

# Study & Evaluation Scheme

of

## Diploma in Computer Based Accountancy [Applicable w. e. f. session 2011-12 till revised]



**TEERTHANKER MAHAVEER UNIVERSITY**

**Delhi Road, Moradabad, Uttar Pradesh-244001**

**Website: [www.tmu.ac.in](http://www.tmu.ac.in)**



# TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U. P. Act No. 30, 2008)

Delhi Road, Moradabad (U.P)

## Study & Evaluation Scheme Of Diploma in Computer Based Accountancy

### SUMMARY

|   |   |
|---|---|
| Programme                               | : Diploma in Computer Based Accountancy |
| Duration                                | : One year full time (Semester System)  |
| Medium                                  | : English                               |
| Minimum Required Attendance             | : 75 %                                  |
| Maximum Credits                         | : 67                                    |
| Minimum credits required for the degree | : 62                                    |

|            |   |                 |                 |              |
|------------|---|-----------------|-----------------|--------------|
| Assessment | : | <b>Internal</b> | <b>External</b> | <b>Total</b> |
|            |   | 30              | 70              | 100          |

|                                     |                                  |                      |                       |                      |  |              |
|-------------------------------------|----------------------------------|----------------------|-----------------------|----------------------|--|--------------|
| Internal Evaluation (Theory Papers) | <b>Class Test I</b>              | <b>Class Test II</b> | <b>Class Test III</b> | <b>Assignment(s)</b> | <b>Other Activity (including attendance)</b> | <b>Total</b> |
|                                     | <b>Best two out of the three</b> |                      |                       |                      |  |              |
|                                     | 10                               | 10                   | 10                    | 5                    | 5  | 30           |

|   |   |                 |                 |              |
|---|---|-----------------|-----------------|--------------|
| Evaluation of Practical/Dissertation & Project Report | : | <b>Internal</b> | <b>External</b> | <b>Total</b> |
|   |   | 50              | 50              | 100          |

|                         |   |                 |                 |
|-------------------------|---|-----------------|-----------------|
| Duration of Examination | : | <b>External</b> | <b>Internal</b> |
|                         |   | 3 hrs.          | 1.5 hr.         |

To qualify the course a candidate is required to secure a minimum of 40% marks in aggregate including the semester end examination and teachers continuous examination (i.e., both internal and external).

A candidate who secures less than 40% of marks in a course shall be deemed to have failed in that course. The student should have secured at least 50% marks in aggregate to clear the semester. In case a student has secured more than 40% in each course but less than 50% overall in a semester, he/ she shall reappear in courses where the marks are less than 50% to achieve the required aggregate percentage of 50% in the semester.

There shall be three class tests in a semester and the marks of the best two will be considered for the final result.

#### Question paper structure

- The question paper shall consist of eight questions out of which first question shall be of short answer type not exceeding 50 words and will be compulsory. Question no. 1 shall contain 8 parts representing all units of the syllabus and students shall have to answer any five having weighting of 4 marks each.
- Out of the remaining seven questions, students shall be required to attempt any five questions. There will be minimum one and maximum two questions from each unit of the syllabus. The weightage of question no. 2 to 8 shall be of 10 marks each.

**Study & Evaluation Scheme**  
**Programme: Diploma in Computer Based Accountancy**

**Semester-I**

| Sl. No.      | Course Code | Subject                                | Periods   |          |          | Credit    | Evaluation Scheme |            |            |
|--------------|-------------|--|-----------|----------|----------|-----------|-------------------|------------|------------|
|              |             |  | L         | T        | P        |           | Internal          | External   | Total      |
| 1.           | DCA-101     | Economic Environment of Business       | 5         | 0        | 0        | 5         | 30                | 70         | 100        |
| 2.           | DCA-102     | Accounting Fundamentals                | 5         | 0        | 0        | 5         | 30                | 70         | 100        |
| 3.           | DCA-103     | Computer Fundamentals                  | 6         | 0        | 0        | 6         | 30                | 70         | 100        |
| 4.           | DCA-104     | Business Law                           | 5         | 0        | 0        | 5         | 30                | 70         | 100        |
| 5.           | DCA-105     | Principles and Practices of Management | 5         | 0        | 0        | 5         | 30                | 70         | 100        |
| 6.           | DCA-106     | Business Communication                 | 3         | 0        | 1        | 3         | 30                | 70         | 100        |
| 7.           | DCA-151     | MS-Office Lab                          | 0         | 0        | 6        | 3         | 50                | 50         | 100        |
| <b>Total</b> |             |  | <b>29</b> | <b>0</b> | <b>7</b> | <b>32</b> | <b>230</b>        | <b>470</b> | <b>700</b> |

