

CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY
TECHNOLOGY EXTENSION DIVISION

SYLLABUS

DIPLOMA IN COMPUTERISED FINANCIAL MANAGEMENT
(DCFM)

Duration: 6 Months

Eligibility: SSLC or Equivalent

SCHEME OF STUDY

DCFM 101	PC Software
DCFM 102	Introduction to Accounting Packages
DCFM 103	Introduction to Financial Accounting
DCFM 104	Internet and e-Commerce
DCFM 105	Lab I-Accounting Packages
DCFM 106	Lab II-PC Software

PAPER I - PC SOFTWARE

Module – I (10 Hrs)

Introduction

Generation of computers, types of computers, micro, mini, main frame & super computers, applications, functional units & operation concepts.

Memory Structure

Basic concepts, types of memories from semiconductor RAMs, Memory system Considerations, ROMs, concepts of cache and virtual memory.

Processor Unit

Basic concepts, sequence of operations to execute a complete instruction, hardware control and micro programmed control-brief introduction.

Secondary Storage

Magnetic disk systems-floppy and hard disk -concept of disk operations-characteristics of different types of disk systems-magnetic tape systems-concept of optical storage devices.

I/O Devices

Various I/O devices-concept of video terminals-video displays-alphanumeric displays-graphic displays.

Printers & Plotters — Types-Specifications-Characteristics.

Module - II (10 Hrs)

Operating System

DOS

Introduction, Different Operating Systems, Loading and Quitting the Operating Systems, Important DOS Commands (Internal and External), File and Directory System Concepts in DOS.

WINDOWS

Windows introduction

Operating System

Desktop icons

My Computer, Recycle Bin, Internet Explorer, Network Neighborhood, My Documents.

Working with windows

How to create a Folder, Copying and cutting files, Renaming.

Start icon

Programs, Favorites, Documents, Settings, Find, Run, Shut down, application icons

Module - III (10 Hrs) Documentation using MS Word & Open Office Writer

An introduction to word

The Word workspace, Starting and quitting Word, Creating and Manipulating Various documents, Editing of proofing files, Merging documents and macros.

How to use mouse and menu

Working with dialog box.

Primary commands in file menu

The open command, The New command, The Save As and Save all commands, The Close command, The Page Setup, The Print Exit command.

Edit menu commands

The Cut, Copy and Paste commands, The Undo and Repeat commands.

Format commands

Font commands, Paragraph command.

Other menu

The View menu, The Inset menu, The Tools menu, The Table menu, The Window menu.

Spread Sheet Preparation Using MS Office & Open Office

Building a simple worksheet

Entering Text, Entering Values, Entering Dates and Times, Moving Around, Selecting Ranges, Using Menu, Using Tool Bar, Using Shortcut Menus, Changing entries, Copying entries, Moving Entries, Inserting and Deleting cells.

Formatting Basics

Changing Character Style, Changing Alignment, Changing Column Width.

Working with Multiple worksheet

Copying entries between work books, Moving sheets between work books, Deleting sheets, Quitting Excel.

Opening existing workbooks

Simple calculations. Doing Arithmetic, Totaling column of values, Naming cells and Ranges.

Formatting Text

Displaying dollars and cents, Formatting decimal places, Formatting dates, Copying style and formats. Formulas that make decisions — Using the IF function, Using the nested IF function, Copying formulas.

Checking Spelling, Printing Worksheets, Preview Worksheets, Setting up the pages.

Sorting data, Keeping Leading in View, Finding records, Adding and deleting Records, Filtering Records.

Plotting charts, Sizing and moving charts, Updating charts, Changing the chart type, Using chart auto format.

Creating Macros, Recording Macros, Running Macros.

Module - IV (10 Hrs)

Database Concepts Using MS Access

Introduction to Database — Database System Concepts, DBMS and RDBMS

Planning and designing a database

Creating a database — Sorting Data in Tables, Fields, Records, Two ways to Create a Database, Creating a Database with Database Wizard
Building and Modifying Tables

Create Tables by using the Table Wizard, Create Tables from Scratch, Field Names
Data Types and Field Properties, Modify Tables Using Design View, Entering Data in a Data sheet, Editing Data in a Datasheet, Changing the Width of Columns and Height of Rows, Changing the Order of Columns, Setting of Primary Key
Defining Relationship — Establish Relationship, Enforce Referential Integrity
Querying a Database — Constructing a Query, Creating the Query, Choose the Tables to Query, Field to Query, Entering the Query criteria, Saving the Results of a Query

Different Kinds of Queries — Crosstab, Update, Delete, Append, Make Table
Building and Modifying Forms — For Entering and Viewing Data, Creating a Form (Design View of Form Wizard), Use the Control Toolbox to Add Controls, Modify Format Properties (Font Style, Size, Color, Caption, etc.) of Controls, Use of Form Sections (Header, Footers and Detail), Use of Calculated Control on a Form.

