Govt. Digvijay Autonomous PG College Rajnandgaon(CG)

SCHEME OF EXAMINATION

&

SYLLABUS

FOR

DIPLOMA IN FINANCIAL ACCOUNTING(DFA)

(SEMESTER EXAM)

UNDER

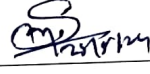### DEPARTMENT OF COMPUTER APPLICATION

SESSION – 2024-25

(APPROVED BY BOARD OF STUDIES)

Govt. Digvijay Autonomous PG College , Rajnandgaon(CG)

Department of Computer Application
Session – 2024 -25

List of Members of Board of Studies(BOS)

S.No	Name of Member	Nominee Type	Signature
1	Mrs. Hempushpa	Chairman	
2	Dr. Durga Prasad Rao	VC Nominee	
3	Prof. Gulame Mustafa Ansari	Principal Nominee	
4	Prof. Shailendra Arya	Principal Nominee	
5	Mr. Anshu Ramteke	Adviser Member	
6	Ms. Nadini sahu	Ex-Student	

DFA with Tally

Program Objective/Program Specific Outcome

Program Objective(PO) :-

The course comprises the study of basic concepts of business principles of accounting, modern practices and processes, **financial statements**, cash flows, capital structure, mercantile and **corporate law** and interpreting them in real-life business situations. Individuals develop an understanding of **taxation**, business ethics and applied research as well. Furthermore, a Diploma in Financial Accounting equips students with the necessary concepts and techniques, builds competence in managerial aspects and develops the expertise to handle constant challenges in the financial sector. The course focuses on strengthening analytical and problem-solving abilities along with communication and **interpersonal skills**

Program Specific Outcome(PSO):-

- This program helps learners acquire required skills in Accounting of finance.
- Explain key features of financial accounting
- Use major techniques of managerial accounting
- Calculate taxes and other deductions
- Calculate payrolls and deductions
- Calculate different indicators of finance and personal finance
- Demonstrate usage of software in accounting
- Demonstrate accounts receivable and payable skills

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Diploma in Financial Accounting Using Tally(2024-25)

DFA is 12 months course divided into two semester,Eligibility for DFA is minimum 12th (Higher Secondry in any stream.)

SEMESTER -I

Course Code	Name of Subject	Total Marks	Theory Max	Theory Min	Practical/viva Max	Practical/viva Min	Assignment Max	Assignment Min
DFA-1	BUSINESS FUNDAMENTALS	100	70	23	0	0	30	10
DFA-2	ACCOUNTING FOR BUSINESS	100	70	23	0	0	30	10
DFA-3	BUSINESS TAXATION FUNDAMENTALS	100	70	23	0	0	30	10
DFA-4	FUNDAMENTALS OF COMPUTERS & INFORMATION TECHNOLOGY	100	70	23	0	0	30	10
DFA-5	OPERATING SYSTEM(DOS,WINDOWS)	100	50	17	20	7	30	10
	Total	500	330	109	20	7	150	50

SEMESTER-II

Course Code	Name of Subject	Total Marks	Theory Max	Theory Min	Practical/viva Max	Practical/viva Min	Assignment Max	Assignment Min
DFA-6	MS-OFFICE(WORD,EXCEL,POWERPOINT)	100	50	17	20	7	30	10
DFA-7	APPLIED STATUTORY COMPLIANCE	100	50	17	20	7	30	10
DFA-8	FINANCIAL ACCOUNTING WITH TALLY	100	50	17	20	7	30	10
	Total	300	150	51	60	21	90	30

Evaluation Process:

1. 33% in each theory ,practical , and internal assessment.
2. 36% aggregate marks to pass.

