

Mahakaushal University, Jabalpur (M.P.)



**Post Graduate Diploma in Computer
Application
(PGDCA)**

Syllabus & Prescribed Books

PGDCA year Examination 2021

PDCA101-T

FUNDAMENTAL OF COMPUTERS & INFORMATION TECHNOLOGY

UNIT – I

Brief history of development of computers, Computer system concepts, Computer system characteristics, Capabilities and limitations, Types of computers Generations of computers, Personal Computer (PCs) – evolution of PCs, configurations of PCs- Pentium and Newer, PCs specifications and main characteristics. Basic components of a computer system - Control unit, ALU, Input/output functions and characteristics, memory - RAM, ROM, EPROM, PROM and other types of memory.

UNIT – II

Input/output & Storage Units:-Keyboard, Mouse, Trackball, Joystick, Digitizing tablet, Scanners, Digital Camera, MICR, OCR, OMR, Bar-code Reader, Voice Recognition, Light pen, Touch Screen, Monitors - characteristics and types of monitor -Digital, Analog, Size, Resolution, Refresh Rate, Interlaced / Non Interlaced, Dot Pitch, Video Standard - VGA, SVGA, XGA etc, Printers& types – Daisy wheel, Dot Matrix, Inkjet, Laser, Line Printer, Plotter, Sound Card and Speakers, Storage fundamentals - Primary Vs Secondary Data Storage and Retrieval methods - Sequential, Direct and Index Sequential, SIMM, Various Storage Devices - Magnetic Tape, Magnetic Disks, Cartridge Tape, Hard Disk Drives, Floppy Disks (Winchester Disk), Optical Disks, CD, VCD, CD-R, CD-RW, Zip Drive, flash drives Video Disk , Blue Ray Disc, SD/MMC Memory cards, Physical structure of floppy & hard disk, drive naming conventions in PC. DVD, DVD-RW.

UNIT – III

Software and its Need, Types of Software - System software, Application software, System Software - Operating System, Utility Program, Programming languages, Assemblers, Compilers and Interpreter, Introduction to operating system for PCs-DOS Windows Linux, File Allocation Table (FAT & FAT 32), files & directory structure and its naming rules, booting process details of DOS and Windows, DOS system files Programming languages- Machine, Assembly, High Level, 4GL, their merits and demerits Software and its types - Word-processing, Spreadsheet, Presentation Graphics, Data Base Management Software, characteristics, Uses and examples and area of applications of each of them, Virus working principles, Types of viruses, virus detection and prevention, viruses on network.

UNIT – IV

Use of communication and IT , Communication Process, Communication types- Simplex, Half Duplex, Full Duplex, Communication Protocols, Communication Channels - Twisted, Coaxial, Fiber Optic, Serial and Parallel Communication, Modem - Working and characteristics, Types of network Connections - Dialup, Leased Lines, ISDN, DSL, RF, Broad band ,Types of Network - LAN, WAN, MAN ,Internet, VPN etc., Topologies of LAN - Ring, Bus, Star, Mesh and Tree topologies, Components of LAN -Media, NIC, NOS, Bridges, HUB, Routers, Repeater and Gateways.

UNIT-V

Computer Applications in Business-Need and Scope, Computer Applications in Project Management, Computer in Personnel Administration, Information System for Accounting-Cost and Budgetary Control, Marketing and Manufacturing, Computer Applications in Materials Management, Insurance and Stock- broking, Production planning and Control, Purchasing, Banking, Credit and Collection, Warehousing. Use of computers in common public services and e-governance.

TEXT & REFERENCE BOOKS :

1. Anurag Seetha, "Introduction to Computers and Information Technology", Ram Prasad & Sons, Bhopal.
2. S.K.Basandra, "Computers Today ", Galgotia Publications. Alexis Leon & Mathews Leon, " Fundamentals of Information technology ", Vikas Publishing House, New Delhi.

PDCA102-T
INTRODUCTION TO OPERATING SYSTEMS

UNIT-I

DISK OPERATING SYSTEMS (DOS) Introduction, History & versions of DOS DOS basics- Physical structure of disk, drive name, FAT, file & directory structure and naming rules, booting process, DOS system files.

