PGDCA (Post Graduate Diploma in Computer Applications)
PGDCA (Post Graduate Diploma in Computer Applications) Semester-I

Course Code	PS01CDCT51	Title of the Course	PC Software
Total Credits of the Course	4	Hours per Week	4

Course Objectives:	To introduce students to • basics of computer systems and PC Software • features of word processing packages, spreadsheets, and presentation tools.

Course Content		
Unit	Description	Weightage* (%)
1.	**PC Software– I** - Introduction to personal computers - Significance and use of a typical PC Operating System - Introduction to Editors - Classification of PC Software - Introduction to word processing - Examples of some popular word processing packages - Uses of word processors - Creation, editing, and formatting of documents	25
2.	**PC Software – II** - Mail merge facility in word processors - Global search & replacement of text - Page layout and printing of a document - Spelling checker, Tables, Templates, Advanced features - Introduction to spreadsheets - Examples of some popular spreadsheet packages - Uses of spreadsheet packages	25
3.	**PC Software – III** - Addressing cells in a spreadsheet - Building Spreadsheets using formulas, conditional calculations, built-in functions - Graph-plotting facilities - Sorting and filtering data	25

4.	**PC Software – IV** - What-if analysis and protection facility in spreadsheets - Using pivot tables - Applications of spreadsheets - Introduction to presentation tools - Creating a presentation - Formatting slides - Slide transition and adding special effects - Inserting pictures, sound, charts	25

Teaching-Learning Methodology	Blended learning approach incorporating traditional classroom teaching and online /ICT-based teaching practices.

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	understand basics of computer systems and PC Software.
2.	understand features of word processing packages, spreadsheets, and presentation tools.

Suggested References:	
Sr. No.	References
1.	Manuals of PC software.
2.	Taxali R K : PC Software made simple for Windows, Tata McGraw-Hill Publishing Co. Ltd., 2000.

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PGDCAA (Post Graduate Diploma in Computer Application with Accountancy)
PGDCAA (Post Graduate Diploma in Computer Applications) Semester-I

Course Code	PS01CDCT52	Title of the Course	Logical Organization of Computer
Total Credits of the Course	4	Hours per Week	4

Course Objectives:	To introduce students to • fundamental concepts of a computer system, and number systems. • basics of gates, Boolean Algebra and digital logic circuits.

Course Content		
Unit	Description	Weightage* (%)
1.	**Introduction** - Block Diagram of Computer, - Significance of different functional units - Hardware and Software - Application of Computer	25
2.	**Number System** - Introduction to Number System & Conversion - Binary - Octal - Decimal - Hexadecimal - Binary Addition and Subtraction	25
3.	**Gates and Boolean Algebra** - Gate Definition - NOT Gate - OR Gate - AND Gate - NOR Gate - NAND Gate - X- OR Gate - X- NOR Gate - Boolean algebra - Truth tables Test	25

4.	**Basic Digital Logic Circuit** - Encoders (8 * 3 line) - Decoder (3 * 8 line) - Half Adder & Full Adder - Multiplexer	25

Teaching-Learning Methodology	Blended learning approach incorporating traditional classroom teaching and online /ICT-based teaching practices.

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Understand fundamental concepts of a computer system, and number systems.
2.	Understand basics of gates, Boolean Algebra and digital logic circuits.

Suggested References:	
Sr. No.	References
1.	Tanenbaum A.S: Structured Computer Organization, Prentice-Hall of India Pvt Ltd 5th Edition.
2.	Rajaraman V: Computer Fundamentals, Prentice-Hall of India Pvt Ltd (4th Edition).
3.	Computer Fundamentals 4th Edition P.K. Sinha, Priti Sinha.
4.	Malvino A. P. : Digital Computer Electronics, 3rd Edition, Tata McGraw - Hill Pub. Co. Ltd. , New Delhi, 1990.

