

# Bright Classes & Computer Institute

## Syllabus of DFA (Diploma in Financial Accounting)

**Fundamental of Computer :** Definition of Computer, Full form of Computer, Use of Computer, Brief History or Development or evolution of Computers, Generation of Computer, Structure of Computer, Capabilities and Limitations, Types of Computer or Classification of Computer – According to Technology ( Analog, Digital, Hybrid ), According to capacity & size (Super, Main Frame, Mini, Micro ), Types of P.Cs – Desktop, Laptop, Notebook, Palmtop, Tablet etc., Organization of Computer – CU, ALU, MU, Number System of Computer –Binary, Decimal.

**Input Devices:** Keyboard, Mouse, Joystick, Scanners, Digital Camera, Web Camera, Track Ball, Touch Pad, Touch Screen, BCR, MICR/MCR, OMR, Bluetooth, Biometric Devices, Light Pen, Card Reader, Modem and Dongle.

**Output Devices:** Monitor (Types of Monitor – CRT, TFT, LED, LCD), Printer – Daisy Wheel, Dot Matrix, Inkjet, Laser, Plotter and Speakers.

**Computer Software:** Need of software, Types of Software – System software, Application software. Computer Languages – Low Level Language (Machine & Assembly), High Level Language (Assembler & Compiler).

**Cabinet:** Types of Cabinet, Manufacture Company Name.

**Mother Board:** Types of Motherboard, Branded Mother Board, Chipset Mother Board, Integrated & Non Integrated Mother Board, Manufacture Company Name, Expansions Slots, CMOS Battery, Cooling Fan, Network Card, Graphics Cards, SMPS, Memory Slots.

**Processor:** Generation of Processor, Types of Processor, Parts of Processor, Manufacture name of Processor, Features of Processor.

**Memory:** Memory - Primary Memory (RAM & ROM), Secondary Memory, Storage Devices ( Hard Disk/ Local Disk/ Magnetic Disk, Optical Disk, Pen drive, Memory Cards, External Hard Disk) etc.

**R/W Drive:** CD, CVD, Floppy Disk, Read & Write Speed X.

**Other Devices:** Modem/ Internet Adapter, Switches/ Hub, Router, TV Tuner Card etc.

## Practical Syllabus

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**MS-Windows – 7/8/10 etc. :** Introduction of different versions of windows 7, Basic Elements of Opening Screen, Elements of a window, Windows Accessories, WordPad, Notepad, MS-Paint, Calculator, Character Map, Control Panel, Switching between two windows, Searching Files/Folders, Windows Explorer, Folder, Recycle Bin, Start Menu, Use of Network, Disk Defragment, Personal Folders, Shortcut Keys, Exercise

- Shut Down/ Turn Off
- Restart
- Log off/ User Create
- About Desktop Icon
- Types of Window
- Start Menu (Run, Search with extension Name)
- Help and Support
- My Document
- My Computer
- Recycle Bin
- Internet Explorer
- Desktop Properties (Theme, Wallpaper, Icon Show/ Hide, Screen Resolution)
- Desktop Appearance, Screen Saver
- Taskbar Properties

- Create a New Folder, Arrange Icon
  - Setting & Documents
  - Control Pane
  - System Tools
  - Multimedia Entertainment (Movies and Songs)
  - File Copy & Paste by CD/DVD/Pen Drive
  - Moving on File One Drive to another Drive
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- Paint
  - Notepad
  - WordPad
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- Printing/ Scanning/ Photo Cutting
  - Using Digital Camera/ Web Camera
  - Add & Remove Scanner/ Printer/ Camera
  - Internet
  - Connecting Mouse/ Keyboard

**Internet :** Introduction, WWW, Web Browsing Software, Configuring Web Browser, Search Engines, Downloading Web Page, About E-mail, Using E-mail, Handling Spam, Social Networking, Send SMS on Mobile, Exercise

**Multimedia :** Introduction of Multimedia, VGA, Sound Card, Use of Removable Disk, CD/ DVD, Burning, Exercise

**MS Word :** Intro of MS-Word, Menus, Advanced Formatting, Editing Document, Table in Document, Insert the Object, Mail Merge, Saving Document, Printing Document, Shortcuts Keys, Exercise.