DOS commands: Internal - DIR, MD, CD, RD, COPY, DEL, REN, VOL, DATE, TIME, CLS, PATH, TYPE etc. External - CHKDSK, XCOPY, PRINT, DISKCOPY, DISKCOMP, DOSKEY, TREE, MOVE, LABEL, APPEND, FORMAT, SORT, FDISK, BACKUP, EDIT, MODE, ATTRIB, HELP, SYS etc Executable V/s Non executable files in DOS.

UNIT-II

WINDOWS XP % Introduction to Windows XP and its features.% Hardware requirements of Windows.

Windows concepts, Windows Structure, Desktop, Taskbar, Start Menu, My Pictures ,My Music, % ,working with recycle bin-restoring a deleted file, emptying the recycle bin. Managing files ,folders and disk-navigating between folders ,manipulating files and folders ,creating new folder ,searching files and folders .My computer-exploring hard disk ,coping and moving files and folder from one drive to another, formatting floppy drive.

Windows Accessories - Calculator, Notepad, Paint, WordPad , Character map,paint,command prompt % Windows Explorer - -exploring hard disk , coping and moving files and folder from one drive to another, formatting floppy drive. and other Explorer facilities. Burning CD, Entertainment- CD player, DVD Player, Media Player, Sound Recorder, Volume Control, movie maker

UNIT-III

ADVANCED FEATURES OF WINDOWS XP % Managing Hardware & Software - Installation of Hardware & Software, Using Scanner web camera, printers sharing of printers % System Tools - Backup, Character map, Clipboard Viewer, Disk Defragmenter, Drive Space, Scandisk, System Information, System Monitor, Drive converter (FAT 32) ,disk cleanup ,using windows update.

Communication - Dial up Networking, Direct Cable Connection, Hyper Terminal, Phone Dial , Browsing the Web with internet explorer ,communication through outlook express Multiple Users Features of Windows. Creating and deleting user, changing user password, etc Accessibility Features of Windows.- Sharing Information between Programs ,sharing folders and drives browsing the entire network, mapping windows shared drives, Using shared printers

- Understanding OLE - Embed/Link Using Cut and Paste a Embed/Link Using Insert Object
- Manage Embedded/Linked Object

UNIT - IV LINUX

History & Features of Linux Linux Structure File system of Linux Hardware requirements of Linux Various flavours of Linux Program &Process, Process creation and process identifiers Functions of profile and login files in Linux Linux kernel

UNIT-V

Multi-user features of Linux Login and logout from Linux system Linux commands - bc, cal, cat, cd, chgrp, chmod, chown, clear, cmp, copy, date, find, ps, kill, ls, mail, mkdir, more, mv, rm, rmdir, tty, wc, who, whois, grep, write, telnet. Pipeline concepts Using floppy and cdrom in linux. vi editor

TEXT & REFERENCE BOOKS:

1. DOS Quick reference by Rajeev Mathur, Galgotia Publications
2. Linux Complete by BPB Publications

PDCA103-T PC-PACKAGES

UNIT-I

Office Packages-Office activities and their software requirement, word Processing, spreadsheet, presentation graphics, database, introduction and comparison of various office suites like MS office, Lotus Office, Star Office, Open Office etc. MS Word Basics: Introduction to MS Office; Introduction to MSWord; Features & area of use. Working with MS Word.; Menus & Commands; Toolbars & Buttons; Shortcut Menus, Wizards & Templates; Creating a New Document; Different Page Views and layouts; Applying various Text Enhancements; Working with – Styles, Text Attributes; Paragraph and Page Formatting; Text Editing using various features ; Bullets, Numbering, Autoformatting, Printing & various print options

UNIT-II

Advanced Features of MS-Word: Spell Check, Thesaurus, Find& Replace; Headers & Footers ; Inserting – Page Numbers, Pictures, Files, Autotexts, Symbols etc.; Working with Columns, Tabs & Indents; Creation & Working with Tables including conversion to and from text; Margins & Space management in Document; Adding References and Graphics; Mail Merge, Envelops & Mailing Labels.

