

Sardar Patel University
Shree P.M.Patel College of P.G.studies & Research in
Applied Science
(Managed by Anand People's Medicare Society)
One Year P.G.Diploma in computer application with accountancy
From June -2014
Course Structure (CBCS)

Eligibility:-

- Graduate of Arts, Science, Commerce and Home Science of Sardar Patel university Or its equivalent are eligible
- Intake of students-120

Teaching Schedule:-

- One year course (sem 1 & sem II). Four core papers plus one Elective paper and one foundation paper per semester. Three lectures per each theory paper per week. Practical work in I and II sem 6 hours per week.

Scheme of Examination:-

- University examination will be conducted at the end of each semester. Each paper will have 40% internal assessment which will include written Examination/Seminar/Quiz/Assignment.

Standard of Passing:-

- To pass the semester examination candidate must obtain
 - (I) At least 40% marks in the university Examination in each paper and
 - (II) At least 40 % marks in the total of internal and the University examination in each paper.

Award of Class:-

- As per rules of computer science faculty

SARDARPATEL UNIVERSITY
PGDCAA
Syllabus under CBCS
(Effective from June 2014)

SEMESTER I

Course Type	Course Code	Title	Theory(T) Practical(P)	Skill self-study	Cr.	Exam Duration hrs	Evaluation Total/passing		
							Int.	Uni.	Total
Core	PS01CDCT01	PC Software	3+1	1	4	3	30/12	70/28	100/40
Core	PS01CDCT02	Logical Computer Organization	3+1	1	4	3	30/12	70/28	100/40
Core	PS01CDCT03	Accountancy-I	3+1	1	4	3	30/12	70/28	100/40
Core	PS01CDCT04	Practicals	12	1	6	3	30/12	70/28	100/40
Foundation	PS01FDCT01	Operating System	3+1	1	4	3	30/12	70/28	100/40
Elective	PS01EDCT01 Or PS01EDCT02	Internet Technology Or RDBMS for small scale org.	3+1	1	3	3	30/12	70/28	100/40
		Total			25	18	180	420	600

PGDCAA (I Semester)

Course : PS01CDCT01

(PC Software)

Credits 4

Lectures per week 4

All units carry equal 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

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

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
- Using externally created data files in a spreadsheet package

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

MAIN REFERENCE BOOKS :

1. Taxali R.K : PC Software for windows made simple, Tata McGraw-Hill Publishing Co. Ltd.
2. Manuals of PC Software.

Course : PS01CDCT02
(Logical Computer Organization)

Credits 4
Lectures per week 4

All units carry equal weightage.

1. Introduction

- Block Diagram of Computer,
- Significance of different functional units
- Hardware and Software
- Application of Computer

2. Number System

- Introduction to Number System & Conversion
- Binary
- Octal
- Decimal
- Hexadecimal
- Binary Addition and Subtraction

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

4. Basic Digital Logic Circuit

- Encoders (8 * 3 line)
- Decoder (3 * 8 line)
- Half Adder & Full Adder
- Multiplexer

MAIN REFERENCE BOOKS :

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

Course : PS01CDCT03
(Accountancy-I)

Credits **4**
Lectures per week **4**

All units carry equal 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

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

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
- 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

MAIN REFERENCE BOOKS:

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

Course : PS01CDCT04
(Practicals)
Based on PS01CDCT01 and PS01CDCT03

Credits 6
No. of laboratory hours per week 12

University examination duration : 3 Hours

Part-I : Weightage-50%

- Practical based on **PS01CDCT01** : PC Software **50%**

Part-II : Weightage-50%

- Practical based on **PS01CDCT03** : Accountancy-I **50%**

Course : PS01FDCT01
(Operating System)

Credits 4
Lectures per week 4

All units carry equal weightage.

1. Introduction to OS

- 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

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.

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

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.

MAIN REFERENCE BOOKS :

1. Andrew S. Tanenbaum: Operating System Design & Implementation, Prentice Hall International.
2. James Peterson and Abraham Silberschatz: Operating System Concept, Addison Wesley, Sixth Edition
3. Operating systems - Colin Ritchie (BPB)
4. Concepts of operating Systems incorporating UNIX & WINDOWS - D. M. Dhamdhare.
5. A User Guide to the UNIX system - Dr. Rebecca Thomas , Jeanes Yates (TMH)

Course: PS01EDCT01
(Internet Technology)

Credits **3**
Lectures per week **3**

All units carry equal weightage.

1. Introduction to Internet

- Introduction and History of internet
- Advantage and Disadvantage of Internet
- Application of internet.
- WWW, HTTP.

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

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

4. Internet Threats

- History Of worms And Virus
- Computer Virus & Symptoms of computer virus
- Spam, Add ware, Malware, Spy ware
- Protecting Computer from virus

MAIN REFERENCE BOOKS:

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).

Course: PS01EDCT02
(RDBMS for Small Scale Organization)

Credits **3**
Lectures per week **3**

All units carry equal 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

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

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

4. Using Miscellaneous Features

- Creating mailing labels and charts
- Data Import and Export facility
- Database security
- Database utilities
- Overview of macros and modules

MAIN REFERENCE BOOKS:

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