

O - LEVEL COURSE (C)

Course Name : Financial Accounting Operator /

Computerized Financial Accountant.

Objective : To equip the accountant of the New Age with Financial Accounting and Financial Data Preparation on Computers. They should be able to present the accounting / Financial data as per the organizational requirements

Duration : 144 Hours.

Eligibility : Standard 10th Pass under 10+2 System with English as one of the subject.

Content : Introduction to computers, Windows 2000, MS-Excel-2000, MS-Access-2000, Computerized Financial Accounting , FAS Packages Tally , Munimji , Tata Ex gn.

Sr. No.	Name of Topics	Duration
1	Computer Architecture and Fundamentals	10 Hrs.
2	Operating Systems & MS-DOS	08 Hrs.
3	MS Windows 2000 O.S.	14 Hrs.
4	Microsoft Office-2000	02 Hrs.
5	Microsoft Word-2000	12 Hrs.
6	Microsoft Excel-2000	12 Hrs.
7	Microsoft Access-2000	12 Hrs.
8	Tally 5.4 Financial Accounting Package	74 Hrs.
Total		144 Hrs.

Introduction to Computers

- Computers in Our World
- Introduction

- Necessity is the Mother of Invention
- Capabilities of a computer
- Classification of Computer
- Application of Computers
- Generation of computers
- Addition Reading
- Brief History of Computers
- Computers and Hardware
- Computer System
- Input/Output Devices
- Central Processing Unit abbreviated(CPU)
- Brief Introduction to Memory
- In Computers Everything is Binary
- Input Data : Sources & Concepts
- Keyboard
- Graphical Input Devices

- Those using Special Sensitivity
- Those which senses Magnetic Ink
- Industrial Robots
- Output Devices and storage devices
 - Why output is needed
 - Monitor
 - Printers
 - Impact
 - Non-impact Printers
 - Plotters
 - Storage Device
 - Primary Devices
 - Secondary Devices
 - Magnetic Disks
 - Those mounted in the computer
 - Those which can be removed and used on various machines

- Computer Software & Data Communication
 - ◆ Computer Software
 - ◆ Application Software & System Software
 - ◆ Computer and Data Communication
 - ◆ Advantages of Data Communication
 - ◆ concept of network
 - ◆ Classification according to the area covered by network
- Operating System
 - ◆ Introduction to Operating System
 - ◆ Booting Procedure

 - ◆ Types of Files

 - ◆ DOS PROMPT
 - ◆ Introduction to Dos Commands

- Understanding DOS-I
 - ◆ Internal DOS Commands
 - ◆ Wild Card Character in Dos
 - ◆ Directory Related Commands
 - ◆ File Related Commands
- Understanding DOS II
 - ◆ External DOS Commands AND Utilities
- Filters & Redirection
 - ◆ Redirection
 - ◆ Input Redirection of a command
 - ◆ Filter Commands
 - ◆ Connecting Pipe
 - ◆ Combining Redirection and Filters
- Batch files
 - ◆ Techniques of batch Files

- ◆ Create your first batch file
- ◆ Suppressing of On-screen display of commands
- ◆ Decision making with Batch files

Operating System - MS DOS

Importance of an Operating System
 A Guarantee to an Instant Start on MS-DOS
 Getting Started on DOS with Booting the System
 MSDOS.SYS
 Command COM
 Telling DOS the Date and Time
 Concepts Review
 Getting and Interpreting a Directory
 Making use of Pause Key to freeze scrolling
 Getting a Printed Copy of a Directory
 Using Wild Card Character
 What is a Wild Card Character ?
 Concepts Review
 Making use of Hierarchical Directories
 What are Hierarchical Directories ?
 Hierarchical Directory System
 Making use of MKDIR or MD command
 Making use of CHDIR or CD command
 Making use of the RMDIR or RD command
 Concepts Review
 Copying commands
 Copy command
 Copy Source file Destination file
 Disk copy source Destination
 Concepts Review
 Displaying the file contents
 Syntax
 Type Filename
 Print Filename(s)
 DEL Filename(s)
 Erase Filename(s)
 Formatting Disks
 FORMAT <DRIVE:>/<SWITCHES>
 Renaming Files
 Rename Original Filename New filename
 Clearing the Screen
 Displaying the Version Number
 VER
 Find
 Sort Filename

INTRODUCTION TO WINDOWS 2000

Introduction to Operating System
 What is an Operating system ?
 Why is it required ?
 What are the types of an Operating System ?
 What are the functions of an Operating System ?