**Semester-II**

| S. No.       | Course Code | Subject                       | Periods   |          |           | Credit    | Evaluation Scheme |            |            |
|--------------|-------------|-------------------------------|-----------|----------|-----------|-----------|-------------------|------------|------------|
|              |             |                               | L         | T        | P         |           | Internal          | External   | Total      |
| 1.           | DCA-201     | Taxation Fundamentals         | 6         | 0        | 0         | 6         | 30                | 70         | 100        |
| 2.           | DCA-202     | Banking and Financial Markets | 6         | 0        | 0         | 6         | 30                | 70         | 100        |
| 3.           | DCA-203     | Applied Statutory Compliance  | 6         | 0        | 0         | 6         | 30                | 70         | 100        |
| 4.           | DCA-204     | Office Automation             | 6         | 0        | 0         | 6         | 30                | 70         | 100        |
| 5.           | DCA-205     | Management Information System | 6         | 0        | 0         | 6         | 30                | 70         | 100        |
| 6.           | DCA-251     | Accounting Lab                | 0         | 0        | 4         | 2         | 50                | 50         | 100        |
| 7.           | DCA-252     | Minor Project                 | 0         | 0        | 6         | 3         | 50                | 50         | 100        |
| <b>Total</b> |             |                               | <b>30</b> | <b>0</b> | <b>10</b> | <b>35</b> | <b>250</b>        | <b>450</b> | <b>700</b> |

**Note:**

**L – Lecture**  
1L = 1Hr

**T- Tutorial**  
1T= 1 Hr

**P- Practical**  
1P= 1 Hr

**C-Credits**

1C = 1Hr of Theory Paper  
2 Hrs of Practical/Tutorial

# ECONOMIC ENVIRONMENT OF BUSINESS

Course Code: DCA 101

|          |          |          |
|----------|----------|----------|
| <b>L</b> | <b>P</b> | <b>C</b> |
| <b>5</b> | <b>0</b> | <b>5</b> |

## Unit -I

Meaning and characteristics of Business, Micro & Macro Economics, Business Environment – Political & Legal, Socio- Cultural, Demographic, Technological, Natural & Economic features of developed and developing economy. **(8 Hours)**

## Unit –II

Economic System: Capitalism, Socialism & Mixed Economy, Economic Planning and Controls in Economy; Business Cycles- Meaning and Process of Business Cycles **(8 Hours)**

## Unit –III

Economic Growth and Development– Concepts, Factors Affecting Economic Development. National Income Determination, Concept of Multiplier. **(8 Hours)**

## Unit –IV

Inflation- Meaning and Control Methods, Monetary and Fiscal Policies, Issues in Economic Stabilization, Globalization, Contribution of Public & Private Sector in Indian Economy. **(8 Hours)**

## Unit –V

Privatization and Disinvestment Process in India, Competition Act 2002, F.E.M.A 1999, Small Scale & Cottage Industries, Industrial Sickness- meaning and causes, Multi- National Corporations and their role in Indian Economy. **(8 Hours)**

### Text Books:

1. Mishra & Puri, *Business Environment*- Himalaya Publishing House.
2. Charunilum Franchies, *Business Environment*- Himalaya Publishing House.
3. Bedi Suresh, *Business Environment*- Excel Books, New Delhi.

**\* Latest editions of all the suggested books are recommended.**

## ACCOUNTING FUNDAMENTALS

Course Code: DCA 102

|   |   |   |
|---|---|---|
| L | P | C |
| 5 | 0 | 5 |

### Unit -I

**1. Accounting - Meaning and Concepts:** Differences between accounting and book keeping, Importance and Limitations of Accounting, Users of Accounting information, Accounting Principles, Conventions and Concepts.