DETAILED SYLLABUS

DFA 1- BUSINESS FUNDAMENTALS

Unit-I Business System and Business Environment – Introduction – BusinessDefinition- Nature of Business – Evolution of Business – Launching a
Business Enterprise

Unit-II Forms of Business Enterprise - Sole Proprietorship - Partnership - Joint stock company

Unit-III Company Management - Organs of Company Management -
Shareholders- Board of Directors - Managing Director - Company Meetings and Resolutions -Maintenance of Records

Unit-IV ManagementPrinciples-Management as an art - Management as Science - Management as Profession - Features - Levels - Scientific Management

Unit-V Functions of Management -Planning - Organizing - Directing - Controlling - Decision -making- Financial Management- Personnel Management-Marketing Management - Production Management

DFA 2 - ACCOUNTING FOR BUSINESS

Unit-I Introduction-Accounting-a financial information system, accounting principles, conventions and concepts, systems, accounting equations, doubleentry system, journal - ledger, bank reconciliation -trial balance.

Unit-II Business Income and Final Accounts - Accounting concept of income, Incomemeasurement, manufacturing, trading, profit and loss accounts, balance sheet, sole trader.

Unit-III Accounting for Depreciation: Meaning, objects, methods of depreciation.

Unit-IV Bill Transactions in Business - Bill of exchange, promissory note , definition, accommodation bills* meaning objects etc, recording of bill transactions.

Unit-V Consignments and Joint Ventures - Meaning, differences, commission etc.

DFA 3 - BUSINESS TAXATION FUNDAMENTALS

Unit-I Constitutional provisions, Direct and Indirect taxes, Capital vs Revenue, Tax Incidence, Exemptions.

Unit-II Taxation heads of income - Income from salary, income from house property, Income from Business or Profession, Capital gains losses, Income from other sources, Set off/carry forward, deductions.

Unit-III Advance tax, Return Filing and for specific Management Decisions Accounting Method and Accounting year - Business Expenditure -capital gains - Carry forward losses and Depreciation.

Unit-IV Intercorporate transactions; Wealth tax on company. Tax planning, Tax audit and long term Fiscal planning; Chelliah Committee on Taxation; Wealth tax and Gift tax.

Unit-V Customs Act; Central Excise act, VAT. Income Tax Authorities - Powers of appellate authorities.

DFA 4- FUNDAMENTALS OF COMPUTERS & INFORMATION TECHNOLOGY

Unit-I Brief history of computer, Definition of computer, characteristics of computer, applications of computer , computer v/s calculator, computer Vs human being . Types of computers ,Generations of computers, Basic components of a Computer.

Unit-II Virus-working principles,Types of viruses,virus detection and prevention, viruses on network, Viruses on Windows and Linux.

Unit-III Use of communication and IT, Modem - Working and characteristics, Various services of Internet. Internet service provider, Use of computers in common Public services and e -governance. Various e -governance initiatives in India.

Unit-IV Computer Applications in Business -Need and Scope, Computer Applications in, dailylife, Sales, Marketing,advertising, GIS, Multimedia, Computer   Applications in Classes Virtual Classrooms,Computer applications in Offices.

Unit-V Information System for Accounting -Cost and Budgetary Control, Marketing and Manufacturing, ComputerApplicationsin Materials Management, Insurance and Stock-broking, Production planning and Control,Purchasing, Banking,Credit and Collection.

DFA 5-OPERATING SYSTEM(DOS,WINDOWS)

Unit-I Personal Computer (PCs) - Evolution of PCs,configurations of PCs- PC/XT,AT,486,Pentium computers and Newer.PCs. Memory–primary and secondary types of Memory RAM, ROM, EPROM, PROM, Cache Memory, SDRAM, DDR, DDR2 , etc. Input/Output & Storage Units-: Introduction, types, functions and working principles of various I/O devices like - Keyboard, Mouse, Trackball, Joystick, Digitizingtablet, Scanners, Digital Camera, MICR, OCR, OMR, Bar-codeReader, Voice Recognition, Light pen, Touch Screen, Monitors – characteristics and types of monitor.

Unit –II . Printersand its types - Daisy wheel,Dot Matrix, Inkjet, Laser, Line Printer, Plotter, MultiFunctions Devices(MFD), Sound Card And Speakers, Storage Devices-Magnetic Tape,Magnetic Disks, Cartridge Tape, Hard Disk Drives,FloppyDisks (Winchester Disk),Optical Disks,CD, VCD,CD -R,CD-RW, Zip Drive, Flashdrives Video Disk, BlueRay Disc, SD/MMCMemory cards. Software And its Need,Types Of Software-System software,Application software, Utility Software

UNIT- III Disk Operating System (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.
ExternalCommands-CHKDSK,XCOPY,PRINT,DISKCOPY, DISKCOMP, DOSKEY, TREE,MOVE,LABEL, APPEND,FORMAT,SORT, FDISK, BACKUP,EDIT, MODE, ATTRIB, HELP, SYS .