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PGDCAA (Post Graduate Diploma in Computer Application with Accountancy)
PGDCAA (Post Graduate Diploma in Computer Applications) Semester-I

Course Code	PS01CDCT53	Title of the Course	Accountancy-I
Total Credits of the Course	4	Hours per Week	4

Course Objectives:	To introduce students to • fundamentals of Accounting and its cycle. • basic knowledge of working with Tally and its features.

Course Content		
Unit	Description	Weightage* (%)
1.	**Conceptual Framework** - Meaning, objectives, scope and areas of Accounting - Types of Business Transaction and Classification of Accounts & Rules of Debit Credit - Some important Accounting Terminologies: Assets, Liabilities, Capital, expenses, Expenditure, Debtors, Creditors, Goods, Cost, Gain, Stock, Purchase, Sales, Loss, Profit, Voucher, Discount, Transaction, Drawing, Depreciation, Reserves and Provisions - General Accounting Principles, Concepts and Conventions	25
2.	**Accounting Cycle** - Introduction of journal, subsidiary books and Ledgers - Examples on recording transactions into journal, Posting into Ledgers, Balancing and preparation of Trial Balance - Preparation of Trading Account, Profit and Loss Account and Balance sheet by considering following adjustments - Interest of Capital and Loan, Outstanding Expenses, Prepaid Expenses, Perceived Income, Depreciation	25
3.	**Overview of Tally Features and getting Functional with Tally** - Features of Tally - Accounting and Inventory Features - Features pertaining to Duties and Taxes - Tally's capability for a trading organization - Creation of Company - Features - Alteration of Company	25

	- Configure - Voucher Configuration - Recording Transaction of Simple Data - Transactions	
4.	**Display and Reports Generation** - Accounting and Inventory reports in Tally - Accounting Reports - Balance Sheet - Profit and Loss Account - Account Books - Statements of Account - Age wise Analysis - Statutory Masters - Statutory Reports - Day Book - Exception Reports - Inventory Reports - Point of Sales - Creating Voucher Type - Printing Reports	25

Teaching-Learning Methodology	Blended learning approach incorporating traditional classroom teaching and online /ICT-based teaching practices.

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Understand fundamentals of Accounting and its cycle.
2.	Understand basic knowledge of working with Tally and its features.

Suggested References:	
Sr. No.	References
1.	Advanced Accountancy –1 - By. S.N. Maheshwari
2.	Fundamental of Financial Accounting – Sehgal Ashok and Sehgal Deepak
3.	Advanced Accountancy – Tulsiam
4.	Advanced Accountancy – 1- Gupta Radhaswamy.
5.	Principles and Practices of Accounting – R.L.Gupta and V.K. Gupta.
6.	Advanced Accountancy – Jain S.P and Narang K.L.
7.	Financial Accounting – Khanka S.S.
8.	Financial Accounting – Narayanaswamy

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PGDCAA (Post Graduate Diploma in Computer Application with Accountancy)
PGDCAA (Post Graduate Diploma in Computer Applications) Semester-I

Course Code	PS01CDCT53	Title of the Course	Accountancy-I
Total Credits of the Course	4	Hours per Week	4

Course Objectives:	To introduce students to • fundamentals of Accounting and its cycle. • basic knowledge of working with Tally and its features.

Course Content		
Unit	Description	Weightage* (%)
1.	**Conceptual Framework** - Meaning, objectives, scope and areas of Accounting - Types of Business Transaction and Classification of Accounts & Rules of Debit Credit - Some important Accounting Terminologies: Assets, Liabilities, Capital, expenses, Expenditure, Debtors, Creditors, Goods, Cost, Gain, Stock, Purchase, Sales, Loss, Profit, Voucher, Discount, Transaction, Drawing, Depreciation, Reserves and Provisions - General Accounting Principles, Concepts and Conventions	25
2.	**Accounting Cycle** - Introduction of journal, subsidiary books and Ledgers - Examples on recording transactions into journal, Posting into Ledgers, Balancing and preparation of Trial Balance - Preparation of Trading Account, Profit and Loss Account and Balance sheet by considering following adjustments - Interest of Capital and Loan, Outstanding Expenses, Prepaid Expenses, Perceived Income, Depreciation	25
3.	**Overview of Tally Features and getting Functional with Tally** - Features of Tally - Accounting and Inventory Features - Features pertaining to Duties and Taxes - Tally's capability for a trading organization - Creation of Company - Features - Alteration of Company	25