(8 Hours)

**2. Subsidiary Books:** Recording of transactions in Subsidiary Books of Accounts, Preparation of Journal, Ledger and Trial balance.

(8 Hours)

**3. Preparation of Final Accounts:** Preparation of final accounts with adjustments (including manufacturing account), Depreciation Accounting.

(8 Hours)

**4. Valuation of Stock:** Accounting for Negotiable Instruments. Reserve and provision.

(8 Hours)

**5. Accounting Errors and Rectification:** Preparation of Bank Reconciliation Statement

(8Hours)

### Reference Books:

1. Maheshwari S.N. & Maheshwari S.K., *Corporate Accounting* - Vikas publications.
2. Robert Anthony & Hawkins, *Accounting Test and Cases 1995* - Richard D. Irwin London.

**\* Latest editions of all the suggested books are recommended**

## COMPUTER FUNDAMENTALS

Course Code: DCA-103

|          |          |          |
|----------|----------|----------|
| <b>L</b> | <b>P</b> | <b>C</b> |
| <b>6</b> | <b>0</b> | <b>6</b> |

### Unit -I

Introduction to any Operating System [Unix, Linux, Windows], Introduction and definition of computer, Computer Generation, Characteristics of Computer, Advantages and Limitations of a computer, Classification of computers, Inside Functioning of the Computer, Functional components of a computer system (Input, CPU, Storage and Output Unit), Types of Memory (Primary and Secondary) Memory Hierarchy. **(8 Hours)**

### Unit -II

Hardware: a) Input Devices- Keyboard, Mouse, Scanner, Bar Code Reader etc.  
b) Output Devices – Visual Display Unit (VDU). Printers, Plotters etc.

Software: Introduction, types of software with examples, Relationship between software & hardware. **(8 Hours)**

### Unit-III

Fundamentals of networking – what is network, how it works, benefits of networks, disadvantages of networks, types of networks viz. LAN, WAN, MAN. **(8 Hours)**

### Unit –IV

Internet – Basic understanding of Internet, formation of email id, sending emails, attaching files, reading emails, searching of sites, downloading etc. **(8 Hours)**

### Unit –V

Planning the computer program; Development of purpose of program planning, Algorithm, flowcharts: flowchart symbols, sample flowcharts, levels of flowcharts, limitation of flowcharts, decision tables, Program Testing and program debugging. **(8 Hours)**

### Text Books:

Sinha P.K., Computer Fundamentals -BPB.

### Reference Books:

1. Leon A and Leon M, Introductions to Computers -Vikas.
2. Norton's Peter, Introductions to Computers -TMH.
3. Raman V. Raja, Fundamentals of Computers - PHI.

**\* Latest editions of all the suggested books are recommended**

## BUSINESS LAW

Course Code: DCA-104

|   |   |   |
|---|---|---|
| L | P | C |
| 5 | 0 | 5 |

### Unit -I

#### **Contract Act, 1872**

Definition of a Contract and its essentials, Formation of a Valid Contract- Offer and Acceptance, Consideration, Capacity of Parties, Free Consent, Legality of Object, Discharge of a Contract, Remedies for Breach of Contract, Quasi Contracts. (8 Hours)

### Unit –II

#### **Partnership Act, 1932**

Definition of Partnership and its essentials, Types of Partners, Minor as a partner, Rights and Duties of Partners.

