

**MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION,  
MUMBAI -51**

1	Name of Syllabus	<b>C.C. in Computerized Accounting &amp; Office Automation (101103)</b>																																								
2	Max.Nos of Student	25 Students																																								
3	Duration	6 Month																																								
4	Type	Part Time																																								
5	Nos Of Days / Week	6 Days																																								
6	Nos Of Hours /Days	4 Hrs																																								
7	Space Required	Workshop = 200 Sq feet Class Room = 200 Sq feet TOTAL = 400 Sq feet																																								
8	Entry Qualification	S.S.C. Appeared																																								
9	Objective Of Syllabus/ introduction	Basic knowledge of computer software and its application integration of computer in to business organization and their functions. Overall skills in understanding and use of the computer. To develop computer awareness.																																								
10	Employment Opportunity	<b>Self Employment -</b> 1) To set up own computer center accounting purpose. <b>Wage Employment -</b> 1) As a Computer Operator. 2) As a Technical Assistant.																																								
11	Teacher's Qualification	BE (CO/IT), B Sc(CO/IT), DIP(CO/IT/CT)																																								
12	Training System	<b>Training System Per Week</b> <table><tr><td><b>Theory</b></td><td><b>Practical</b></td><td><b>Total</b></td></tr><tr><td>06 hrs</td><td>18 hrs</td><td>24 hrs</td></tr></table>						<b>Theory</b>	<b>Practical</b>	<b>Total</b>	06 hrs	18 hrs	24 hrs																													
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13	Exam. System	<table><tr><td>Sr. No.</td><td>Paper Code</td><td>Name of Subject</td><td>TH/PR</td><td>Hours</td><td>Max. Marks</td><td>Min. Marks</td></tr><tr><td>1</td><td><b>10110311</b></td><td>ACCOUNTING &amp; OFFICE AUTOMATION</td><td>TH-I</td><td>3 hrs.</td><td>100</td><td>35</td></tr><tr><td>2</td><td><b>10110321</b></td><td>TALLY &amp; FOXPRO</td><td>PR-I</td><td>6 hrs.</td><td>200</td><td>100</td></tr><tr><td>3</td><td><b>10110322</b></td><td>M.S.OFFICE</td><td>PR-II</td><td>3 hrs.</td><td>100</td><td>50</td></tr><tr><td></td><td></td><td>Total</td><td></td><td></td><td><b>400</b></td><td><b>185</b></td></tr></table>						Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks	1	<b>10110311</b>	ACCOUNTING & OFFICE AUTOMATION	TH-I	3 hrs.	100	35	2	<b>10110321</b>	TALLY & FOXPRO	PR-I	6 hrs.	200	100	3	<b>10110322</b>	M.S.OFFICE	PR-II	3 hrs.	100	50			Total			<b>400</b>	<b>185</b>
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## CURRICULUM

### **Theory - I - Accounting & Office Automation**

#### **1) Fundamental of Computers & Operating Systems**

- A) Introduction to Computer : Definition of Electronic Digital Computer & their characteristics like : speed, accuracy, storage, diligence, automation & versatility, computers micro, mini frame, super computers, pc, pc-xt, pc-at.
- B) Structure of computer : Block diagram & functions of different units of computer.
- C) Computer Languages - Machine Language, Assemble language and high level languages, Introduction to compilers and interpreters, ( Definition and Comparison) overview of representation of data.
- D) Input / Output Devices - Study of keyboard, VDU, Printer, Plotter, mouse.
- E) Secondary Storage Devices : Tapes, disk, Hard disks, Floppy sectors, Tracks, Cylinders, Memory capacity, Cartridge, Backup tapes.
- F) Security & Safety of data – Security like passwords, write protectin.  
Safety – like monthly, weekly back up concept of virus & preventive measures.
- G) Introduction to Operation System  
Dos, Introduction to Lan, Windows 98 and Introduction to NT, Study of commonly used dos internal and external commands like dir, type, cls, date, time, copy, del, erase, disk copy, format, disk comp, md, cd, rd, backup, restore, copy con, deltree, attrib, creating simple batch file, edit command.

#### **II) Introduction To Internet**

- a. Concept of Internet WWW, ISP, Internet protocols, TCP/IP, HTTP, FTP, TELNET, BROWSERS, WEB PAGE.
- b. Web Surfing, sending and receiving E-mail, sending word document as an attachment.

#### **(III) FOXPRO 2.6**

##### **Database Management System (FOXPRO 2.6)**

Introduction to DBMS, Difference between DBMS & RDBMS, Logical concept of database, data types, creating database, adding records, viewing databases, saving databases, editing records, deleting records, and files, modifying database structure, sorting and indexing, label generation, report generation, queries, goto, locate, seek, find, selecting records, satisfying particular conditions.

Creating and executing programs files-flow chart and algorithms, programming techniques, memory variables, accept and input.

Screen formatting using?, @say get and read commands, replicate command use of control statements like-if, Else, end if, dowhile ..enddo, for...endfor.