UNIT – III

MS Excel: Introduction and area of use; Working with MS Excel.; concepts of Workbook & Worksheets; Using Wizards; Various Data Types; Using different features with Data, Cell and Texts; Inserting, Removing & Resizing of Columns & Rows; Working with Data & Ranges; Different Views of Worksheets; Column Freezing, Labels, Hiding, Splitting etc.; Using different features with Data and Text; Use of Formulas, Calculations & Functions; Cell Formatting including Borders & Shading; Working with Different Chart Types; Printing of Workbook & Worksheets with various options.

UNIT – IV

MS PowerPoint: Introduction & area of use; Working with MS PowerPoint; Creating a New Presentation; Working with Presentation; Using Wizards; Slides & its different views; Inserting, Deleting and Copying of Slides; Working with Notes, Handouts, Columns & Lists; Adding Graphics, Sounds and Movies to a Slide; Working with PowerPoint Objects; Designing & Presentation of a Slide Show; Printing Presentations, Notes, Handouts with print options.

UNIT-V

Outlook express: Setup email account with outlook, sending and receiving mail through outlook, concepts of CC and BCC, forwarding mail, Draft messages, formatting e-mail message, Concept of MIME Protocol, attaching files and items into messages, inserting hyperlink using

outlook editor creating and using send and receive groupe mails, opening received messages, opening messages with attachment, replying to mail forwarding messages flagging for further action, setting email options, managing contacts with outlook, Setting up multiple email accounts on single machine.

Text & Reference Books:

1. Windows XP Complete Reference. BPB Publications
2. MS Office XP complete BPB publication
3. MS Windows XP Home edition complete, BPB Publications
4. I.T. Tools and Applications, A. Mansoor, Pragma Publications

PC Packages LAB:-

1. Advanced functions and formulas (e.g., VLOOKUP, INDEX-MATCH, IFERROR, nested functions).
2. PivotTables and PivotCharts for dynamic data analysis.
3. Data validation and conditional formatting for improved data quality and visualization.
4. Using Excel's statistical functions for data analysis (e.g., AVERAGEIF, COUNTIFS, SUMIFS).
5. Incorporating external data sources (e.g., SQL databases, web queries) into Excel for analysis.
6. Creating interactive dashboards with slicers, timelines, and dynamic charts.
7. Visual Basic for Applications (VBA) macros for automating repetitive tasks and customizing Excel functionality.
8. Advanced charting techniques (e.g., waterfall charts, Pareto charts, heatmaps) for insightful visualization.
9. Collaboration and sharing features in Excel (e.g., co-authoring, version history).
10. Data analysis add-ins and tools available for Excel (e.g., Solver, Analysis ToolPak).
11. Practical Activities:

Advanced Functions: Perform complex data manipulations using VLOOKUP, INDEX-MATCH, and nested functions.

1. PivotTables and PivotCharts: Analyze large datasets and create dynamic visualizations using PivotTables and PivotCharts.
2. Data Validation and Conditional Formatting: Implement data validation rules and conditional formatting to enhance data integrity and visualization.
3. Statistical Analysis: Apply Excel's statistical functions to analyze data trends and patterns.
4. External Data Integration: Import data from external sources and perform analysis within Excel.
5. Interactive Dashboards: Design interactive dashboards with slicers, timelines, and dynamic charts to explore data visually.
6. VBA Macros: Record and write VBA macros to automate repetitive tasks and customize Excel

functionality.

7. Advanced Charting: Create advanced charts like waterfall charts, Pareto charts, and heatmaps for insightful data visualization.
8. Collaboration and Sharing: Explore collaboration features and share workbooks securely with peers.
9. Add-ins and Tools: Install and utilize Excel add-ins for specialized data analysis tasks.

PDCA104-T MS-ACCESS

UNIT I

Introduction to database -What is a Database , Why use a Relational Database, Overview of database design –Data Normalization(Determining tables, Determining Fields, Determining Relationships)Integrity Rules (Primary/Foreign Key, One-to-Many, Many-to-Many, One-to-One) Introduction to MS Access (Objects, Navigation).

UNIT II

Create a Table in MS Access -Data Types, Field Properties , Fields: names, types, properties--default values, format, caption, validation rules Data Entry Add record delete record and edit text Sort, find/replace, filter/select, re-arrange columns, freeze columns . Edit a Tables- copy, delete, import, modify table structure find replace.