Terms often used for Windows 2000

Introduction to Windows 2000

Specialties of Windows 2000

Terms often used in Windows 2000

TASKBAR - WHAT IS GOING ON ?

What is the Taskbar ?

What are its functions ?

Launching of applications with help of Launching Pad

Explanation of title bar and buttons

Switching between applications

Changing the size and position of the Taskbar

Properties of the Taskbar

DESKTOP - HOW DO I LOOK ?

Introduction to the Desktop

Main Icons on the Desktop

Properties of the Desktop

AN APPLETT TEMPORARILY KEEPS APPLICATIONS AWAY

what does an Applet mean ?

Different Applets under Windows 2000

Clipboard Viewer

Character Map

Calculator

Clock

Games

Media Player

Paint

Sound Recorder

WordPad & Notepad

RECYCLE BIN - FLUSHING IS REQUIRED

Introduction to Recycle Bin

Working with Recycle Bin

Properties of Recycle Bin

MY BRIEFCASE - TAKE ME HOME

What is Briefcase in Windows 2000 ?

Linking files from the main computer to the laptop

Copying back the updated files

WINDOWS EXPLORER-NOTHING IS HIDDEN FROM ME

Two modes in which Windows Explorer works

My Computer

Windows Explorer

File Management Tools under Windows Explorer

NETWORK NEIGHBORHOOD-LOVE THY NEIGHBORS

Introduction

Network Neighborhood in Open window

Network Neighborhood in Explore window

Sharing

Sharing of files and folders

Sharing of hard disk

Sharing of Printers

Connecting a device temporarily

CONTROL PANEL-MY TOOL KIT

- Introduction to Control Panel
- Tools under Control Panel
- Accessibility Options
- Add new Hardware
- Add Remove Programs
- Date/Time
- Display
- Fonts
- Keyboard
- Mouse
- Multimedia
- 32bit ODIALOG BOXC
- Passwords
- Printers
- Regional Settings
- Sounds

SHORTCUTS-SHORT BUT STRONG CUTS

- What are shortcuts?
- Creating a shortcut on the Desktop
- Creating a shortcut in the Start menu
- Short-cut for Send To
- Properties of short-cut

IN-BOX LET'S TALK WITH THE WHOLE WORLD

- At a glance :
 - Introduction to In Box
 - Sending & Receiving e-mail
 - Sending & Receiving Fax

MULTIMEDIA-SINGING ALL THE WAY

- What is a multimedia ?
- Playing of a CD with CD Player
- Playing of a CD with Media Player
- Working with a Sound Recorder

INTRODUCTION TO MS OFFICE - 2000

- What is Windows
- What is suite of Software
- Selecting in Office Programs
- Using Tools and Menus
- Working in Documents
- Cutting, Copying, and pasting
- Saving a Document
- Getting Help
- Advantages of Word Processing under Windows
- Various Word Processors available under Windows

Microsoft Office 2000

- Introduction to Microsoft Office
- Word 2000**
- File Menu

Edit Menu
Toolbar Shortcut
View Menu
Insert Menu
Format Menu
Tool Menu
Mail Merge-with Query
Tables
Inserting file from other Application

Excel 2000

File Menu
Edit Menu
Toolbar shortcut
View Menu
Function & Formulas
Creating a complete Worksheet
Tools Menu
Auto Format
Data Menu

Access 2000

Introduction to Database Concept
Creating New Table
Modify Structure
Open Table
Creating Auto Form
Modifying Design
Open & Entry
Creating Auto Report
Preview
Query Creation
Creating Complete Project

TALLY 5.4

What Is Account?
Advantages & Disadvantages
Accounting Rules
Accounting Systems
Accounting Version
Create & Select Company & Modify Company
Trail Balance
Single Ledger & Multi Ledger
Voucher Type With Voucher Entry
Same Item Scheme
Different Item Scheme
Cash Book With Printing
Bank Book With Printing
Sales Register With Printing
Purchase Register With Printing
Journal Book With Printing
Memo & Reverse Entry Optional & Regular Entry

