

## 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.

<b>Sr. No.</b>	<b>Name of Topics</b>	<b>Duration</b>
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.
<b>Total</b>		<b>144 Hrs.</b>

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

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	

<b>WEEK</b>	<b>SUBJECT</b>	<b>DISCUSSION TOPICS</b>	<b>HOMEWORK</b>	<b>VOCABULARY COVERED</b>
<b>9</b>	Letter Writing, application writing & Interview Lecture on Positive Mental Attitude	Exercises  Techniques & Test	Letter to your father. Application for a job	
<b>10</b>	Etiquette / Party talk / Table manners Group Discussions Test	At a party  Current Topics	At a party  Exercise Newspaper Reading	
<b>11</b>	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	
<b>12</b>	Spoken English & Communication Skills	Discussion Topics: Good wishes, felicitation, congratulations, business, bon voyage, office talk appointment, railway / airport inquiry	sentences about the discussion topics	