#### **Sale of Good Act, 1930**

Definition of a Contract of Sale, Conditions and Warranties, Rights of Unpaid Seller. (8 Hours)

### Unit –III

#### **Negotiable Instrument Act, 1881**

Definition and Characteristics, Promissory Note, bill of exchange and Cheques, Crossing of Cheques, Bouncing of Cheques (8 Hours)

### Unit –IV

#### **Companies Act, 1956**

Nature and definition of a Company, Kinds of Companies, Steps Involved in the Formation of a Company, Memorandum of Association, Articles of Association, Meetings and their types, Modes for Winding up of a Company. (8 Hours)

### Unit –V

#### **Consumer Protection Act, 1986**

Aims, Objectives and Dispute Redressal Machinery under the Act. The Information Technology Act, 2000 (As Amended). Aims and Objectives of the Act, Digital Signature, Digital Signature Certificates, Electronic Governance, Penalties and Offences. (8 Hours)

#### **Text Books:**

1. Tulsian P.C., *Business Laws* - Tata Mc Graw Hill.
2. Kapoor N.D., *Elements of Mercantile Law* -Sultan Chand & Sons.
3. Kuchhal M.C., *Mercantile Law* -Vikas Publishing House Pvt. Ltd.
4. Singh Avtar, *Principles of Mercantile Law* -Eastern Book Company.

#### **Reference Books:**

1. Gulshan J.J., *Business Law* -New Age International Publication.
2. Gogna P.P.S., *Company Law* - S. Chand & Company Ltd.
3. Gulshan S.S., *Business Laws* -Excel Books.
4. Bare Acts, Central Law Publication.

**\* Latest editions of all the suggested books are recommended.**

# PRINCIPLES & PRACTICES OF MANAGEMENT

Course Code: DCA 105

|          |          |          |
|----------|----------|----------|
| <b>L</b> | <b>P</b> | <b>C</b> |
| <b>5</b> | <b>0</b> | <b>5</b> |

## Unit -I

**Management:** Concept, Nature, Importance, Management: Art and Science, Management As a Profession, Management Vs. Administration, Levels of Management, Management Functions, Evolution of Management: Taylor and Scientific Management, Fayol's Administrative Management. (8 Hours)

## Unit -II

**Planning:** Nature, Scope, Objectives and Significance of Planning, Types of Planning, Process of Planning, Barriers to Effective Planning, Organizing: Concept, Forms of Organizational Structure, Departmentation, Span of Control, Delegation of Authority, Line and staff authority, decentralization of authority, Decision Making. (8 Hours)

## Unit -III

**Staffing:** Concept, System Approach, Manpower Planning, Job Design, Recruitment & Selection, Training & Development, Performance Appraisal. Directing: Concept, Direction and Supervision. Motivation: Concept & importance, Motivation Theories, Morale Building. (8 Hours)

## Unit -IV

**Leadership:** Concept & types of Leadership. (8 Hours)  
**Communication:** Process, Importance, Channels and Barriers.

## Unit -V

Controlling: Concept, Types of Control, The Quality Concept, Factors affecting Quality, Pre-control of Inputs, Concurrent Control of Operations. Post Control of Outputs. (8 Hours)

### Suggested Reading:

1. Koontz Harold & Weihrich Heinz, *Essentials of Management*- Tata McGraw Hill, 5th Edition 2008.
2. Robbins & Coulter, *Management*- Prentice Hall of India, 9th Edition.
3. Robbins S.P. and Decenzo David A., *Fundamentals of Management: Essential Concepts and Applications*- Pearson Education, 6th Edition.
4. Weihrich Heinz and Koontz Harold, *Management: A Global and Entrepreneurial Perspective*.

\* Latest editions of all the suggested books are recommended

## BUSINESS COMMUNICATION

Course Code: DCA-106

|          |          |          |
|----------|----------|----------|
| <b>L</b> | <b>P</b> | <b>C</b> |
| <b>3</b> | <b>1</b> | <b>3</b> |

### Unit -I

Basics of Applied Grammar & Usage: Parts of speech, sentence & its parts, Articles, Preposition, Tenses, Gerund. **(8 Hours)**

### Unit -II

Vocabulary: Word Formation. Prefix, Suffix, Synonyms, Antonyms, One Word Substitutes, and Words often confused. **(8 Hours)**

### Unit -III

Functional English: Job Application Letters, Resume, Curriculum Vitae, Tips for writing a resume, Difference between a Resume and CV, Writing of applications – Leave application, application for grant of fee concession, for change in subject etc. **(8 Hours)**

### Unit -IV

Writing Skills: Paragraph Writing, Story Writing, Steps for Effective Précis Writing, Letter writing. **(8 Hours)**

### Unit -V

Comprehension Passage, The process of Group Discussion- Tips & Skills. **(8 Hours)**

### Books Recommended:

1. Raman Meenakshi & Sharma Sangeeta, *Technical Communication-Principles & Practice* – O.U.P. New Delhi.
2. Wren & Martin, *High School English Grammar & Composition* – S. Chand & Co. Delhi.
3. Sinha Mosam, *Professional Skills*.
4. Ranjan Bhanu, *An Approach to Communication Skills*.