UNIT III

Setting up Relationships- Define relationships, add a relationship, set a rule for Referential Integrity, change the join type, delete a relationship, save relationship Queries & Filter –difference between queries and filter ,filter using multiple fields AND,OR ,advance filter Queries create Query with one table ,find record with select query, find duplicate record with query ,find unmatched record with query, run query,save and change query.

UNIT IV

Introduction to Forms Types of Basic Forms: Columnar, Tabular, Datasheet, Main/Subforms, add headers and footers, add fields to form, add text to form use label option button, check box ,combo box, list box Forms Wizard, Create Template.

UNIT V

Introduction to Reports ,Types of Basic Reports: Single Column, Tabular Report Groups/Total, single table report multi table report preview report print report, Creating Reports and Labels, Wizard

Text & Reference Books:

1. Ms Office XP complete BPB publication ISBN 81-7656-564-4
2. Ms Access 2002 fast & easy by Fai the Wempen PHI .ISBN 81-203- 1893-5

Ms Access lab :-

1. Objective: Learn to create a new database, set data types, and understand field properties.
2. Example: Create a student database with fields like Roll No, Name, Course, and Marks.
3. Objective: Create normalized tables with proper field types (Text, Number, Date/Time).

4. Example: Tables for students, courses, and subjects.
5. Objective: Define primary keys and establish one-to-one or one-to-many relationships.
6. Example: Link students to course enrollment.
7. Objective: Use form wizard and design tools to create interactive data entry forms.
8. Example: A student registration form.
9. Objective: Use Select queries to retrieve specific data using criteria.
10. Example: Retrieve students with marks > 60.
11. Objective: Prompt user input at runtime.
12. Example: Ask for a course name and display enrolled students.
13. Objective: Modify or manipulate records in bulk.
14. Example: Increase all salaries by 10% in an employee table.
15. Objective: Generate printable reports from queries or tables.
16. Example: Generate a marksheet or invoice report.
17. Objective: Use sort and filter tools in tables and queries.
18. Example: Sort employees by department or filter students by grade.
19. Objective: Display related data in a main-sub form layout.
20. Example: Customer form with a subform showing all orders placed.
21. Objective: Import data from Excel or CSV and export query results.
22. Example: Import attendance data from Excel to MS-ACCESS.
23. Objective: Automate tasks like opening forms, running queries, or reports.
24. Example: A macro to open a marks report when a button is clicked.

PDCA105-T

SYSTEM ANALYSIS AND DESIGN

UNIT -I

The System Concept, Characteristics, Elements and Types of a system. The System development Life Cycle, Considerations for candidate systems, Prototyping. The Role of System Analyst

UNIT-II

System planning and Initial Investigation Information Gathering, information gathering tools. Structured Analysis, The Tools of Structured Analysis (DFD, Data Dictionary, Decision tree and Pseudo Codes, Decision Tables), pros and cons of each tool. System performance definition, description of outputs, Feasibility Study Cost/Benefit Analysis : Data Analysis, Cost/Benefit Analysis, The system proposal.

UNIT-III

The Process and Stages of System Design : Design methodologies, development activities Input design, output design, forms design, types of forms, basics of form design, layout considerations and forms control.

UNIT - IV

File structure, file organization, objectives of database, data structure. System Testing and Quality Assurance, Why system testing, what do we test for, the test plan quality assurance, trends in testing, role of data processing auditor. Training and Documentation.

UNIT-V

Implementing and software maintenance, Conversion, combating resistance to change, post implementation review, software maintenance. Hardware/Software Selection and the Computer Contract, suppliers, procedure for hardware/software selection, financial considerations in selection, the computer contract. System Security, Disaster Recovery Planning

NOTE :- Various real life case studies and examples in every stages of system analysis and design may be taken.

TEXT & REFERENCE BOOKS :

1. System Analysis and Design, Elias M. Awad, Galgotia Publications (P) Ltd.
2. System Analysis and Design, International Ed., Perry Edwards, McGraw Hill Publications.
3. Information Technology & Computer Applications, by V.K.Kapoor, Sultan Chand & Sons, New Delhi.

