

**DIPLOMA IN COMPUTER USAGE FOR OFFICE MANAGEMENT AND ACCOUNTING**

அலுவலக நிருவாகத்தில் கணினிப் பயன்பாடு மற்றும் கணக்கீடு பட்டயம்

**SCHEME OF EXAMINATION**

Subject Code	Title of the Course	Credit	Hours	Passing Minimum
<b>Semester I</b>				
C19OA11/E19OA01	Office Automation and Computer Fundamentals	6	90	40/100
C19OA12/E19OA02	Office Management	6	90	40/100
C19OA13/E19OA03	Business Organization	6	90	40/100
C19CE10/E19CE10	Communicative English	6	90	40/100
C19OAP1/E19OAP1	Practical I-Computers and Office Automation	4	120	40/100
<b>Semester II</b>				
C19OA21/E19OA04	Fundamentals of Accounting	6	90	40/100
C19OA22/E19OA05	Business Communication	6	90	40/100
C19LS23/E19LS05	Life Skill	6	90	40/100
C19OAP2/E19OAP2	Practical II- Computerized Accounting TALLY.ERP 9	4	120	40/100
C19OAPW/E19OAPW	Internship/Project	10	150	40/100

**Eligibility for admission:** Pass in 10<sup>th</sup> std., examination conducted by the Govt. of Tamil Nadu Board of Secondary Education, Government of Tamil Nadu or any other equivalent examination.

**Examination:** Passing Minimum for each Course is 40%. Classification will be done on the basis of percentage marks of the total marks obtained in all the Courses and as given below:

- 40% but less than 50% - Third Class
- 50% but less than 60% - Second Class
- 60% and above - First Class

**Theory Paper**

Internal Marks-25

External Marks-75

## **Syllabus**

### **First Semester:**

Course I	- Office Automation and Computer Fundamentals
Course II	- Office Management
Course III	- Business Organization
Course IV	- Communicative English
Course V	- Practical I-Computers and Office Automation

### **Second Semester:**

Course VI	- Fundamentals of Accounting
Course VII	- Business Communication
Course VIII	- Life Skill
Course IX	- Practical II-Tally Lab-Computerized Accounting
Course X	- Internship/Project

**\*(Semester Pattern for Community College Only)**

### **Program Objectives**

- After completion of the one year Diploma in computer usage for office management and accounting course, the outgoing students gets considerable practical knowledge in Accounting, Commerce, and computer.
- The outgoing students gets considerable practical knowledge in the application of computer and through which they can handle all kind of activities like programming, designing, reporting, recording the data, manipulating the data, etc. of all kind of business and non-business entities.
- The out comers can get job opportunities in all kind of organizations where ever the management depending computerized reports and supports.

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**SEMESTER I  
COURSE I**

**(C190A11/E190A01)OFFICE AUTOMATION AND COMPUTER FUNDAMENTALS**

**Objectives**

- Office tools course would enable the students in crafting professional word documents, excel spread sheets, power point presentations using the Microsoft suite of office tools. To familiarize the students in preparation of documents and presentations with office automation tool
- To create documents and templates, add text into documents using method, and apply different formatting styles to characters and paragraphs in page maker software

**Unit I**

**18 Hrs**

Introduction - concept- meaning-nature-scope and importance-objectives-advantages and disadvantages of office automation: Emerging issues in office automation

**Unit II**

**18 Hrs**

Understanding the Computer: Introduction-Classification of Computers-Computer organization and Architecture-Memory and Storage Systems-Computer codes-The Internet and World Wide Web.

**Unit III**

**18 Hrs**

MS-Excel Creating Excel worksheet-entering and editing cell entries, working with numbers, changing worksheet layout, other formatting options-printing in Excel-using Functions and reference-naming ranges-creating charts-using customs and special effects-using financial and statistical functions.

**Unit IV**

**18 Hrs**

MS-Access Objectives of Access Database-parts of Access window-starting Microsoft Access creating a new database-creating a database through table wizard-creating table through Design window-Query-forms-Report.

**Unit V**

**18 Hrs**

MS-Power point presentation: creating a basic presentation- building presentation modifying visual elements-formatting and checking text-adding objects-applying transition animation effects-preparing handout-taking the show on the road.

