NT**
Manual Accounting	Tally
Accounting In Tally 7.2, 9.0, ERP	
Customization of Company	
Activation of Accounting Features in Company	
Activation of Inventory Features in Company	
Activation of Taxation Features in Company	
Uses of Value Added Tax (VAT)	
Uses of Central Sale Tax (CST)	
Uses of Service Tax	
Uses of Excise Duty	
Uses of Tax Collect At Source (TCS)	
Uses of Tax Deducted At Source (TDS)	

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COURSE SYLLABUS

Module -1
INTRODUCTION OF COMPUTER

A. Fundamental of computer
  - A-1 History of computer
  - A-2 Development of computer
  - A-3 Types of computer
  - A-4 Input & output device
  - A-5 Memory
  - A-6 Personal computer

B. OPERATING SYSTEM
  - B-1 Introduction of windows xp, 2007, 2008
  - B-2 Function of operating system
  - B-3 Types of operating system
  - B-4 User interface (e.g.:-taskbar, icon, start menu)

C. DESIGN TOOLS & PROGRAMMING LANGUAGE
  - C-1 Introduction of design tools
  - C-2 Introduction of flow chart
  - C-3 Introduction of programming language

D. MS WORD 2007
  - D-1 Introduction of word processing
    - D-1.1 Steps of word processing
    - D-1.2 opening word processing packages
    - D-1.3 menu bar
    - D-1.4 using shortcut
    - D-1.5 using buttons/tools
  - D-2 opening, closing & printing documents
    - D-2.1 opening documents
    - D-2.2 save & save as
    - D-2.3 page set-up
    - D-2.4 printing & preview
  - D-3 document creation & manipulation
    - D-3.1 document creation
    - D-3.2 editing text