**\* Latest editions of all the suggested books are recommended**

## LAB- MS OFFICE

Course Code: DCA- 151

|          |          |          |
|----------|----------|----------|
| <b>L</b> | <b>P</b> | <b>C</b> |
| <b>0</b> | <b>6</b> | <b>3</b> |

### Lab Based on MS Office

1. Formatting resume
2. Creation of Mark sheet
3. Application based on mail merge
4. Design a presentation of fifteen slides using custom animation and implement slide master concept.
5. Design a cash memo using different formulas
6. Excel workbook (basics such as cut, copy, paste, edit, inserting rows, columns, deleting, etc.)
7. Design a spreadsheet of student record, implementing sorting, filtering, etc.

# TAXATION FUNDAMENTALS

Course Code: DCA 201

|          |          |          |
|----------|----------|----------|
| <b>L</b> | <b>P</b> | <b>C</b> |
| <b>6</b> | <b>0</b> | <b>6</b> |

## Unit -I

### Income Tax Basics:

(8 Hours)

1. Important definitions in the Income-tax Act, 1961
2. Basics of charge; rates of taxes applicable for different types of assesses
3. Concept of previous year and assessment year
4. Residential status and scope of total income; Income deemed to be received / deemed to accrue or arise in India

## Unit -II

### Heads of Income, Clubbing, Set off and Carry Forwards of Losses

(8 Hours)

1. Incomes which do not form part of total income
2. Heads of income and the provisions governing computation of income under different heads
3. Income of other persons included in assessee's total income
4. Aggregation of income; set-off or carry forward and set-off of losses

## Unit -III

### Deductions and Computations: Deductions from Gross Total Income

(8 Hours)

1. Computation of total income and tax payable; rebates and reliefs
2. Provisions concerning advance tax and tax deducted at source
3. Provisions for filing of return of income.

## Unit -IV

### Service Tax:

(8 Hours)

1. Service tax – concepts and general principles
2. Charge of service tax and taxable services
3. Valuation of taxable services
4. Payment of service tax and filing of returns

## Unit -V

(8 Hours)

1. VAT – concepts and general principles
2. Calculation of VAT liability including input Tax Credits
3. Small Dealers and Composition Scheme
4. VAT Procedures.

### Text Books:

- 1 B.K. Aggarwal
- 2 H.C Mehrotra

### Reference:

- 1 S.P Goyal
- 2 Taxman Singhania

**\* Latest editions of all the suggested books are recommended**

# BANKING AND FINANCIAL MARKETS

Course Code: DCA-202

| L | P | C |
|---|---|---|
| 6 | 0 | 6 |

## Unit -I

Meaning of bank, classes of banks viz. Agricultural Bank, Development Banks, Commercial Banks, private sector and public sector banks with examples, functions of a commercial bank (according to the class) **(8 Hours)**

## Unit -II

1. Routine dealing with a commercial Bank.
2. Bank Accounts-types and features.
3. Opening of different types of accounts i.e. savings, current etc.
4. How to open a bank account?
5. Cheques and related matters.
6. Dishonour of cheques.
7. Deposits and withdrawals from bank. **(8 Hours)**

## Unit -III

Routine bank facilities-FDRs –various issues involved, bank lockers, funds transfer, credit facility such as term loans, working capital loan, bank guarantees, letter of credit, interest of accounts. **(8 Hours)**

## Unit -IV

Financial intermediaries and services: Merchant bankers, Mutual funds, Venture Capital Funds, Custodial Services, Depository Services and Depository Participants. **(8 Hours)**

## Unit -V

Insurance and its regulation, Definition/ Meaning of Insurance and reinsurance, Principles of Insurance, kinds of Insurance, advantages of insurance, Social Insurance and Rural Insurance. Regulation of Insurance in India- Insurance Act, 1938 and IRDA 1999.