**Reference Book**

- Stephen L. Nelson, “office 2010, computer Reference”, TATA MC GRAW Hill publication.
- Sumner Mary-“Enterprise Resource Planning”, Pearson Education, inc.I Edition 2012.

**Course II**  
**(C190A12/E190A02)OFFICE MANAGEMENT**

**Objectives**

At this Course's conclusion, participants should be able to:

- Understand the range of responsibilities and skills required by the office manager
- Apply various approaches when dealing with the management of tasks, teams and individuals
- Apply techniques to plan and manage workload effectively and achieve objectives
- Create and apply a checklist of systems and procedures to aid the smooth running of the office
- Apply assertive communication and problem-solving skills

**UNIT-I**

**18 Hrs**

**ORGANIZATION OF A MODERN OFFICE:** Office-Meaning-functions-importance-Management of organization office systems and routines-flow of work-process of delegation-decentralization of authority.

**UNIT -II**

**18 Hrs**

**OFFICE LAYOUT:** Types of office manuals-office accommodation-office furniture-layout of working environment-work simplification-work measurement & control.

**UNIT-III**

**18 Hrs**

**OFFICE MANAGEMENT:** Mail & Correspondence-Handling Mails-Maintenance of records-forms control and design-filing-Essentials of a good filing system-filing methods-centralized versus decentralized filing-Indexing-Typing of Index.

**UNIT - IV**

**18 Hrs**

**OFFICE MACHINES & EQUIPMENTS:** Need for various types of equipments-basic principles in the selection of equipments-data processing machines-computers-their importance & use.

**UNIT - V**

**18 Hrs**

**BUSINESS COMMUNICATION:** Nature and Importance -Type- Media-Modern postal communication-Essentials-forms & structure- style and art of business writing-Application-Interview-testimonials-appointment-confirmation-promotion-Retrenchment-Resignation.

**Reference books**

- Prasanta K.Ghosh, Office Management.
- R.S.N. Pillai & Bagavathi, Commercial Correspondence & office Management.
- Rajendra pal & J.S.Korlahalli, Essential of Business Communication

## Course III

### (C19OA13/E19OA03) Business Organization

#### Objectives

- To inculcate business attitude and develop skills among students to pursue world of work including self employment.
- To develop students with an understanding of the processes of business and its environment.
- To Acquaint students with the dynamic nature and inter-dependent aspects of business.
- To develop and interest in the theory and practice of business, trade and industry,
- To acquaint students with the practice of managing the operations and recourse of business

#### Unit I

**18 Hrs**

Nature and scope of business : Concept of Business – human occupations – Profession, Employment and business – Divisions of business – Industry and Commerce – Business system Objectives of business - Essentials of a successful business

#### Unit II

**18 Hrs**

Types of Business organization: sole proprietorship – partnership – joint stock company co-operatives – Nonprofit business organizations under the societies Act and Trusts – public sector business unit – public utilities – unique features of each one and their merits and demerits.

#### Unit III

**18 Hrs**

Partnership: Kinds of firms – kinds of partners – basic legal requirement in registration of partnership firm – comparison with sole proprietorship – partnership deed and its contents, Rights and duties of partners – Dissolution – Suitability of partnership.

#### Unit IV

**18 Hrs**

**Company:** Kinds of companies – private company – public company – comparison with partnership firm – Multinational Companies – Meaning – Definition – Advantages – Disadvantages Features – Impact of Multinational Companies in India.

#### Unit V

**18 Hrs**

Co-Operative Organization : Formation of Co-Operative organization under the Societies Registration Act- Management of cooperative organization – co-operatives versus companies – Co-operatives versus partnership – Types of Co-operatives – Co-operative Movement in India.

#### Reference Books:

- Y K Bhushan, Business Organization and Management
- C B Gupta, Business Organization and Management
- S A Sherlekar, Modern Business Organization and Management

## **COURSE-IV**

### **(C19CE10/E19CE10)COMMUNICATIVE ENGLISH**

#### **1. Basic Grammar:**

- a. Review of grammar
- b. Remedial study of grammar
- c. Simple sentence
- d. Word passive voice etc.

#### **2. Bubbling Vocabulary:**

- a. Synonyms
- b. Antonyms
- c. One – work Institution

#### **3. Reading and Understanding English**

- a. Comprehension passage
- b. Précis – writing
- c. Developing a story from hints.