PDCA106-T
PROGRAMMING WITH VISUAL BASIC .NET

UNIT-I

Introduction to .NET, .NET Framework features & architecture, CLR, Common Type System, SIL, Assemblies and class libraries. Introduction to visual studio, Project basics, types of project in .Net, IDE of VB.NET- Menu bar, Toolbar, Solution Explorer, Toolbox, Properties Window, Form Designer, Output Window, Object Browser. The environment: Editor tab, format tab, general tab, docking tab. visual development & event driven Programming -Methods and events.

UNIT-II

The VB.NET Language- Variables -Declaring variables, Data Type of variables, Forcing variable declarations, Scope & lifetime of a variable, Constants, Arrays, types of array, control array, Collections, Subroutines, Functions, Passing variable Number of Argument Optional Argument, Returning value from function. Control flow statements: conditional statement, loop statement. MsgBox & Input box.

UNIT - III

Working with Forms : Loading, showing and hiding forms, controlling One form within another. GUI Programming with Windows Form: Textbox, Label, Button, Listbox, Combo box, Checkbox, PictureBox, Radio Button, Panel, scroll bar, Timer, List View, Tree View, toolbar, Status Bar. Their Properties, Methods and events. Open File Dialog, Save File Dialog, Font Dialog, Color Dialog, Print Dialog. Link Label. Designing menus : Context Menu, access & shortcut keys.

UNIT-IV

Object oriented Programming: Classes & objects, fields Properties, Methods & Events, constructor, inheritance. Access Specifiers: Public Private, Protected. Overloading, My Base & My class keywords. Overview of OLE, Accessing the WIN32 API from VB.NET. COM technology, advantages of COM+, COM & .NET, Create User control, register User Control, access com components in .net application.

UNIT-V

Database programming with ADO.NET – Overview of ADO, from ADO to ADO.NET, Accessing Data using Server Explorer. Creating Connection, Command, Data Adapter and Data Set with OLEDB and SQLDB. Display Data on data bound controls, display data on data grid.

TEXT & REFERENCE BOOKS:

1. Vb.Net Programming Black Book By Steven Holzner –Dreamtech Publications

2. Mastering Vb.Net By Evangelos Petroutsos- Bpbpublications
3. Introduction To .Net Framework-Worx Publication

PROGRAMMING WITH VISUAL BASIC .NET LAB:-

1. **Objective:** Create a simple Windows Forms application.
2. **Example:** Display a "Welcome to PGDCA" message using a MessageBox on button click.
3. **Objective:** Use Label, TextBox, Button, CheckBox, and RadioButton.
4. **Example:** Create a user form for login or registration.
5. **Objective:** Apply If...Else, Select Case, For, While, and Do While.
6. **Example:** Calculate factorial of a number using loops.
7. **Objective:** Use arithmetic operations and control events.
8. **Example:** Build a basic calculator with add, subtract, multiply, divide.
9. **Objective:** Populate and interact with list-based controls.
10. **Example:** Display a list of states or courses; select one to show details.
11. **Objective:** Take inputs for marks, calculate total, average, and grade.
12. **Example:** Use TextBox, Label, and Buttons for calculation and output.
13. **Objective:** Add a menu bar to a form application.
14. **Example:** Add File → Open, Save, Exit and Help → About options.
15. **Objective:** Work with dates and time-based events.
16. **Example:** Display current date/time or countdown timer.
17. **Objective:** Read from and write to text files.
18. **Example:** Save user data to a .txt file and load it back into the form.
19. **Objective:** Handle runtime errors gracefully.
20. **Example:** Catch divide-by-zero or invalid input errors.
21. **Objective:** Perform CRUD operations using ADO.NET.
22. **Example:** Add, edit, delete student records in a MS-ACCESS database.
23. **Objective:** Apply all learned concepts in a simple project.
24. **Example:** Build a form-based system to issue/return books or generate a bill.