Module - V (10 Hrs)

Slide Presentation Using MS Office & Open Office

Power Point

Main Features of Power Point
Making the Presentation

Creating Template with the Auto Content Wizard. Creating a Presentation with a Template. Creating a presentation from Scratch

Different Views

Normal Slide, Outline, Slide Sorter, Slide Show, Notes, Slide Master

Animation ,ART and Sound

Controlling Transitions between slides. Animating Different Parts of a slide. Inserting a Motion Clip. Including Sounds in slides.

Including Graphs, Charts, Tables and Columns

Organization Chart Slide, Creating a table Slide. Creating two column Slide, Module 1: Showing A Presentation, Rehearsing/ Timing a Presentation, Designating some slides as “Hidden”, Viewing Slides Anywhere in a Slide Show.

Techniques for Making a Show Livelier

Office Connections

Presenting with the help of other Office Programs Importing the text from a Word Document.—
Printing a Presentation.

Reference Texts :-

1. Mastering and Using Microsoft Office — H.Albert Anpier ,Philip J.Judd — Galgotia Publications
2. Learn Microsoft Word — Janet Rampa
3. Mastering Office 2000 ,Professional Edition — Gini Courter ,Annette Marquis

PAPER II – INTRODUCTION TO ACCOUNTING PACKAGES - TALLY

Module – I (10 Hrs)Tally

Introduction to Tally — Tally Fundamentals — Features of Tally — Tally start up screen and components — Tally clock — Switching between screen area- Ctrl-n & Ctrl-m — Quitting Tally

Module – II (10 Hrs) Maintaining Company Data

Basic Company Details — Creation, Modification — Tally – Accounting & Inventory — Chart of accounts – Group , Ledger — Introduction to F11- Features — Introduction to F12- Configurations — Maintaining stock details — Inventory Masters — Displaying and altering stock group — Creating and altering multiple stock categories — Creating and altering unit of measure

Module – III (10 Hrs)

Tally Vouchers

Accounting Vouchers — Contra Voucher (F4) — Payment Voucher (F5) — Receipt Voucher (F6) — Journal Voucher (F7) — Sales Voucher (F8) — Credit note Voucher (Ctrl+F8) — Purchase Voucher (F9) — Debit note Voucher (Ctrl +F9) — Reversing Journal (F10) — Memo Voucher (Ctrl+F10) — Optimal Voucher — Post dated Voucher — Inventory Vouchers — Inventory Vouchers — Purchase order — Sales order — Rejection out — Rejection In — Stock journal — Delivery Note — Receipt Note — Physical note — Invoicing

Module – IV (10 Hrs)

Display and Reporting

Financial report — Financial Statutory Report — Balance sheet — Profit & Loss A/C — Trial Balance — Sales Register — Purchase Register — Journal Register — Cash Book, Bank Book and Ledger — Financial MIS Report — Group Summary — Group Vouchers — Statement of Accounts — Cost centre ,out standings , Interest calculations ,statistics — Inventory Report — Inventory Statutory Report — Inventory MIS Report

Module – V (10 Hrs)

Technology Advantages of Tally — Tally Vault — Security control — Tally Audit — Backup and Restore — Split company data — Export and Import of data — ODBC Compliance Printing — New features in Tally 9 — Value Added Tax (VAT) — Tax Deduction at Source (TDS) — Service Tax — Pay Roll Accounting

Reference Texts

1) Implementing Tally 9 — A.K Nadhani — BPB Publications

PAPER III – INTRODUCTION TO FINANCIAL ACCOUNTING

Module – I (10 Hrs)

Introduction to Accounting — What is Accounting — Financial Accounting
Books of Accounts — Cash — Journal — General Ledger
Classification of Accounts and Rules of Debits and Credit — Financial Statement — Trial Balance —
Final Accounts Statements — O / S Bills Tracking

Module – II (10 Hrs)

Inventory Management — Inventory Analysis — Depreciation — Delivering In & Out — Purchase
& Sales Invoice — Debit & Credit Notes
Foundation of Accounts — Ledger Accounts and Groups — Account Groups — Liability Side — Assets
Side — Income Side — Expense Side

Module – III (10 Hrs)

Capital Account — Capital — Reserves & Surplus (Retained Earnings)
Loans (Liabilities) — Bank overdraft — Secured Loans & Unsecured Loans
Current Liabilities — Duties & Taxes — Provisions — Sundry Creditors — Current Liabilities

Module – IV (10 Hrs)