Life Insurance – Life Insurance Product (Annuity & Pension Policies, Whole Life Policies, Money Back, Endowment Policies etc), procedure for issuing a life insurance policy, nomination, surrender value, policy loans, assignment, revivals and claim settlements.

Non- Life Insurance- Type of products and scope of Fire Insurance, Marine Insurance, Health Insurance. **(8 Hours)**

### Text Books:

1. Sethi & Bhatia Elements of Banking and Insurance, PHI
2. Guruswamy: Banking Theory Law and Practice, Tata

### Reference Books:

1. Maheshwari and Paul R.R... Banking theory law and practice
2. Sundaram and Varshney... Banking theory law and practice
3. Mithani & Gordon Banking and financial Services
4. Tannans-- Banking law and practice in India

**\* Latest editions of all the suggested books are recommended.**

## **APPLIED STATUTORY COMPLIANCE**

**Course Code: DCA-203**

|          |          |          |
|----------|----------|----------|
| <b>L</b> | <b>P</b> | <b>C</b> |
| <b>6</b> | <b>0</b> | <b>6</b> |

### **Unit –I**

**Value Added Tax:** Registration Form (Form A) – VAT Remittance – Monthly VAT Return (Form i) – Annexure (1-4) **(8 Hours)**

### **Unit –II**

**Income Tax:** Computation of Income Tax – PAN Application (Form 49A) – TAN Application (Form 49B) – Income Tax Challan (ITNS 280,281,282) – Income Tax Returns (ITR 1, 2) – Fringe Benefit Tax Return (Form ITR 8) – TDS Remittance – TDS Certificate (Form 16 and Form 16A) – TDS Returns (Form 26Q and 27A) – E-Filing of Returns. **(8 Hours)**

### **Unit –III**

Excise Duty Registration Form (Form A1) – Filling of Remittance Challan (GAR 7) –PLA Register – Return Preparation (ER 1) **(8 Hours)**

### **Unit –IV**

**Service Tax:** Registration Form (Form ST 1) – Certificate of Registration (Form ST2) –Remittance Challan (GAR 7) – Return Preparation (Form ST 3 and ST 3A) **(8 Hours)**

### **Unit –V**

**ESI and EPF:** ESI and EPF Employer and Employee Registration Forms – labour Registers – Challan – Return Preparation. **(8 Hours)**

### **Unit –VI**

#### **Companies Act 1956**

Balance sheet and other documents (FORM 23AC), profit and loss statement (FORM 23ACA), annual return (FORM 20B), compliance certificate (FORM 66) **(8 Hours)**

#### **Reference Books:**

1. Tax Forms by Genesis
2. Business Taxation by Genesis

**\* Latest editions of all the suggested books are recommended**

## OFFICE AUTOMATION

Course Code: DCA 204

|          |          |          |
|----------|----------|----------|
| <b>L</b> | <b>P</b> | <b>C</b> |
| <b>6</b> | <b>0</b> | <b>6</b> |

### Unit –I

**Office Automation:** Office Automation – meaning, scope and feasibility, advantages, Different types of modern appliances and machines used in offices, Computerization of office activities - LAN – WAN. **(8 Hours)**

### Unit –II

**Concept of Modern Office and Office Management:** Introduction - Definitions of office and Office Management, Traditional and Modern Concept of office – Back Office & Front Office, Characteristics and Functions of Modern Office, Elements of Office Management, Importance of Office Environment, Location, Layout and Furniture-Principles & factors for selection. **(8 Hours)**

### Unit –III

**Office Systems and Procedures:** Meaning of system and Procedure, Object of flow of office work, Difficulties in ideal work flow, Measures to improve the flow of work., Analysis and study of jobs, Measurement, Setting Standards, Planning and scheduling of office work. **(8 Hours)**

