

VEER NARMAD SOUTH GUJART UNIVERSITY, SURAT
B.COM. (COMPUTER APPLICATION)
(VOCATIONAL COURSE)
REVISED SYLLABUS
(With Effect from: 2011-12)

Semester – II

(First Year B.Com.)

Course Code - CE 225 F
Computer Application :: Paper – II
(Computerized Accounting Tools)

Spread Sheet Package (Microsoft Excel):

[30%]

Concepts of Worksheet, applicability and importance of Ms-Excel. File Menu: New, Print Pre-view, Print. Edit Menu: Find, fill series, Paste Special, clear. Insert Menu: Auto Text, Worksheet, Chart, Function, Object. Format Menu: Auto Formatting, Conditional formatting, Style. Tool Menu: Protection, Goal Seek, Solver. Data Menu: Sort, Form, Subtotal, Validation, Text to column. Window Menu: Freeze Panes, Split window, arrange window.

Function should be taught separately like:

Statistical Function:

AVERAGE, AVERAGEA, COUNT, COUNTA, COUNTIF, MAX, MAXA, MIN, MINA, MEDIAN, MODE, VAR, VARP, STDEV, STDEVP,

Financial Function:

FV, PV, IPMT, IRR, NPER, PMT, RATE

String Functions:

LEFT, RIGHT, MID, LEN, LOWER, UPPER, PROPER, REPLACE, FIND, SEARCH, FIXED, REPT, SUBSTITUTE, CHAR, CLEAN, CODE, CONCATENATE, EXACT, TEXT, VALUE, TRIM

Logical Functions:

AND, OR, NOT, IF, TRUE, FALSE, ISBLANK, ISERROR, ISLOGICAL, ISNUMBER, ISTEXT

Date & Time Functions:

DATE, DATEVALUE, DAY, DAYS360, HOUR, MINUTE, MONTH, NOW, SECOND, TIME, TIMEVALUE, TODAY, WEEKDAY, YEAR

Lookup and reference:

CHOOSE, VLOOKUP, HLOOKUP, ROW, ROWS, COL, COLS.

Accounting Package (Tally) :

[20%]

Start-up Screen , Create Company, Select Company, Shut Company, F11- Feature and F12-Configuration. Master Entry, Voucher Entry and look-up of various final statements. Take a textbook example of Financial Accounting Application and make it practically solve.

Practical

[50%]

Practical Based on above subject content

Reference Books:

1. Programming in Basic- Balaguruswami (TMH)
2. Programming expertise in Basic – Kanetkar (BPB)
3. Programming with Basic - Gottfried – (TMH)
4. Structured Programming Language – La Budde – Mc Grow Hill
5. Compute system and application – By Rustam Shroff (Himalaya)

6. Mastering MS Office – 2000 – By Gini Courter & Abbetta Mar.(BPB)
7. Teach your self – Excel 2000 in 21 days – BPB Techmedia Pub.
8. Comdex Tally 9 Course Kit - By Namrata Agrawal (DreamTech Press)
9. Implementing Tally 7.2 - By A.K. Nadhani & K.K.Nadhani
10. Tally Tutorial (Vol-I) Accounts – A.K.Nadhani
11. Tally 7.2 (Gujarati Version) - Venus Publication

VEER NARMAD SOUTH GUJART UNIVERSITY, SURAT
REVISED SYLLABUS SCHEME Teaching and Evaluation Scheme
(With Effect from: 2011-12)

Teaching and Evaluation Scheme for First Year B.Com of Bachelor Degree of Commerce with Computer Application

Paper No.	Paper Title / Subject Name	Sem	Teaching Lect./Prac. (Hrs./Week)	University Examination				Internal Examination				Total
				Theory		Practical		Theory		Practical		
				Dur.	Mark	Dur.	Mark	Dur.	Mark	Dur.	Mark	
I	Computer Application – I (Computer Fundamental & Word Processing)	I	3.00	2 Hrs	35	2 Hrs	35	35	1 Hrs	15	1 Hrs	100
II	Computer Application – II (Computerized Accounting Tools)	II	3.00	2 Hrs	35	2 Hrs	35	35	1 Hrs	15	1 Hrs	100