**MS Excel :** Introduction to MS-Excel, Menus, Operator & Functions, Cell Formatting, Working with formulas and cell referencing, Auto sum, Formatting to worksheet, Graphic Objects, Chart, Database, Sorting, Filtering, Scenario Manager, List Box, Goal Seek, Validation, Macro, Printing Worksheet, Shortcut Keys, Exercise.

**MS Power point :** Introduction to MS- PowerPoint, Menus, Formatting, Drawing, Editing slides, Changing templates, Slide Layouts, Inserting Clipart, Sound and Movies into Slides, Add, Rearrange and Delete Slides, Printing in Microsoft Power Point, Understanding Animation and Action Buttons, Exercise.

## Tally

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**CFA ( Concept of Financial Accounting ) :** Introduction, Book-keeping, Accountancy, Terminology, Double Entry System, Journal, Discount, Ledger, Trial Balance, Exercise

### Company Information

Introduction, Installation of Tally, Starting Tally, Selecting a Company, Accounts Information, Creating Ledger Account, Exit from Tally, Exercise

**Inventory Information :** Introduction, Stock Groups, Stock Categories, Units of Measure, Location/Godowns, Stock Items, Bill of Materials, Exercise

### Voucher Entry

Introduction, Steps to make a Voucher Entry, Different types of Voucher(Receipt, Payment, Contra, Purchase Order, Receipt Note, Purchase, Sales Order, Delivery Note, Sales, Journal, Debit Note, Credit Note, Stock Journal, Physical Stock, Memo Voucher, Reversing Journals, Manufacturing Journal ), Display, Alter & Delete Voucher, Exercise.

### Taxes (VAT, TCS, CST, TDS, Service Tax)

**VAT :** Introduction, VAT in India, General Terminologies, Advantages of VAT, VAT Rates, Business Process, Computation of VAT, VAT Classification, Enabling VAT in Tally, VAT Reports, Exercise

**TCS :** Introduction, Classification of Seller for TCS, Classification of Buyer for TCS, Features of TCS in Tally, Enabling TCS in Tally, Creating Party Ledgers, Creating TCS Ledger, TCS Report, Payable.

**CST** : Introduction, Features of CST in Tally, Enabling CST in Tally, Creating an Inter-State Sales Ledgers, CST Payable Ledger, Creating a Purchase Ledger, CST Report.

**TDS** : Introduction, TDS Process, TDS in Tally, Features of TDS in Tally, Enabling TDS in Tally, Issue of TDS Certificate, Creating TDS Masters, TDS on Expenses, TDS Report.

**Service Tax** : Introduction, Service Tax Flow, Adjusting Credit, Abatement, Features of Service Tax in Tally, Enabling Service Tax in Tally, Creating Party Ledgers, Creating Purchase Ledger for Services, Creating a Sales Voucher, Service Tax Statutory Reports.

**Payroll** : Introduction, Features of Tally, Enabling Payroll in Tally, Enabling Payroll Statutory Features, Five Steps to Generates a Payslip, Creating Employee Group, Creating Payroll Unit, Creating Attendance/Production Types, Creating Pay Heads, Defining Salary Structure, Voucher Types in Payroll, Payroll Transactions, Salary Process.

**Reports** : Introduction, Balance Sheet, Profit and Loss Account, Stock Summary, Day Book, Account Books, Group Summary, Sales Register, Purchase Register, Journal Register, Outstanding Receivable/Payable Statements, Inventory Books, Statements of Inventory, Cash Flow/Funds Flow, Ex.

**Management of Company** : Cost Centres, Cost Categories, Budget, Backup, Restoring Backup, Split Company Data, Export to Excel, Import Ledger, Multi-Lingual Capabilities in Tally.ERP 9.

**Shortcut Keys** : Function Key Combination, Special Key Combination

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#### Assignment & Project

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