Multi Currency
Multi Currency With Foreign Transactions
Budget Creation ,Alter, Display
Budget With Voucher Entry
Bill By Bill Entry
Discount With Invoice
Difference Actual & Billed Qty
Purchase Tax Register
Column Wise Details Register
Export A File Word & Excel
Inventory Creation, Display ,Alter
Delete A Voucher, Cancel, Duplicate, Add, Insert A Voucher
Security Controls
Security Rights With Data Entry Operator & Owner
Balance Sheet & Printing
Profit & Loss A/C & Printing.
Inventory With Voucher Entry
Opening & Closing Stock Report
Sales Order – Sale- Receipt
Purchase Order-Purchase-Payment
Due Date Bills, Outstanding Bills
Receivable & Payable Reports
Debit Note & Credit Note
Stock Categories
Cost Center With Voucher Entry
Reversing Journal
Allow 0 Values Entry.
Manufacturing & Exp Date Bills Reports
Purchase Book With Exp. Entry Register
Sales Register In A Column Mode.
Printing Export
Ratio Analysis.
Closing Perio Printing
Trekking Numbers Entry
Delivery Notes Entry
Rejection In Out Entry
Track Additional Cost Of Purchase Entry
Import of data
Functions keys

- Creating Complete Project Work

Syllabus & Course content for Spoken English Course (72 hours)

Effective communication in English is absolutely mandatory for success in today's intensely competitive world. Individual's professional achievements may be hindered by lack of good communication skills. It is more so with English- a language that is in fact the global business language. In India the appropriate and effective use of language in listening, speaking, reading and writing is crucial to anybody's growth and success.

The English language-teaching course should cater to individuals who desire to make their English language communication more effective. This course should be quite different from the usual classroom English lessons. Lessons should provide exhaustive practice in the active use of English in day to day situations.

OBJECTIVES: -

- to enable the students to develop their speaking skill
- to enable the students to communicate efficiently and with ease in a given situation.
- to teach the students to react properly at the time of group discussion.
- to enable the students to express views on a given topic in simple English.
- to develop personality & public speaking ability in English.
- to develop interactive skill in English Communication.

ENGLISH TODAY: -

It will be a three months course for those who are looking for a short-term English improvement study along with computer training. At the end of each lesson there will be suitable exercise to reinforce the more important learning points. At the successful completion of the course one would have no difficulty in using English as a means of communication as per the demands of the situations.

SPEAK BETTER: -

A comprehensive course in spoken English, which will comprise of 72 lessons Catering to the needs of those who are looking to improve their English speech. Exhaustive practice in pronunciations and conversations, which are based on daily life situations, should be provided throughout the course. The course is meant for all those learners who know the structure of English language but are not able to communicate effectively while speaking. The course is an attempt to improve their everyday conversational fluency and pronunciations so that they are able to communicate more fluently, intelligibly and productively. Learners will be made to learn phonetic symbols and the "Pronunciation Drill" will provide additional practice.

TRAINING METHODOLOGY: -

The methodology should consist of a mix of teacher talk and student centered activities, which allows the student to put theories into practice and try out models that are presented. This will be simulated and practiced through various audiocassettes and CD's and various video sessions to enhance their personality and give a feel of real life situations. All forms of modern communication equipment viz., Multimedia would be a part of the methodology from the second week of the course, conversation in English will be mandatory for all the students.

THE SYLLABUS WILL INCLUDE: -

- (a) **Basic Speaking Skills :-** Conversational work will include topics like introduction, greetings, requests, apologies, telephone talks and situational dialogues, Vocabulary improvement.
- (b) **Grammar :-** Speech, tense and Common structure, building sentences through extensive use of oral & written exercise.
- (c) **Speech Work :-** Pronunciation practice along with drills.
- (d) **Listening :-** Includes listening to English Cassettes & holding question - answer sessions on them.
- (e) **Reading :-** With library facilities available in the class, reading of English books, magazines & newspapers.
- (f) The syllabus will also focus on Writing, role play, Words & Expression development exercise, story writing conversational skills, vocabulary improvement, expression, dialogue listening, Image creation through speech, spellings, sentences structure, writing essays, letters etc., group discussions & public speaking, party talk & table manners. Some lectures will be on time management & personality development.

- Class room Aids :
- 1) Language library with recommended reading material.
 - 2) Audio - Visual Aids
 - 3) Mike, Stage.
 - 4) Black board.