Unit-IV Windows-Introduction toWindows,its various versions and features.
Hardware requirements for various versions of Windows.Working with Windows (XP or Windows 7) Windows concepts, Windows Structure,Desktop, Taskbar ,StartMenu,Working with files and folders,create,copy,delete . Renaming and moving files and folders,working with recyclebin –restoring Deleted files,emptying the recyclebin,searching files and folders. My computer. Using Windows Accessories programs-Calculator,Notepad, Paint,WordPad,Character map, Paint, Command line.

Unit-V Add fonts to Windows(Specially adding Hindi Fonts and using them). Setting up Regional and Language settings in Windows. TakingPrintout from programs,Printer Properties, Advanced features of Windows –Managing Hardware & Software –Add or Remove Hardwarede vices to/from computer. Add/remove programs, Creating and deleting user, changing user password etc. Accessibility Features of Windows. Sharing Information between Programs,sharing folders and drives browsing the entire network Understanding OLE - Embed/Link Using Cut and Paste and Embed/Link Using Insert Object - Manage Embedded/Linked Object.

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SECOND SEMESTER
DFA 6- MS-OFFICE (WORD, EXCEL, POWERPOINT)

Unit-I MS Word Basics: Introductionto MSOffice; its components, Introduction to MS Word: Features & areaofuse. Working with MSWord.; Menus & Commands; Toolbars&Buttons: ShortcutMenus. Wizards&Templates: Creatinga New Document; Saving document, Saving as different format. Different Page Views and layouts; Applying various Text Enhancements; Working with - Styles, Text Attributes; Paragraph and Page Formatting- Usingpage border and watermark,TextEditing using various features ;Bullets. Numbering, Auto formatting, word count, various page view options, Printing & various print options.

Unit-II Advanced Features of MS -Word: Spell Check, Thesaurus. Find & Replace; Headers & Footers; Inserting - Page Numbers, Pictures, Files, Auto text,. Symbols etc.; Working with section breaks and page breaks, Working with Columns, Tabs&Indents; Creation&Workingwith Tables including Conversionto and from text; Margins& Space management in Document; Adding References - footnotes, endnotes, and Table of contents, Insert drawing.

Unit-III Mail Merge, Envelops & Mailing Labels, protect and secure documents in MS Word, Working in different languages in MS Word. Using Unicode in MS Word.Insert WordArt and other objects like shapes, clipart, charts and SmartArts,symbol in Document. Using Macros in Word- Record, edit and run macros.

Unit-IV MS Excel: Introduction and area of use; Working with MS Excel.; concepts ofWorkbook& Worksheets; Using Wizards; Various Data Types; Using differentfeatures with Data, Cell and Texts; Inserting, Removing&Resizing of Columns&. Rows; Working with Data& Ranges; Different Views of Worksheets; Zooming,Column Freezing, Labels, Hiding, Splitting etc.; Using different features withData and Text; Use of Formulas, Calculations using various type of functions-Logical, string, date & time, maths and other types; Cell Formatting including Borders & Shading, conditional formatting, sorting data items. Working with Different Chart Types; Printing of Workbook & Worksheets with various options. Import and export excel sheets to/from various format, add headers and footers, using macros in excel sheet- Record, edit and run macros.

Unit-V 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, Insert WordArt and other objects like shapes, clipart, charts and Smart Ats, symbolin PowerPoint, Designing & Presentation of a SlideShow; Master slide, Adding custom animation and effects in your presentation, Add time to yourslide,Slide Sorting, Printing Presentations, Notes, Handouts with print options, Package yourpresentationfor CD.