Creating simple data entry screens files with data validation, adding, deleting, editing, managing records through user designed screen, creating menus, popups.

#### **IV) MICROSOFT WINDOWS 98 OR NT OR HIGHER.**

##### **a. The windows environment :-**

Structure of a simple window, exploring the desktop, the start button, My computer, using help, taskbar, working with multiple windows, printing documents, menus, dialog boxes, icons, views

and switching views maximizing minimizing, restoring, resizing, moving, closing window, parent & child window creating icons / shortcuts.

**b. Accessories :-**

Notepad, wordpad, paint, character map, clipboard viewer, Media Player, Phone Dialer, Calculator.

**c. Customizing Windows**

Setting colour, patterns, wallpapers, and screen savers, date and time, mouse keyboard.

**d. Managing Files And Folders :**

Selecting multiple files/folders, using windows explorer, copy and moving files/folders, using the recyclebin, by passing the recycle bin globally, creating / renaming files/folders, opening documents.

**e. Working With Programs :-** Starting and closing programs, using run command, adding start menu program, using startup folder, starting programs minimized, cut copy & paste operation running MS-DOS application.

**V) INTRODUCTION TO M-S-OFFICE**

The office shortcut bar. Managing files with office application, key combination, cut, copy, paste, object linking and embedding, drag & drop editing, costumising toolbars & the menubar, undo/redo, spell-checking, working with dictionaries, auto-correct, templates & wizards.

**A. M.S. WORD**

Working with text.graphics and text boxes inserting & sizing pictures, normal view, online layout view, page layout view, print preview, outline view, split screen view, zooming the view, character formatting, paragraph formatting. Language formatting, flowing text, borders & shading, creating / applying / modifying / removing styles, using style gallery, setting margins, paper size paper orientation, creating & deleting section, using autoformat, setting headers, footers, footnote, endnote, using print dialog box, printing documents.

Introduction to mail merge and tables, printing documents.

Auto format, using heading numbering, find and replace, autotext, autocorrect, automatic bullet and numbering, inserting / updating caption, using auto caption, using bookmarks.

**B. M.S. EXCEL**

Spread sheet, Work sheet and work book, structure of excel screen, adding / deleting / renaming / rearranging worksheet, creating a spread sheet, entering various types of data, viewing worksheet, zoom split, freezing panes for screen view, selecting a range, naming a cell or range, formatting data - number formatting, alignment, font formatting, border formatting, using patterns and colours, protection, auto formatting, creating / applying / modifying / deleting / merging styles in worksheet, adding comments, headers and footers.

Printing from excel, printing range of cells, using print preview, chart terms and basics, creating / modifying / moving / resizing / deleting / editing chart. Using the chart toolbar.

Basics of formulas and function, creating a formula, copying & moving formulae, using goal seek, scenrios.

### C. M.S. POWERPOINT

Creating a presentation, using autocontent wizard, using template. Working with five views. Creating & editing slides. Entering / pasting / selecting / formatting text, promoting & demoting paragraphs, changing layout of a slide, previewing slide show.

Inserting graph / chart / picture / Org chart in presentation, drawing objects, autosshapes, working with borders, files, shadows.

Setting preset / custom animation, assigning transitions and timings, creating builds, slides, setting up slide show.

### VI. TALLY/EX

#### General accounting concepts.

Types of A/C - Rule of entries of transaction, journal format, ledger posting of entries, balance of accounts.

Cash-book use - Types of cash book, format of cash books, balancing of cash book, subsidiary books, purchase, sales, purchase returns, sales returns books.

Trial balance and adjustments

Final A/c - Trading A/c, P and L A/c., Balance sheet,

Payroll - Payroll department, preparation of payroll, preparation of wage record.

Inventory A/c and store record.

Inventory and Stock Control and Cost Accounting.

Demand and Supply, method of Stock Control, Classification and condition of material, report on material handling.

(VII) Personally Development - Main task of personality with success, characters of entrepreneurship, project profile, concept of break even point. Identification of service employment.

### PRACTICAL - I : TALLY & FOXPRO

SR. NO.	TOPIC NAME
1	<b>FOXPRO :</b> <ul style="list-style-type: none"><li>• creating database, adding records, viewing databases, saving databases, editing records, deleting records, and files, modifying database structure</li><li>• sorting and indexing</li><li>• label generation</li><li>• report generation</li><li>• queries, goto, locate, seek, find, selecting records, satisfying particular conditions.</li><li>• Creating and executing programs files-flow chart and algorithms, programming techniques, memory variables, accept and input.</li><li>• Screen formatting using?, @say get and read commands, replicate command</li><li>• use of control statements like-if, Else, endif, dowhile ..enddo, for...endfor.</li><li>• Creating simple data entry screens files with data validation, adding, deleting, editing, managing records through user designed screen, creating menus, popups.</li></ul>