PDCA107-T INTERNET & E-COMMERCE

UNIT-I

Internet - Evolution, Protocols, Interface Concepts, Internet Vs Intranet, Growth of Internet, ISP, Connectivity - Dial-up, Leased line, VSAT etc., URLs, Domain names, Portals, Application.E-MAIL - Concepts, POP and WEB Based E-mail ,merits, address, Basics of Sending & Receiving, E- mail Protocols, Mailing List, Free Email services.INTERNET protocols - Data Transmission Protocols, Client/ServerArchitecture& its Characteristics, FTP & its usages. Telnet Concept, Remote Logging, Protocols, Terminal Emulation, Massage Board, Internet chatting - Voice chat, text chat.

UNIT-II

Word wide web (www) - History, Working, Web Browsers, Its functions, Concept of Search Engines, Searching the Web, HTTP, URLs, Web Servers, Web Protocols. Web publishing - Concepts, Domain name Registration, Space on Host Server for Web site, HTML, Design tools, HTML editors , Image editors, Issues in Web site creations & Maintenance, FTP software for upload web site.

UNIT-III

Html - Concepts of Hypertext, Versions of HTML, Elements of HTML syntax, Head & Body Sections, Building HTML documents, Inserting texts, Images, Hyperlinks, Backgrounds and Color controls, Different HTML tags, Table layout and presentation, Use of font size & Attributes, List types and its tags, Use of Frames and Forms in web pages. Introduction to WYSIWYG Design tools for HTML, Overview of MS FrontPage, Macromedia Dream weaver, and other popular HTML editors, designing web sites using MS FrontPage (using at least FrontPage 2000)

UNIT-IV

JavascriptOverview, syntax& conventions. Variables, Expressions, Branching & Looping statements, Functions, Arrays Objects, Events & Document Object Model – onClick, onMouseOver, onSubmit, onFocus, onChange, onBlur.OnLoad, onUnload. Alerts, Prompts & Confirms.

UNIT - V

E - Commerce An introductions, Concepts, Advantages and disadvantages, Technology in E-Commerce, Internet & E-business, Applications, Feasibility& various constraints. E-transition challenges for Indian corporate. Electronic Payment Systems: Introduction, Types of Electronic Payment Systems, Digital Token-Based Electronic Payment Systems, Smart Cards and Electronic Payment Systems, Credit Card- Based Electronic Payment Systems, Risk and Electronic Payment Systems.

TEXT & REFERENCE BOOKS :

1. Internet and Web Design Made Easier By A. Mansoor, Pragya Publications, Matura level Module - M 1.2 - Internet & web page designing by V.K.Jain – BPB Publications.
2. E-Commerce An Indian Perspective (Second Edition) – by P.T. Joseph, S.J. Presentice-Hall of India
3. Internet for Everyone - Alexis Leon and Mathews Leon, Vikas Publishing House Pvt. Ltd., New Delhi
4. Internet for Dummies – Pustak Mahal, new Delhi

PDCA108-T

FINANCIAL ACCOUNTING WITH TALLY

UNIT-I

Basic Concepts of Accounting, Financial Statements, Financial Statement Analysis, Cost Centre, Basic concepts of Inventory Tally Configuration & INI setup, Data Directory & Folders configuration, Single & Multiple User, Tally Screen Components, Mouse / Keyboard Conventions & Key, Combinations, Switching between screen areas, Quitting Tally. Maintaining Company Data, Basic Company Details, Create/Alter/Select/Load/Close a Company, Chart of Accounts, Company Features, and Configuration.

UNIT – II

Create, Alter & Display Groups and Ledgers, All accounting voucher types and transactions, Create and Alter new Voucher type, Item and Account Invoice transactions, Excise Invoice, Export Invoice, Transactions using Bill-wise details Create, Alter & Display Cost Centre and Cost Categories, Cost centre & Cost Category allocation in voucher entry, Creating Cost centre Class, Invoice entry in a Class situation, Create, Alter & Delete Foreign Currencies, Voucher entry using foreign currency, Bank Reconciliation, Interest calculations using simple & advance parameters, Interest calculations on outstanding balances & on invoices, Use of voucher class, adjustment of interest, Creation of voucher class, Invoice entry in a class situation.