DFA 7 - APPLIED STATUTORY COMPLIANCE

Unit-I
Final Accounts of Sole Traders- Manufacturing, trading and profit and loss accounts, balance sheet, adjustment of outstanding and unexpired income andexpenses, depreciation and bad debts and provision for bad debts, bad debts recovered. discount and provision for discount on debtors and creditors.Interest on capital and drawings, goods taken for personal use and office use, goods distributed as samples, goods destroyed by fire, transfer to reserve fund, adjustment for rectification .

Unit-II
Inter indebtedness in personal accounts.Branch and Departmental Accounts - Branch, objectives, types, accounting for branches notkeeping fullsystem of accounting. (i)Debtors system(ii) Stock and debtor system. 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, Useof Tally Audit. Back-upas Restore, Splitting company data, Export & import of Data, ODBC compliance, use of E-mail, Internet publishing, Upload, web browser & online help, Re -write data.

Unit-III
Trading results of independent branches. Adjustment for depreciation of fixed assets.Departmental accounts including interdepartmental transfers. Unrealized profit. Accounting for Incomplete Records - Meaning, features, defects, ascertainment of profit by conversion method.

Unit-IV
Preparation of trading and profit and loss account and balance sheet. Royalty Accounts - Royalties, minimum rent, short working, recovery, special circumstances, adjustment of minimum rent sub lease, entries in the book of lessee and lessor.

Unit-V
Self Balancing and Sectional Balancing Hire Purchase and Installment Systems - Meaning, difference between the two, accounting entries in the books of purchaser and vendor, default in payment, partial and fullrepossession, installment system, entries in the books of purchaser and seller.

DFA 8- FINANCIAL ACCOUNTING WITH TALLY

Unit-I
Basic Concepts of Accounting with Tally, 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, 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. Expor tInvoice. Transactions using Bill-wisedetails Create, Alter & Display cost Centre and Cost Categories. Cost centre&Cost Category allocation in voucher entry, Creating Cost centre Class, Invoiceentry in a Class situation, create, Alter & Delete Foreign Currencies, Voucher entry using foreign currency. Bank Reconciliation, Interest calculations using simple & advance parameters.

Unit-III Interest calculations on outstanding balances & on invoices, Use of voucher class, adjustment of interest, Creation of voucher class, Invoice entry in a class situation.Create, Alter & Delete Budgets forgroups, ledgers & cost centres , Defining credit limit & credit period, Display Budgets & variances. Create, Alter & Deletea 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 book slikecash/bankbook, All ledgers, Group summary & vouchers, Sales, purchase & journal registers, Costcentre & category summary, Cost centre breakup, ledger & group breakup.

Unit-IV Outstanding receivables & payables, interest receivable & payable, Statistics, Cash & Fundflow, Day book, List of Accounts, Reversing journals, optional vouchers, post-dated vouchers. 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.

Unit-V
Create, Alter & Display Godowns, Allocation of items to the Godowns, Allin ventory 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. Stock transfers ,Sales Order & Purchase order book Physical stock register . 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, Useof Tally Audit. Back-upas Restore, Splitting company data, Export & import of Data, ODBC compliance, use of E-mail, Internet publishing, Upload,web browser & online help, Re -write data

STUDY MODULES AND BOOKS INFORMATION

Course Code	Name of the course	Books/Module to be used
Semester -I		
DFA-1	Business Fundamentals	• Business Organisation and Management. Tapash Rajan Saha. Tata Mcgraw Hill Education, [E]& [H]
DFA-2	Accounting For Business	• Financial Accounting M.Hanif Tata Mcgraw Publication
DFA-3	Business Taxation Fundamentals	• Advance Accounting –S.P Jain,K.L Narang
DFA-4	Fundamentals Of Computers & Information Technology	• Maruti Publication,Pragya Publication
DFA-5	Operating System(Dos,Windows)	• Maruti Publication,Pragya Publication
Semester - II		
DFA-6	Ms-Office(Word,Excel, Power Point)	• Maruti Publication,Pragya Publication
DFA-7	Applied Statutory Compliance	• Hand Book On Statutory Compliance Ravi Puliani and Mahesh Puliani Bharat Publication
DFA-8	Financial Accounting With Tally	• Maruti Publication,Pragya Publication