<b>2</b>	<b>TALLY :</b> <ul style="list-style-type: none"> <li>• Tally Fundamentals (Learning how to use of Tally)</li> <li>• Processing Transactions in Tally.</li> <li>• Report Generation (Creating statements like Invoice, Bill, Profit &amp; Loss account etc.).</li> <li>• Features of Tally (Company creation etc.)</li> <li>• Recording Transactions.</li> <li>• Budgeting Systems, Scenario management and Variance Analysis, Use Tally for Costing, Ratio Analysis.</li> <li>• Cash Flow Statement and Funds Flow Statement</li> <li>• Analyzing and Managing Inventory.</li> <li>• Point of Sale, Taxation, Multilingual Functionality</li> <li>• Payroll Accounting, Systems Administration and</li> <li>• Other Utilities</li> </ul>
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**PRACTICAL II : M.S.OFFICE**

<b>SR. NO</b>	<b>TOPIC NAME</b>
<b>1</b>	<b><u>INTRODUCTION TO M-S-OFFICE</u></b> The office shortcut bar. Managing files with office application, key combination, cut, copy, paste, object linking and embedding, drag & drop editing, customizing toolbars & the menu bar, undo/redo, spell-checking, working with dictionaries, auto-correct, templates & wizards
<b>2</b>	<b><u>M.S. WORD</u></b> <ul style="list-style-type: none"> <li>○ Working with text.graphics and text boxes</li> <li>○ inserting &amp; sizing pictures,</li> <li>○ normal view, online layout view, page layout view, print preview,</li> <li>○ outline view, split screen view, zooming the view,</li> <li>○ character formatting, paragraph formatting. Language formatting,</li> <li>○ flowing text,</li> <li>○ borders &amp; shading,</li> <li>○ creating / applying / modifying / removing styles, using style gallery, setting margins,</li> <li>○ paper size paper orientation,</li> <li>○ creating &amp; deleting section, using auto format,</li> <li>○ setting headers, footers, footnote, endnote, using print dialog box,</li> <li>○ printing documents.</li> <li>○ Introduction to mailmerge and tables, printing documents.</li> <li>○ Auto format,</li> <li>○ using heading numbering, find and replace,</li> </ul> autotext, autocorrect, automatic bullet and numbering, inserting / updating caption, using autocaption, using bookmarks.

3	<p><b><u>M.S. EXCEL</u></b></p> <ul style="list-style-type: none"> <li>• Structure of excel screen Spread sheet, Work sheet and work book,</li> <li>• adding / deleting / renaming / rearranging worksheet, creating a spread sheet, entering various types of data,</li> <li>• viewing worksheet, zoom split, freezing panes for screen view,</li> <li>• selecting a range, naming a cell or range,</li> <li>• formatting data - number formatting, alignment, font formatting, border formatting, using patterns and colours, protection, autoforamtting,</li> <li>• creating / applying / modifying / deleting / merging styles in worksheet, adding comments, headers and footers.</li> <li>• Printing from excel, printing range of cells, using print preview, chart terms and basics, creating / modifying / moving / resizing / deleting / editing chart. Using the chart toolbar.</li> <li>• Basics of formulas and function, creating a formula, copying &amp; moving formulae, using goal seek, scenarios.</li> </ul>
4	<p><b><u>M.S. POWERPOINT</u></b></p> <ul style="list-style-type: none"> <li>• Creating a presentation, using auto content wizard, using template. Working with five views.</li> <li>• Creating &amp; editing slides. Entering / pasting / selecting / formatting text, promoting &amp; demoting paragraphs, changing layout of a slide, previewing slide show.</li> <li>• Inserting graph / chart / picture / Org chart in presentation, drawing objects, autosshapes, working with borders, files, shadows.</li> <li>• Setting preset / custom animation, assigning transitions and timings, creating builds, slides, setting up slide show.</li> </ul>

#### LIST OF TOOLS / EQUIPMENTS / SOFTWARES

Sr.No.	Description of Tools/ Equipment / Software	Nos. Required
1	Pentium based processor having minimum configuration. <ul style="list-style-type: none"> <li>• Min ୧୬୬ MHZ</li> <li>• ୩୨ MB RAM</li> <li>• ୧.୪୪ MB floppy drives</li> <li>• ୪୮XCD-ROM Drive (Minimum one)</li> <li>• SVGA Colour monitors.</li> </ul>	Six
2	Desk / Inkjet printer or dot matrix printer (୮୦ or ୧୩୨ columns)	One
3	Windows XP or NT or higher version M.S. office ୨୦୦୩ software with word, excel, PowerPoint. Tally ୫.୪ or above / ex.	As required
4	୫୬ KBPS external modem	One

#### REFERENCE BOOKS :-

Computers And Common Sense	Hunt Shelly
A First Course In Computer	Sanjay Saxena
Easy Guide To WIN ୯୮	ALAN SIMPSON
Mastering TO WIN ୯୮	Cowart
Master Office ୯୭ Visually	Complex Publication
Expert Guide To WIN ୯୮	Minasi, Shaper Christiansen
Tally	N.Satyapal
Foxpro ୨.୫	R.K. Taxli

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