UNIT – III

Create, Alter & Delete Budgets for groups, ledgers & cost centres, Defining credit limit & credit period, Display Budgets & variances, Create, Alter & Delete a scenario. Enabling Job Costing in Tally, Master creation & configuration for Job costing, Creation of Voucher type & Voucher class for Stock Transactions, Creation of Transfer journal for transfer of stock between godowns, Consumption journal Transactions, payment voucher, Godown summary Report, Job Work Analysis, Material consumption summary. Reports like balance sheet, Profit & Loss account, Ratio analysis, Trial Balance. Accounts books like cash/bank book, All ledgers, Group summary & vouchers, Sales, purchase & journal registers, Cost centre & category summary, Cost centre breakup, ledger & group breakup, outstanding receivables & payables, interest receivable & payable, Statistics, Cash & Fund flow, Day book, List of Accounts, Reversing journals, optional vouchers, post-dated vouchers.

UNIT – IV

Create, Alter & Display Stock Groups and Stock Items, Stock item behaviour using costing and market valuation method, other behaviour like treating all sales as new manufacture, treating all purchases as consumed, treating all rejections inward as scrap, ignoring negative balances, Treating difference due to physical counting, Create, Alter & Display Stock categories, Create, Alter, Display simple & compound units of measures, Stock items using alternate units, Defining standard cost & selling price, Defining Rate of duty, Defining MRP, Create, Alter & Display Godowns, Allocation of items to the

Godowns, All inventory voucher types and transactions, Inventory details in accounting vouchers, Defining re-order level, Transactions using tracking numbers, Use of batch-wise details in voucher, Additional cost details in vouchers, Creating Bill of material, Cost estimation, Creating Price list & defining Price levels, invoice using Price list, Zero valued entries, Transactions in case of Different actual & billed quantities. Reports like Stock summary, Inventory books like Stock item, Group summary, Stock transfers, Physical stock register, Movement analysis, Stock group & item analysis, stock category analysis, Ageing analysis, Sales order & Purchase order book, Statement of inventory related to Godowns, categories, stock query, Reorder status, Purchase & Sales order summary, Purchase & Sales bill pending, Exception reports like negative stock & ledger, overdue receivables & payables, memorandum vouchers, optional vouchers, post-dated vouchers, reversing journals.

UNIT – V

Cheque Printing, Common printing options, Different printing formats, Multi-Account printing, Dynamic- Report specific options. Creating Group company, Use of Tally vault, Using Security control & defining different security levels, Use of Tally Audit. Back-up & Restore, Splitting company data, Export & import of Data, ODBC compliance, use of E-mail, Internet publishing, Upload, web browser & online help, Re-write data.

TEXT & REFERENCE BOOKS :

1. Implementing Tally 6.3 by Nadhani; BPB Publications, ISBN: 817656494X
2. BPB Tally 6.3 by BPB Editorial Board (Hindi) BPB Publications , ISBN 81-7656-594-6

FINANCIAL ACCOUNTING WITH TALLY:-

1. **Objective:** Create a new company with proper fiscal year, base currency, and features enabled.
2. **Objective:** Create ledgers for assets, liabilities, income, and expenses.
3. **Example:** Capital A/c, Rent, Sales, Purchases, Bank A/c, etc.
4. **Objective:** Enter various accounting transactions using journal vouchers.
5. **Example:** Salary paid, depreciation, outstanding expenses.
6. **Objective:** Record transactions like cash deposit/withdrawal and payments.
7. **Example:** Bank-to-cash transfer or vendor payments.
8. **Objective:** Record credit and cash sales/purchase entries.
9. **Example:** Sales to customers with GST.
10. **Objective:** Record purchase returns (debit note) and sales returns (credit note).
11. **Objective:** Create stock groups, stock items, units of measurement.
12. **Example:** Maintain stock for electronics or stationery items.
13. **Objective:** Enable GST and record GST-compliant sales/purchase transactions.
14. **Example:** Inter-state and intra-state GST with proper tax breakup.
15. **Objective:** Reconcile bank book with bank statement.
16. **Example:** Match ledger balance with bank statement.
17. **Objective:** View and print Trial Balance, Profit & Loss A/c, and Balance Sheet.
18. **Objective:** Enable and apply basic TDS or TCS settings (optional for advanced students).
19. **Objective:** Learn data security, backup procedures, and restoring company data.