### Unit –IV

**Office Records Management:** Introduction, Need, Objectives, Kinds of Records, Organization of records, department, Classifying and Indexing of Records and Files, Principles - Retention and disposition of records, Paperless office- Concept, utility and feasibility, Legal aspects of office records. **(8 Hours)**

### Unit –V

**Office Organization:** Office Manager, Role, Functions, Qualities, duties and responsibilities, positions, and status of Office Manager; Office Employees –types, qualities, recruitment, training, Office Enquiries, Procedure, Preparation of Confidential Reports, Public Relations function in Office, Centralization and Decentralization of Office Services. **(8 Hours)**

#### Text Books:

1. Office Organization and Management – By S. P. Arora
2. Office Methods - By M. L. Basu
3. A text book of Office Management By William II & Leffingwell & Robinson

#### Reference Books:

1. Office Automation – By G. R. Terry
2. Office Management & Control – By G. R. Terry
3. Office Management – By P. K. Ghosh
4. Files and Record Management By Pophan

**\* Latest editions of all the suggested books are recommended**

# MANAGEMENT INFORMATION SYSTEM

Course Code: DCA-205

|          |          |          |
|----------|----------|----------|
| <b>L</b> | <b>P</b> | <b>C</b> |
| <b>6</b> | <b>0</b> | <b>6</b> |

## Unit –I

**Foundation of Information Systems:** Introduction to information system in business, Fundamentals of information systems, solving business problems with information systems, Types of information systems, Effectiveness and efficiency criteria in information system. **(8 Hours)**

## Unit –II

**An overview of Management Information Systems (MIS):** Definition of MIS, MIS versus Data processing, MIS & Decision Support Systems, MIS & Information Resources Management, End user computing, Concept of an MIS, Structure of a Management Information System. **(8 Hours)**

## Unit –III

**Concepts of planning & control:** Concept of organizational planning, Planning Process, Computational support for planning, Characteristics of control process, the nature of control in an organization. **(8 Hours)**

## Unit –IV

Business applications of information technology: Internet & electronic commerce, Intranet, Extranet & Enterprise Solutions, Information System for Business Operations, Information System for Managerial Decision Support, Information System for Strategic Advantage. **(8 Hours)**

## Unit –V

Managing Information Technology: Enterprise and global management, Security & Ethical challenges, Planning & Implementing changes. Advanced Concepts in Information Systems: Enterprise Resource Planning, Supply Chain Management, Customer Relationship Management and Procurement Management. **(8 Hours)**

### Text Books

1. O Brian, *Management Information System*- TMH
2. Gordon B. Davis & Margrethe H. Olson, *Management Information System*- TMH.

### References

1. O Brian, *Introduction to Information System*- McGraw HILL.
2. Murdick, *Information System for Modern Management*- PHI.
3. Jawadekar, *Management Information System*- TMH.
4. Jain Sarika, *Information System*- PPM
5. Davis, *Information System*- Palgrave Macmillan

**\* Latest editions of all the suggested books are recommended**

## ACCOUNTING LAB

Course Code: DCA-251

| L | P | C |
|---|---|---|
| 0 | 4 | 2 |

1. Accounting software (Tally)
2. Introduction of Tally
3. Company Creation
4. Creation of Groups
5. Creation of Ledgers
6. Creation of Voucher Type
7. Accounting
  - i) Accounts only
  - ii) Accounts with inventory
  - iii) Inventory only
8. How to make voucher entry
9. How to maintain inventory
10. How to maintain TDS
11. How to maintain VAT
12. How to maintain taxes (service tax, income tax, sales tax etc)

## **MINOR PROJECT**

**Course Code: DCA-252**

|          |          |          |
|----------|----------|----------|
| <b>L</b> | <b>P</b> | <b>C</b> |
| <b>0</b> | <b>6</b> | <b>3</b> |

The objective is to equip the student with the actual handling of project related to accounts of any organization. The project shall be assigned in the beginning of the second semester under the supervision of a faculty allotted by the college. There shall be midterm review of the project by a panel consisting of two faculty of the college. Each student shall submit two copies of the project. The evaluation shall be out of 100 marks (50 External + 50 Internal). External examiner shall be nominated by the Examination Division of the University.