



## Swami Vivekananda Rural Community College (SVRCC)

### Name of the Programme- Vocational Diploma in Computer Applications - Syllabus (Flexible Skill Training Mode)

<b>Course Title</b>	<b>Office Automation</b>
<b>Course Code</b>	<b>VDCS-1</b>
<b>Course Credit</b>	<b>4</b>

#### Course Objectives

While studying the **Office Automation**, the student shall be able to:

- Explains the features of Windows
- Elaborates the various accessories used by Windows
- Describes the evolution of Computers and its advancements
- Elaborates major components of a Computer
- Enumerates the details of OS like Windows and Linux

#### Course Outcomes

After completion of the **Course Office Automation**, the student will be able to:

- Work on Windows files and folders
- Elaborate the history and evolution of Computers
- Identify and enumerate about the major components of the Computer
- List the input and output devices of the computer
- Explain the features of Linux

### Block- 1: MS Word

#### Unit-1: Introduction to MS Word

Introduction to Word- Getting to know Word 2010- Editing text documents- Formatting documents- Saving Files- Formatting page & Setting Margins-. Special Symbols

#### Unit-2: Paragraph Formatting

Paragraph Formatting- Alignments and Formatting- Creating Table- Insert and Format Shapes- Spell Checking- Printing Document

## Block- 2:MS PowerPoint

### Unit-3: Introduction to PowerPoint

Introduction to Power Point- Creating and opening presentations- Slides and Layouts- Formatting a presentation

### Unit-4: Animation and Effects using PowerPoint

Arranging Objects-Adding graphics to the presentation-Setting Animation Effect- Adding effects to the presentation-Transition effect

## Block- 3:MS Excel

### Unit-5: Introduction to MS Excel

Spread Sheet and its Application- Menus – Main Menu- Opening Spreadsheet- Working with Spreadsheets- Spread Sheet Addressing- Entering and Deleting Data

### Unit-6: Functions in MS Excel

Inserting Functions-Formatting-Setting Formula-Mathematical Operations-Hiding/ Locking Cells-Shortcut Keys



Swami Vivekananda Rural Community  
College (SVRCC)

### Name of the Programme- Vocational Diploma in Computer Applications - Syllabus (Flexible Skill Training Mode)

<b>Course Title</b>	<b>Operating System and Internet</b>
<b>Course Code</b>	<b>VDCS-2</b>
<b>Course Credit</b>	<b>4</b>

### Course Objectives

While studying the **Operating System and Internet**, the student shall be able to:

- Understand the features of Computers
- Describe and work with MS Windows
- Explain the procedure of Operating System(OS) and Internet
- Describe about Linux

## Course Outcomes

After completion of the **Course Operating System and Internet**, the student will be able to:

- Work with various version of Windows
- Explain about Windows Accessories and Installing and un installing of Software and Hardware
- Perform GUI based Operating System
- Work with Linux and Unix

### Block-1: Computers

#### Unit-1: Evolution of Computers

Introduction-Evolution of Computers-Applications of Computers-Advantages and Disadvantages of Computers

#### Unit-2: Computer and its Components

Computer System-Components of a Computer System-Storage Unit-Input Devices-Output Devices- Ports

### Block- 2: MS Windows

#### Unit-3: Introduction to MS Windows

Introduction to Windows- Features of Windows-Variou versions of windows- Working with Windows- My Computer & Recycle bin- Desktop icons- Working Styles of windows- Working with Files & Folders- Shortcuts

#### Unit-4: Windows Accessories

Windows Accessories-Setting common Devices using Control Panel-Start Button & Program Lists-Installing and Uninstalling of Hardware and Software

### Block- 3: OS and Linux

#### Unit-5: Operating System

Introduction to Operating System-Functions of Operating System-Types of operating systems (GUI Based)-Real Time and Distributed

#### Unit-6: Introduction to Linux

Components of Linux System-Basic System info Commands for Linux-Linux Boot-up Sequence-History of Linux- Difference between Linux and Windows- Difference between Linux and Unix

#### Unit-7: Linux

What is GNU?- Interesting facts about Linux-Why Linux is virus proof?-Various Linux Distributions-Basic Commands-Accessing remote servers and Files-Editing and manipulating files



## Swami Vivekananda Rural Community College (SVRCC)

### Name of the Programme- Vocational Diploma in Computer Applications - Syllabus (Flexible Skill Training Mode)

<b>Course Title</b>	<b>Accounting Software</b>
<b>Course Code</b>	<b>VDCCS-3</b>
<b>Course Credit</b>	<b>4</b>

#### Course Objectives

While studying the **Accounting Software**, the student shall be able to:

- Describe the features of MS Word and work with formatting
- Explain and create PowerPoint slides by inserting animations and graphics
- Work on MS Excel and perform different functions and manipulations
- Elaborate the different layout and styles used in Page Maker

#### Course Outcomes

After completion of the **Course Accounting Software**, the student will be able to:

- Edit and format the documents using MS Word
- Demonstrate skill of slide creation using MS PowerPoint
- Create records and files in MS Excel and manipulate the same and create graphs for the records
- Perform layout of text and format the same using Page Maker

### Block-1: Principles of Accountancy

#### Unit-1: Basics of Accountancy

Origin of accounting-Meaning of accounting-Definition of accounting-Functions of accounting-Single entry and Double entry system of accounting-Accounting equation-Classification of accounts- Accounting standards-Accounting concept