#### **4. Writing English**

- a. Writing Business letters.
- b. Paragraph writing
- c. Essay writing
- d. Dialogue writing

#### **5. Speaking English**

- a. Expressions used under different circumstances
- b. Phonetics

#### **Reference:**

1. V.H.Baskaran – “English Made Easy”
2. V.H.Baskaran – “English Composition Made Easy”  
(Shakespeare Institute of English Studies, Chennai)
3. N.Krishnaswamy – “Teaching English Grammar”  
(T.R.Publication, Chennai)
4. “Life Skill” – P.Ravi, S.Prabakar and T.Tamzil Chelvam,  
M.S.University, Tirunelveli.

**COURSE-V**  
**PRACTICAL-I**

**(C19OAP1/E19OAP1) Computers and Office Automation**

**List of Programs:**

- To prepare a Document using MS-Word.
- To write a Leave Letter using MS-Word.
- To prepare a Time Table using MS-Word.
- To find and Replace a word using MS-Word.
- To prepare a Bio-data using MS-Word
- To prepare a greeting through Mail Merge using MS-Word
- To conversion of Text to Table and Vice-Versa using MS-Word
- To calculate the simple Interest using MS-Excel.
- To calculate the compound Interest using MS-Excel
- To prepare a students Mark list using MS-Excel
- To prepare a sales report using MS-Excel
- To calculate the amount of Electricity using MS-Excel
- To calculate the Employees Net pay using MS-Excel
- To prepare a simple presentation using MS-Power point.
- To prepare a presentation with Layouts and Themes using MS-Power point
- To prepare a presentation using Smart Art Diagrams, Clip Art, and Pictures using MS-Power point
- To prepare a presentation with Animation Effects and Transitions.
- To prepare a students database using MS-Access.
- To prepare an Address database using MS-Access.
- To prepare an Income Tax database using MS-Access.

## **SEMESTER II**

### **COURSE VI**

#### **(C19OA21/E19OA04)FUNDAMENTALS OF ACCOUNTING**

##### **Objectives**

- Introduces students to the world of accounting and assumes no prior knowledge of the subject area.
- It will be demonstrated how a practical understanding and interpretation of accounting reports and other accounting tools can improve decision-making and value for company stakeholders.

##### **UNIT-I**

**18 Hrs**

Meaning-characteristics of accounting-objectives of accounting-advantages of accounting-limitations of accounting-users of accounting-branches of accounting.

##### **UNIT-II**

**18 Hrs**

Accounting principles-characteristics of accounting principles-kinds of accounting principles-accounting conventions.

##### **UNIT-III**

**18 Hrs**

Rules of accounting-journal-steps for preparing a journal entries-ledger-steps for preparing a ledger-trial balance-methods for preparing trial balance.

##### **UNIT-IV**

**18 Hrs**

Cash book-Types of cash book-single column cash book-Double column cash book-Three column cash book-Petty cash book.

##### **UNIT-V**

**18 Hrs**

Final accounts-trading account-preparation of trading account-profit and loss account-Balance sheet-preparation of Balance Sheet-Simple adjustment problems.

##### **Reference book:**

- M.C.S Shukla and T.S.Grawal, Advanced Accountancy,
- R.L.Gupta and M.Radhaswamy, Advanced Accountancy,
- Arulanantham and Raman, Advanced Accountancy,
- S.N.Maheswari, Advanced Accountancy.



## COURSE VII

### (C190A22/E190A05) BUSINESS COMMUNICATION

#### Objectives

The objectives of this course are:

- To provide an overview of Prerequisites to Business Communication.
- To put in use the basic mechanics of Grammar.
- To provide an outline to effective Organizational Communication.
- To underline the nuances of Business communication.
- To impart the correct practices of the strategies of Effective Business writing.

#### UNIT-I

**18 Hrs**

**BUSINESS:** Introduction-Principles of letter Writing-structure and layout of letters-planning a letter-quotations orders and tenders-sales letters-claim and adjustment letters-credit and collection letters.

#### UNIT-II

**18 Hrs**

**BUSINESS REPORTS:** Notice-Agenda-Minutes-Business reports-Structure of reports-preparatory steps to writing reports-Elements & style of writing the report-application letters.

#### UNIT-III

**18 Hrs**

Modern office and its functions-Office Agent-Records Management-Office stationary and supplies.