D-3.3 TEXT SELECTION

D-3.4 CUT, COPY, PASTE

D-3.5 TEXT AND PARAGRAPH DELETION

D-4 TEXTS FORMATTING

D-4.1 TEXT FONT & SIZE CHANGE

D-4.2 ALIGNMENT OF TEXT

D-4.3 CASES CHANGING

D-4.4 ALIGNMENT OF PARAGRAPH

D-4.5 SPACING & COLORING OF PARAGRAPH

D-4.6 BULLETS & INDENTATION

D-5 UPADATION OF PAGE LAYOUT

D-5.1 CHANGE OF ORIENTATION OF PAGE

D-5.2 CHANGE OF SIZE OF PAGE

D-5.3 CREATIONS OF COLUMNS

D-5.4 IMPLEMENT WATERMARKS, PAGE COLOR AND BORDERS

D-6 VIEW & REVIEW DOCUMENT

D-6.1 CHANGE IN LAYOUT

D-6.2 SHOW/HIDE RULERS & GRIDS

D-6.3 IMPLEMENT ZOOM VIEW

D-6.4 REVIEW OF DOCUMENT SUCH AS CHECKING
SPELLING & GRAMMAR

D-6.5 IMPLEMENT THE ASURUES, COMMENT

D-7 MAILING DOCUMENT

D-7.1 MAIL MERGE PROCESS

D-7.2 PRINTING & SENDING OF MAILS

D-7.3 CREATION OF ENVELOPS, LETTERS & LABELS

D-8 TABLE MANIPULATION

D-8.1 DRAW TABLE

D-8.2 CHANGING CELL WIDTH & HEIGHT

D-8.3 ALIGNMENT OF TEXT IN CELL

D-8.4 DELETION/INSERTION OF ROW & COLUMN

D-8.5 BORDER & SHADING

E. MS PowerPoint 2007

E-1 INTRODUCTION OF PRESENTATION

E-1.1 OPENING PRESENTATION

E-1.2 SAVING PRESENTATION

E-1.3 PRINTING PRESENTATION

E-2 CREATION OF PRESENTATION

E-2.1 CREATING A PRESENTATION USING A TEMPLATE

E-2.2 CREATING A BLANK PRESENTATION

E-2.3 ENTERING & EDITING TEXT

E-2.4 INSERTING & DELETING SLIDES IN A PRESENTATION

E-3 PREPARATIONS OF SLIDES

E-3.1 ADDING PICTURE, CLIPART, SHAPES

E-3.2 INSERT TABLE, CHART, SMART ART, WORD ART

E-3.3 INSERTING OTHER OBJECTS

E-4 FORMATION OF PRESENTATION

E-4.1 WORKING WITH COLOR & TEXTURES

E-4.2 CHANGE FONT & SIZE OF TEXT

E-4.3 CHANGE ALIGNMENT

E-4.4 IMPLEMENT BULLETS, NUMBERING & INDENTATION

E-4.5 SPACING & CASE CHANGE

E-5 VIEW & REVIEW OF PRESENTATION

E-5.1 IMPLEMENTATION OF LAYOUT

E-5.2 SHOW & HIDE RULERS & GRIDLINES

E-5.3 REVIEW OF PRESENTATION SUCH AS SPELLING CHECK & GRAMMAR

E-5.4 IMPLEMENT THESAURUSES AND COMMENT

E-6 DESIGNING & ANIMATION OF PRESENTATION

E-6.1 IMPLEMENTATION OF ORIENTATION

E-6.2 IMPLEMENTATION OF THEMES & BACKGROUND

E-6.3 IMPLEMENTATION OF ANIMATION & SLIDE TRANSITION

E-6.4 IMPLEMENTATION OF MOVIE & SOUND

E-7 SLIDE SHOWS

E-7.1 RUNNING A SLIDE SHOW

E-7.2 TRANSITION & SLIDE TIMING

E-7.3 AUTOMATING A SLIDE SHOW

F. MS EXCEL 2007

F-1 INTRODUCTION OF MS EXCEL

F-1.1 CREATION OF WORKBOOK

F-1.2 OPENING OF SPREADSHEET

F-1.3 SAVING OF SPREADSHEET

F-1.4 PRINTING OF SPREADSHEET

F-2 MANIPULATIONS OF CELLS

F-2.1 ENTERING TEXTS & DATES

F-2.2 EDITING WORKSHEET DATA

F-2.3 INSERTING & DELETING ROW, COLUMN & SHEETS

F-2.4 CHANGING CELL HEIGHT & WIDTH

F-2.5 FORMATTING OF ROW, COLUMN & SHEETS

F-2.6 IMPLEMENTING SORTING & FILTERING

F-3 FUNCTION & CHARTS

F-3.1 USING FORMULAE'S

F-3.2 USING FUNCTION

F-3.3 USING CHART

F-4 VIEW & REVIEW OF WORKSHEET

F-4.1 APPLYING DIFFERENT LAYOUTS OF WORKSHEET