	- Configure - Voucher Configuration - Recording Transaction of Simple Data - Transactions	
4.	**Display and Reports Generation** - Accounting and Inventory reports in Tally - Accounting Reports - Balance Sheet - Profit and Loss Account - Account Books - Statements of Account - Age wise Analysis - Statutory Masters - Statutory Reports - Day Book - Exception Reports - Inventory Reports - Point of Sales - Creating Voucher Type - Printing Reports	25

Teaching-Learning Methodology	Blended learning approach incorporating traditional classroom teaching and online /ICT-based teaching practices.

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Understand fundamentals of Accounting and its cycle.
2.	Understand basic knowledge of working with Tally and its features.

Suggested References:	
Sr. No.	References
1.	Advanced Accountancy –1 - By. S.N. Maheshwari
2.	Fundamental of Financial Accounting – Sehgal Ashok and Sehgal Deepak
3.	Advanced Accountancy – Tulsiam
4.	Advanced Accountancy – 1- Gupta Radhaswamy.
5.	Principles and Practices of Accounting – R.L.Gupta and V.K. Gupta.
6.	Advanced Accountancy – Jain S.P and Narang K.L.
7.	Financial Accounting – Khanka S.S.
8.	Financial Accounting – Narayanaswamy

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PGDCAA (Post Graduate Diploma in Computer Application with Accountancy)
PGDCAA (Post Graduate Diploma in Computer Applications) Semester-I

Course Code	PS01EDCT51	Title of the Course	Internet Technology
Total Credits of the Course	3	Hours per Week	3

Course Objectives:	1. To introduce students to fundamental concepts related to the Internet and the World Wide Web (WWW). 2. To learn the basics of Internet surfing and Internet Threats.

Course Content		
Unit	Description	Weightage* (%)
1.	**Introduction to Internet** - Introduction and History of internet - Advantage and Disadvantage of Internet - Application of internet - WWW, HTTP	25
2.	**Introduction to Internet Technology** - Internet connections , Dial Up connection - Direct Connection & Broad Band Connection, Wireless Connection - Internet Address, URL, ISP , Intranet, Extranet - VPN,1G-2G-3G networks	25
3.	**Introduction to Internet Surfing** - Browser Basics - Basic Communications on the Internet: E-Mail - Searching the Web - Information Resources on the Web - Downloading and Storing Data - Electronic Commerce - definition & Classification of EC by the nature of Transaction	25
4.	**Internet Threats** - History Of worms And Virus - Computer Virus & Symptoms of computer virus - Spam, Add ware, Malware, Spy ware - Protecting Computer from virus	25

Teaching-Learning Methodology	Blended learning approach incorporating traditional classroom teaching and online /ICT-based teaching practices.

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Understand the fundamental concepts related to the Internet and the World Wide Web (WWW).
2.	Understand discuss the basics of Internet surfing and Internet Threats.

Suggested References:	
Sr. No.	References
1.	The Internet Book by Douglas E.Comer (PHI Publication).
2.	Internet And Introduction, CIStens School of computing (TMH Publication).
3.	Internet Complete by Manish Jain (BPB publication).

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PGDCAA (Post Graduate Diploma in Computer Application with Accountancy)
PGDCAA (Post Graduate Diploma in Computer Applications) Semester-I

Course Code	PS01EDCT52	Title of the Course	RDBMS for Small Scale Organization
Total Credits of the Course	3	Hours per Week	3

Course Objectives:	To introduce students to • basics of Relational Database Management Systems (RDBMS). • fundamentals of working with Data Operations and its relationships. • fundamentals of working with queries, forms and reports. • basics of data import, export, security and database utilities.