The Evaluation : Weekly tests will be conducted to evaluate the progress which will include.

- 1) Written Test
- 2) Speeches & Public Speaking
- 3) Comprehensive / Letter & Essay writing.

WEEK	SUBJECT	DISCUSSION TOPICS	HOMEWORK	VOCABULARY COVERED
1	Introduction of course and conduction Importance of English Word Family Vowels, Consonants, Sounds Greetings and Partings Nouns Singular and Plural Adjectives Degrees of Comparison Verbs, Adverbs Pronouns (with possessives) Lecture on TIME MANAGEMENT	Self Introduction Ice - Breaking exercise Phonetics - use cassette Comparison of people My Family and I TEST	Comparison of weather Family Tree	things used in daily routine describing things and people Relatives and age groups
2	Simple Sentence Construction (SVO) Articles Aux. as Main Verbs Simple Present Tense Simple Past Tense Simple Future Tense Continuous Tense Pres / Past / Future Use of 'There' Perfect Tense Pres / Past / Future Revision of Tenses	My Daily Routine My Childhood My Sunday Plans Visit to a zoo An accident on the road Discussing a favorite TV programmes	Introduction of someone who he is, what he does, what he has etc. A Postman's daily routine A Nurse's daily routine My school days A visit to a beach Compare 'Year 2000 & Year 2001' using Adjectives & Perfect Ten. My Future goals	Occupations and Professions Animals, birds, etc
3	Modal Auxiliary (can, could, may, etc.) Interrogative Words (what, where, why, etc.) Question Formation Prepositions Lecture on Etiquette and Manners Conjunctions Exclamations Active and Passive Voice	Welcoming a guest & offering something Dialogue - meeting a friend A Street – Directions TEST joy, sadness, grief, beauty, accident, scenery, etc.	What I could do ten years back, today, 10 years hence Dialogue - bank enquiry Your house	Things found at home

WEEK	SUBJECT	DISCUSSION TOPICS	HOMEWORK	VOCABULARY COVERED
4	Direct & Indirect Speech Dialogue Practice Sentences showing comparisons Indefinite Pronouns & Adjectives Lecture on Body Language	Dialogue - At the market Conversion of dialogue Listening - At a post office At a tea stall as...as, the same as, similar to, like, alike, differ, different from, more than, as many as' some, any, something, anything, someone, anyone, either, neither, each, every, one, ones, other, another' TEST	Buying a shirt Comparison of India & America short story students in college'	
5	Sentences showing quality and quantity Other common words Dialogue Practice Sentences showing time frame Reading Practice Dialogue Practice Lecture on Facing Interviews	more, less, little, few, many, much, so much, too, very' such as, instead of, despite in spite of, though, even if, yet, but' Listening - at the doctor's fast, late, sometime, sometimes, once, while, no longer, during, for, since Mini talks, lectures, etc Using Compact Disc Test 4 - Oral dialogues		
6	Other common words Sentences showing necessity Discussing incidents Sentence Formation with Reading Practice Sentences using determiners Lecture on Public Speaking	used to, know how to, had better, would rather' essential, important, necessary, imperative Visit to a supermarket An incident to remember ask, demand, desire, insist, prefer, propose, recommend, request, require, suggest, urge Newspaper, Story whatever, wherever, whenever, however, whoever, whomever etc. TEST	Dialogue with parents	
7	Listening / Comprehension & Test			
8	Spoken English & Test & Vocabulary	Request, apology, inquiry, office talk, with a doctor, while shopping, thanks giving	exercise	

WEEK	SUBJECT	DISCUSSION TOPICS	HOMEWORK	VOCABULARY COVERED
9	Letter Writing, application writing & Interview Lecture on Positive Mental Attitude	Exercises Techniques & Test	Letter to your father. Application for a job	
10	Etiquette / Party talk / Table manners Group Discussions Test	At a party Current Topics	At a party Exercise Newspaper Reading	
11	How to use a dictionary Communication Skills in Different situations	in the classroom at an interview in a group discussion conversation with a friend inquiring about health in the office At a party at a shopping complex making a phone call	Exercise	
12	Spoken English & Communication Skills	Discussion Topics: Good wishes, felicitation, congratulations, business, bon voyage, office talk appointment, railway / airport inquiry	sentences about the discussion topics	