F-4.2 SHOW/HIDE RULER, GRIDLINES, HEADING

F-4.3 VERIFY SPELLING & GRAMMAR

Page 5 of 9

F-4.4 IMPLEMENT THESAURUS & COMMENTS

G. MS ACCESS 2007

G-1 INTRODUCTION OF MS ACCESS

G-1.1 INTRODUCTION OF DATABASE

G-1.2 INTRODUCTION PRIMARY KEY

G-1.3 INTRODUCTION OF RELATIONSHIP

G-1.4 CREATION OF DATABASE

G-1.5 OPENING & SAVING OF DATABASE

G-1.6 SAVING & PRINTING OF DATABASE

G-2 INTRODUCTION OF TABLE

G-2.1 INTRODUCTION OF TABLE

G-2.2 INTRODUCTIONS OF DATA TYPES

G-2.3 INTRODUCTION OF TYPES OF DATA TYPES

G-2.4 CREATION OF TABLE

G-2.5 OPENING & SAVING OF TABLE

G-2.6 SAVING & PRINTING OF TABLE

G-3 INTRODUCTION OF QUERY

G-3.1 INTRODUCTION OF QUERY

G-3.2 CREATION OF QUERY

G-3.3 OPENING & SAVING OF QUERY

G-3.4 SAVING & PRINTING OF QUERY

G-3.5 FORMATTING OF QUERY

G-4 INTRODUCTION OF FORM

G-4.1 INTRODUCTION OF FORM

G-4.2 CREATION OF FORM

G-4.3 OPENING & SAVING OF FORM

G-4.4 SAVING & PRINTING OF FORM

G-4.5 FORMATTING OF FORM

G-5 INTRODUCTION OF REPORT

G-5.1 INTRODUCTION OF REPORT

G-5.2 CREATION OF REPORT

G-5.3 OPENING & SAVING OF REPORT

G-5.4 SAVING & PRINTING OF REPORT

G-5.5 FORMATTING OF REPORT

H. COMMUNICATION

H-1 INTRODUCTION OF COMMUNICATION

H-1.1 TYPES OF COMMUNICATION

H-1.2 PROCESS OF COMMUNICATION

H-1.3 ONLINE & OFFLINE OF COMMUNICATION

H-2 INTRODUCTION OF E-MAIL

H-2.1 USING OF E-MAIL

H-2.2 PROCESS OF SENDING & RECEIVING OF E-MAIL

H-2.3 PROCESS OF ATTACHMENT OF DOCUMENT WITH E-MAIL

H-2.4 CREATION & LOGIN PROCESS OF E-MAIL ACCOUNT

H-2.5 DIFFERENT TRANSMISSION MEDIUM

I. NETWORK & INTERNET

I-1 INTRODUCTION OF NETWORK

I-1.1 TYPES OF NETWORK

I-1.2 TYPES OF NETWORK TOPOLOGY

I-2 INTRODUCTION OF INTERNET

I-2.1 BASIC STRUCTURE OF INTERNET ARCHITECTURE

I-2.2 INTRODUCTION OF INTERNET SERVICE PROVIDER

I-2.3 INTRODUCTIONS OF INTERNET PROTOCOLS

I-3 SERVICE ON INTERNET

I-3.1 WORLD WIDE WEB & WEBSITES

I-3.2 INTERNET SERVICES

I-3.3 COMMUNICATIONS ON INTERNET

I-4 PREPARING COMPUTER FOR INTERNET ACCESS

I-4.1 ISP's SUCH AS DIAL-UP/BROADBAND/WI-FI

I-4.2 ACCESS TECHNIQUES

I-5 WEB BROWSERS

I-5.1 INTRODUCTION OF WEB BROWSER

I-5.2 INTRODUCTION OF POPULAR WEB BROWSING SOFTWARE

I-5.3 CONFIGURING WEB BROWSER

I-6 SEARCH ENGINE

I-6.1 INTRODUCTION OF SEARCH ENGINE

I-6.2 SURFING/ SEARCHING OF CONTENTS

I-6.3 DOWNLOADING/UPLOADING

I-6.4 PRINTING THE WEBPAGE

Module - 2

FINANCIAL ACCOUNTING WITH TALLY 7.2, 9.0 ERP

A. MANUAL ACCOUNTING

A-1 INTRODUCTION OF ACCOUNTING

A-2 BASIC CONCEPT OF ACCOUNTING

A-3 RULES OF ACCOUNTS

A-4 TYPES OF RULES

A-5 SIMPLE & COMPOUND ENTRIES OF ACCOUNTS

A-6 INTRODUCTION OF JOURNALS

A-7 INTRODUCTION OF FINAL ACCOUNTS

A-8 PREPARATION OF TRIAL BALANCE, TRADING ACCOUNTS, PROFIT & LOSS ACCOUNT & BALANCE SHEET

A-9 PREPARATION OF CLOSING ENTRIES

A-10 RECTIFICATION OF ERRORS