Course Content		
Unit	Description	Weightage* (%)
1.	**Introduction to the RDBMS Package** - RDBMS for small scale organizations - Introduction and applications - Working with menus, toolbars and other components - Working with databases – creation and saving - Creating a table object	25
2.	**Working with Data Operations and Establishing Relationships** - Inserting data into tables - Operations on data – adding, deleting, editing, sorting, etc. - Creating a primary key - Creating Relationship between tables	25
3.	**Working with Queries, Forms and Reports** - Working with Query – creation, editing, saving, specifying criteria, multiple- table queries, different types of queries - Using forms and reports – creating, modifying, saving, etc. - Using AutoForm, AutoReport	25
4.	**Using Miscellaneous Features** - Creating mailing labels and charts - Data Import and Export facility - Database security - Database utilities - Overview of macros and modules	25

Teaching-Learning Methodology	Blended learning approach incorporating traditional classroom teaching and online /ICT-based teaching practices.

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Understand basics of Relational DataBase Management Systems (RDBMS).
2.	Understand fundamentals of working with Data Operations and its relationships.
3.	Understand fundamentals of working with queries, forms and reports.
4.	Understand basics of data import, export, security and database utilities.

Suggested References:	
Sr. No.	References
1.	Virginia Andersen : Microsoft Office Access 2003 : The complete reference, McGraw Hill, 2003.
2.	Progue, Irwin, Roardon : Microsoft Office Access 2003 Bible, Wiley Publishing Inc., 2004.
3.	Manuals of relevant software packages.

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PGDCAA (Post Graduate Diploma in Computer Application with Accountancy)
PGDCAA (Post Graduate Diploma in Computer Applications) Semester-I

Course Code	PS01FDCT55	Title of the Course	Operating Systems
Total Credits of the Course	4	Hours per Week	4

Course Objectives:	To introduce students to • computer fundamentals • features of word processing, presentation tool and spreadsheets.

Course Content		
Unit	Description	Weightage* (%)
1.	**Introduction to Operating System** - Introduction - Function of OS - Different types of OS: Real time, Multi-user and Time Sharing - OS Structure: Monolithic, Layered Approach, Virtual Machine and client-server	25
2.	**Introduction to Process** - Introduction - Process State - Process Control Block - Process Scheduling Criteria - Scheduling Algorithm: FCFS Scheduling, SJF Scheduling, Priority Base Scheduling and Round Robin Scheduling - File Organization and accessing techniques: Indirect, Line, Sequential, and Hashed	25
3.	**Memory Management** - Concept: Basic Memory Management - Swapping - Memory Allocation Techniques - Fragmentation - Compaction - Virtual Memory System - Demand Paging - Page Replacement Algorithms: Overview - Deadlock and Characterization	25

4.	**UNIX Operating System** - Introduction - Evolution of UNIX OS - Features & Structure of UNIX OS - Difference from Other OS. - Fundamental concepts of Unix System security, Login, file permissions, Home directory, and Super user - Login/Logout .Unix files system, Special files, Hierarchical file system, use of special files - Introduction to V I Editor. Basic commands of UNIX.	25

Teaching-Learning Methodology	Blended learning approach incorporating traditional classroom teaching and online /ICT-based teaching practices.

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	understand the fundamental concepts related to operating systems.
2.	understand basic concepts related to process management and memory management.
3.	understand basics of the UNIX operating system.

Suggested References:	
Sr. No.	References
1.	Andrew S. Tanenbaum: Operating System Design & Implementation, Prentice Hall International.
2.	James Peterson and Abraham Silberschatz: Operating System Concept, Addition

	Wesley, Sixth Edition.
3.	Operating systems - Colin Ritchie (BPB).
4.	Concepts of operating Systems incorporating UNIX & WINDOWS - D. M. Dhamdhere.
5.	A User Guide to the UNIX system - Dr. Rebecca Thomas , Jeans Yates (TMH).

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