#### UNIT-IV

**18 Hrs**

Operating systems-introduction-window standard components-Basic operations-Creating and editing document-formatting documents-merging documents using paintbrush-printing and drawing.

#### UNIT-V EXCEL

**18 Hrs**

Worksheet-entering data-activating cell or range-creating a work sheet-using formulae-Editing-formatting a work sheet- creating different kinds of charts-saving works sheet, graphs-charts-data base functions-printing reports.

#### Reference books:

- R.C.Sharma & Krishna Mohan, Business Correspondence & Report Writing
- R.K.Chopra, Office Management.
- Benne Brudermans, Excel for Window.
- Christopher, Word processing.

## Course VIII

### (C19LS23/E19LS05) Life Skill

#### I Life Coping or adjustment

- (a) External and internal influence in one's life
- (b) Process of coping or adjustment
- (c) Coping with physical change and sexuality
- (d) Coping with stress, shyness, fear, anger far live and criticism.

#### II Attitude

- (a) Attitude
- (b) Self acceptance, self – esteem and self actualization
- (c) Positive thinking

#### III Problem Solving

- (a) Goal Setting
- (b) Decision Making
- (c) Time Management and stress Management.

#### IV Computers

- (a) Introduction to Computers
- (b) M.S.Office
- (c) Power Point

#### V Internet

- (a) Introduction to internet
- (b) E – mail
- (c) Browsing

#### References:

- 1) Life Skill Programme course I & II by Dr. Xavier Alphona MCRDCE Publications. R.K.Mutt Road, Chennai – 28
- 2) ஆளுமை பண்பு வளர்த்தல் மற்றும் தகவல் தொடர்பு by M.Selvaraj Community College, Palayamkottai
- 3) “Life Skill” –P.Ravi, S.Prabahar & T.Tamil Chelvam, M.S. University, Tirunelveli

**COURSE IX  
PRACTICAL II  
(C19OAP2/E19OAP2)COMPUTERIZED ACCOUNTING TALLY.ERP 9**

## **Lists of Programs**

### **1. Fundamentals of Tally ERP9**

Getting Functional with Tally-Creation/Setting up a company in Tally. ERP9

### **2. Account Masters in Tally. ERP9**

F11: Features-F12 Configurations-Setting up account heads.

### **3. Inventory**

Stock groups-stock categories-Go downs/Locations-Units of Measure-stock items-Creating inventory masters for National traders.

### **4. Voucher Entry**

Accounting Vouchers-Inventory Vouchers- Invoicing

### **5. Advanced Accounting**

Bill-wise details-cost centers and cost categories-Voucher class and cost centre class-Multiple currencies-Bank-Reconciliation-Interest Calculations-Budgets & controls-Scenario Management.

### **6. Multilingual capabilities**

Configuring-creating master-entering transactions in multiple languages-Transliteration-Generating reports.

### **7. Technological Advantages**

Tally Vault-Security Control-Tally Audit-Backup and restore-Split company data-Export and import of Data- ODBC Connectivity-Web enabled, print preview and online help-printing of reports and cheques.

### **8. Tally. NET and Remote Capabilities**

Overview of tally NET-configure tally.NET features-connect company on tally.Net-create remote users-Authorize remote users-remote access.

### **9. Application Management and Controls**

Concept of control centre-Installing & activating tally.ERP.9-Logging to control centre-managing accounts using control centre

### **10. Tax deducted at source**

Basic concepts of TDS-Configuring TDS-Creation of masters-Processing transactions-TDS reports.

### **11. Tax collected at source**

Basic concepts of TCS-configuring-Creating Masters-Entering transactions-TCS reports

### **12. Payroll accounting and compliance**

Configuring payroll-creating payroll master-processing payroll-accounting for employer PF contributions-accounting for employer ESI contributions-payment of professional tax-generating payroll report

## **COURSE X**

### **(C19OAPW/E19OAPW)INTERNSHIP/PROJECT**

#### **Objectives**

- The internship provides a variety of benefits for outcomes who want to broaden their changes for landing a job and jump-starting their careers. Internships the outcomes a taste of what a profession is like, help them in their career.

#### **Internship**

- Practical Study on Office Management system of a Business as well as Non-Profit organization of selected organizations

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