B. ACCOUNTING IN TALLY 7.2, 9.0ERP

B-1 CREATION OF COMPANY

B-2 CREATION OF LEDGER IN COMPANY

B-3 POSTING ENTRIES IN DIFFERENT VOUCHERS

B-4 SELECTION, SHUTTING, ALTERATION & DELETION OF COMPANY

B-5 ALTERATION & DELETION OF LEDGER & VOUCHER IN TALLY

C. CUSTOMIZATION OF COMPANY

C-1 ACTIVATION OF GENERAL FEATURES OF ACCOUNTS

C-2 ACTIVATION OF INVOICING FEATURES SUCH AS PURCHASE & SALES ORDERS, DEBIT & CREDIT FEATURES

C-3 ACTIVATION OF COST CATEGORY & CENTERS

C-4 ACTIVATION OF INTEREST CALCULATION OF COMPANY

C-5 ACTIVATION OF BUDGET & CONTROL

C-6 ACTIVATION OF STOCK CATEGORIES CREATION

C-7 ACTIVATION OF DISCOUNT COLUMN ON INVOICE

C-8 ACTIVATION OF GODOWN

C-9 ACTIVATION OF PRICELIST

D. ACCOUNT WITH INVENTORY IN TALLY 7.2, 9.0ERP

D-1 INTRODUCTION OF INVENTORY

D-2 ACTIVATION OF INVENTORY FEATURE IN COMPANY

D-3 CREATION OF STOCK GROUP, STOCK ITEM & UNIT OF MEASURES

D-4 POSTING ENTRIES IN INVOICE MODE

D-5 CREATION OF INVOICE

D-6 ALTERATION & DELETION OF INVOICE

D-7 PRINTING OF INVOICE

E. VALUE ADDED TAX (VAT)

E-1 INTRODUCTION OF VAT

E-2 TYPES OF VAT

E-3 TYPES OF RATES

E-4 ACTIVATION OF VAT IN COMPANY

E-5 ACTIVATION OF FEATURES RELATED TO VAT IN COMPANY

E-6 ACTIVATION OF INPUT & OUTPUT VAT ON INVOICE

E-7 ACCESSING OF VAT REFUNDABLE OR VAT PAYABLE

E-8 ACCESSING OF VAT REPORT

E-9 PRINTING OF VAT REPORT

F. CENTRAL SALE TAX (CST)

F-1 INTRODUCTION OF CST

F-2 INTRODUCTION OF TYPES OF CST

F-3 INTRODUCTION OF RATES OF CST

F-4 INTRODUCTION OF DIFFERENT FORMS OF CST

F-5 POSTING OF CST ENTRIES IN TALLY

F-6 REVIEW OF CST REPORT IN TALLY

F-7 PRINTING CST REPORT

G. SERVICE TAX

G-1 INTRODUCTION OF SERVICE TAX

G-2 ACTIVATION OF SERVICE TAX FEATURE IN TALLY

G-3 BASIC DETAILS OF SERVICE TAX

G-4 INTRODUCTION OF EDUCATION CESS & SECONDARY EDU CESS

G-5 POSTING OF ENTRIES OF SERVICE TAX IN TALLY

G-6 ACCESSING & REVIE OF SERVICE TAX REPORT IN TALLY

G-7 PRINTING REPORT OF SERVICE TAX

H. EXCISE DUTY

H-1 INTRODUCTION OF EXCISE DUTY

H-2 INTRODUCTION OF TYPES OF EXCISE DUTY

H-3 ACTIVATION OF FEATURE RELATED TO EXCISE DUTY

H-4 CREATION OF LEDGER, STOCK RELATED TO EXCISEDUTY

H-5 POSTING ENTRIES IN VOUCHER & INVOICE

H-6 PREPARE & ACCESSING OF EXCISE REPORT IN TALLY

H-7 PRINTING OF EXCISE REPORT

I. TAX COLLECT AT SOURCE (TCS)

I-1 INTRODUCTION OF TCS

I-2 ACTIVATION OF FEATURES RELATED TO TCS

I-3 CREATION OF LEDGER & STOCK RELATED TO TCS

I-4 POSTING ENTRIES IN VOUCHER & INVOICE

I-5 PREPARE & ACCESSING OF TCS REPORT IN TALLY

I-6 PRINTING OF EXCISE REPORT

J. TAX DEDUCTED AT SOURCE (TDS)

J-1 INTRODUCTION OF TDS

J-2 ACTIVATION OF FEATURES RELATED TO TDS

J-3 CREATION OF LEDGER & STOCK RELATED TO TDS

J-4 POSTING ENTRIES IN VOUCHER & INVOICE

J-5 PREPARE & ACCESSING OF TDS REPORT IN TALLY

J-6 PRINTING OF TDS REPORT