#### Unit-2: Accounting

Accounting conventions-Journal-Ledger-Trial balance-Preparation of journal and ledger-Cash book-Two/double column cash book-Contra entry-Treble/three column cash book- Petty cash book- Computerized accounting system

## Block- 2: Introduction to Tally

### Unit-3: Tally ERP- 9

Introduction- Origin of Tally- Benefits of Tally Accounting Software- General Features of Tally software for users and learners- Inventory Features- Statutory Features- Starting step to open Tally ERP-9 - 2.8. Accounting Features in Tally ERP-9-User Interface- Button Bar-Keyboard and Mouse Conventions- Features of Tally ERP-9 Multi-Lingual- How to Quit From Tally ERP-9-Creation of Company in Tally

### Unit-4: Animation and Effects using PowerPoint

Shut Company option-Alter or Edit Company Details in Tally-Changing Data Directory- Pre-Defined Groups-Primary Group-Sub Group-Types of inventory-A Group in a Tally- Alteration of Groups under Tally-Display group under Multiple Groups

## Block- 3:MS Excel

### Unit-5: Ledger Accounts in Tally

Ledger-How to Create Ledger in Tally ERP-9- Ledger Accounts Display- Edit or alter an account- Delete an account- Introduction to Voucher Entry in Tally ERP-9- Pre defined Vouchers in Tally ERP-9- Accounting vouchers in Tally-ERP-9

### Unit-6: Contra and Payment Voucher in Tally

Contra Voucher- Inventory vouchers in Tally ERP-9- Voucher Types in Tally ERP-9- Introduction to Contra Voucher- Voucher Entry Configuration- To view Contra Voucher creation screen in Single Entry mode- Advantages of Single Entry Mode- Recording Contra Entry in Double Entry Mode- Payment voucher- How to create a Post-dated Voucher- Configuring an Invoice- Special Keys on the Button Bar- Narrations for each entry- Print after saving voucher- Displaying Post Dated Vouchers- Security control- Enable Tally Audit Features

## Block-4: Tally and Taxation

### Unit-7: Financial Tally

Preparation of Trial Balance- Checking the trial balance of a company-Profit and Loss Account or Income Statement- How to View Balance Sheet in Tally- Interest calculation- View Interest calculation report- Accounts Receivables and Payables in Tally-Entering Bill-wise details for a Purchase Voucher – New Reference- Making a Bill-wise payment – against Reference- Processing a Bill-Wise Receipt-Display Outstanding Statements- Print Outstanding Statements

### Unit-8: Taxation

Value Added Tax (VAT) in India-Advantages of VAT- Methods of computation-Advantages of VAT over Sales Tax- Types of Dealers-VAT (Value Added Tax)- Requirements or Documents For VAT Registration- How to enable VAT in Tally ERP-9- Defining Tax Rate at Ledger or stock item Level- Enabling VAT in Tally ERP-9- Stock Item Creation-Creating

Supplier Ledger-Creating Customer Ledger- Creating Purchase Ledger- Creating sales Ledger- Creating VAT Ledger- Transaction for VAT calculation- VAT Reports- Genesis of GST in India- The Need for GST- Features of the proposed dual model- Accounting of GST in Tally- Creating a Sales Ledger for GST- How to record a GST Purchase from unregistered dealer- Creating a Purchase Ledger for GST- Here is how you can create the GST – Goods and Services ledgers in Tally- Benefits of GST Implementation



## Swami Vivekananda Rural Community College (SVRCC)

### **Name of the Programme- Vocational Diploma in Computer Applications - Syllabus (Flexible Skill Training Mode)**

<b>Course Title</b>	<b>Office Automation(Practical)</b>
<b>Course Code</b>	<b>VDCA-P1</b>
<b>Course Credit</b>	<b>4</b>

The following exercises are to be carried out using MS Word/ PowerPoint/ Excel:

1. Create and Design Admission/Enquiry Forms
2. Create bills/leaflets/brochures
3. Design E-book cover pages / Magazine front/ books front/back page using cover page option in Insert Menu
4. Create Business Cards using Shapes, text, and colours
5. Use smart art and create organization charts
6. Make books content page or index page
7. Try to create similar Header & Footer that you're seeing in the Book
8. Insert Image into the shape
9. Practice hyperlink and create links between word document texts to D: /, Play songs from Microsoft word text, create the link between internal and external files.
10. Create a chart using Excel

11. Get the newspaper and see the text-based advertisement and Design that advertisement in Microsoft Word
12. Take a double-column book or newspaper and design or create a similar paragraph style in the word document.
13. Create a letterhead, Identity card of any company or institution that you got and insert the Watermark with that company name in the document
14. Decorate word document with page border, content border, add pattern, and write beautiful text in it
15. Create a PowerPoint slide show with animation, transition effect and graphics



## Swami Vivekananda Rural Community College (SVRCC)

### Name of the Programme- Vocational Diploma in Computer Applications - Syllabus (Flexible Skill Training Mode)

<b>Course Title</b>	<b>Accounting Software (Practical)</b>
<b>Course Code</b>	<b>VDCS-P2</b>
<b>Course Credit</b>	<b>4</b>

The following exercises are to be carried out using Tally:

Creating Accounts "Single LEDGER"

1. Creating a Multiple LEDGER
2. Creating a Expenses / Income LEDGER
3. Creating a Single Stock Group
4. Creating a Multiple Stock Group
5. Creation of Stock Units
6. Creation of Single Stock Item
7. Voucher Entry ( Receipt Voucher – F6 )
8. Payment Transactions (Payment Voucher - F5)
9. Contra Voucher (F4)
10. Journal Vouchers (F7)