Fixed Assets — Investments
Current Assets — Stock in Hand — Deposits (Assets) — Loans & Advances (Assets) —
Sundry Debtors — Cash in hand — Bank Account
Miscellaneous Expense & Suspense Account — Sales & Purchases — Direct & Indirect Income —
Direct & Indirect Expenses

Module – V (10 Hrs)

Inventories — Introduction
Types of inventory — Inventory in case of manufacturing — Raw materials — Work-in-progress —
Finished goods / stock — Inventory in case of trading concern — Finished goods / stock
Basis of inventory valuation — Cost — Net realizable value
Techniques of Inventory valuation — Historical cost methods — FIFO — LIFO —
Average Price — Weighted average price — Non-Historical cost methods
Inventory Record system — Periodic Inventory system — Perpetual inventory system

Reference Texts

1) Principles of Accounting — KGC Nair — KGC Publications

PAPER IV – INTERNET AND E-COMMERCE

Module – I (10 Hrs)

Introduction to Internet – URL – HTTP – FTP – Telnet

Web server – Proxy server – Fast Ready Connections – Web Browsers – Netscape Communication Suite – Internet Explorer – Firewalls – Data Security.

Search Engines – Search Tools – Get Found or Hidden Data – Subscribing – Channels – Channels Push Technology. –IT and society – Keyboard tutor – Unicode concepts and fonts in Content Creation – Local language content development.

News Groups and Relay chat.

Trends in Internet.— Web TV – Internet Telephone – Network Computer – Internet – E-commerce – E-Publishing.

Internet and Society.— Commercial – Political – Linguistic – Changing life styles – Moral Values – Browsing the Educational and Informative sites.

MODULE – II (10 Hrs)

INTRANET

Introduction to Intranet –Benefits – Breaking Down the Barriers – The Traditional Hierarchical Information Distribution Model – The New Intranet – Based Information Distribution Model – The Power of a Knowledgeable Team – Threat of an Intranet culture – Relationship marketing and getting the customers involved – What you need to establish a functional Intranet – Understanding your Long – And Short-Term CHALLENGES – Security Issues – Employee training increases security.

EXTRANET – How an Extranet fits into your overall strategy – How to plan, implement, operate and manage your extranet – How to secure your extranet.

Viruses, Types of viruses –Detection and Prevention – Anti virus software

Module – III (10 Hrs)

E-Commerce Principles & Applications

Introduction to E-Commerce ---E-Commerce definition---Characteristics of E-Commerce---principles of commerce on the web---Types of E-Commerce--On-line transaction principles---The Electronics Marketers---Benefits of Electronic/Web Commerce's---Application of Electronic/Web Commerce's-- -Electronic Market place Technologies---Electronic Data Interchange (EDI)---What is EDI?--- principles--Distinguish between B₂B and B₂C---On-line Network and Services---E-Commerce with WWW

E-Commerce in Service Industries – On-Line travel Services – The Electronic Job market – The Electronic real estimate market – On-Line Stock trading – Electronic auctions – On-Line publishing

Module – IV (10 Hrs)

Approach to Safe E-Commerce – Overview – Secure Transport protocols – SHTTP – SSL – Secure Electronic Transaction (SET)

Electronic Cash Electronic payment Schemes — Payment Processing principles— Electronic Fund Transfer (EFT) —Master Card/Visa secure Electronic Transaction
Internet Technology for E-Commerce — Introduction to HTML – uses and applications —Introduction to XML – uses and applications

Module – V (10 Hrs)

Principles of Data and Internet Security

Introduction to Security Concepts —Need of Computer Security —Reasons for Information Security- Attacks, Services and Mechanism

Concepts of Security —Data Encryption and Cryptography —Conventional Encryption Techniques — Data Encryption Standards —Principle of private & public key Cryptosystems

Message Authentication & Hash function — Authentication Requirement —Authentication functions — Hash functions

Electronic Signatures — Digital Signature and Authentication Protocols — IT ACT 2000 — Digital certificates and certification authority — Digital envelops

Authentication Applications — Electronic mail Security — PGP — S/MIME

Tools for security and protection: passwords, H/w and S/w locks — Preventive maintenance of Computer Systems — IP Security Overview — Web Security Overview — Biometric identification — System Security— Virus and worms

Reference Texts

1. Intranet Bible –Galgotia Publication Pvt.Ltd.— Lynn.M.Bremner, Anthony F.lasi, and Al Servati
2. Mastering the Internet — Glee Harrah Cady,Pat McGregor — BPB Publications
3. Internet for Everyone – Alexis Leon and Mathews Leon – Vikas Publishing House Pvt. Ltd , New Delhi
4. Fundamentals of Information Technology – Alexis Leon – Vikas Publication
5. EXTRANETS – Richard .H. Baker – McGraw Hill