UGDCA

PROGRAMME

Course Code	Course Title And Course Contents
	Semester I
CAUD-101	**Fundamentals And Operating System** Historical Development Of Computers: Fundamentals Of Computers, Computer Characteristics, Memory, Computer Classification, Digital And Analog Computers, Applications Of Computers. Computer Hardware: Input Devices, Output Devices, Central Processing Unit. Hardware Components: Main Board, Processor, Memory, Hard Disk, Floppy Disk, Optical Drive, Keyboard, Mouse, Monitor, Nic, Modem And Other Hardware. Disk Operating System: Introduction, Dos Commands, File

	Execution And Batch Files, Advance Dos Commands. Windows Operating System: Introduction, Multitasking, Interacting With Windows , Files And Folders, Windows Explorer, Note Pad, Paint, Word Pad And Text Editing Tools, Other Useful Programs Of Windows
CAUD-102	Laboratory Exercises Based On CAUD -101

DETAILS OF THE CURRICULUM

Course Code	Course Title And Course Contents
	Semester II
CAUD-201	**Office Automation Package** Word Processor: Introduction to MS Word, Editing a Document, Formatting a Document, Proof Reading Tools, Graphics, Mail Merge, Envelop and Labels, Special Features. Spreadsheet: Getting started with MS-Excel, Entering and editing Data in Worksheet, Data operation, Data Presentation tools, Features, Chart creation and editing, Formula concept and formatting features, Function Concept, Printing Operation, Database Handling. Presentation Software: Introduction to Power Point, Creating Presentation and slides, Editing a Presentation, Slide Master, Adding Visuals to the slide, Creating and Running slide show, Notes,

	Handouts and Printing, Multimedia Capabilities of Power Point. Introduction to Database: Introduction to DBMS & RDBMS, Introduction to MS Access, Database and its components, Tables, Forms, Relationship, Quarries, Reports.
CAUD_202	Laboratory Exercises Based On CAUD -201

Course Code	Course Title And Course Contents
	Semester III
CAUD-301	**Accounting Package** Introduction to Tally, company Information, Create a Company, Load a company Gateway of Tally. Company Information Menu, Active Company Features, Operation Configurations, Administer Tally. Security Control. Users and passwords, Tally Audit. Tally Vault, Backup and restore. Split financial Years, Accounts Information, Main Functions in master menu, Groups, How to manage and operate groups Creating a group, Display or alter group. Advance usage, Expert usage, Lagers, Cost categories and cost centers. Budgets, Voucher types, Currencies Inventory Information, Advance usage, Stock groups, Stock categories, Stock items, Reorder levels, Locations / Godowns, Units of Measures, Compound Units, Price List, Voucher Entry.

	Simple voucher entry. Types of vouchers, Voucher classes, Pure inventory vouchers, Bill of materials, Purchase and sales Orders, Invoice entry. Advance voucher entry, Display Tally's forte, Basic features of displaying reports, Modifying reports, Display account books and statements, Display balance sheet Display profit and loss account, Display trail balance, Day book Books and registers, Group summery. List of vouchers, Ratio Analysis. Cost centre reports Outstanding and credit control, Cash and fund flow. Reconciliation of bank accounts, Display inventory reports and statements. The collaborative Tally, Import and export of data.
CAUD-302	**Laboratory Exercises Based On CAUD -301**

Course Code	Course Title And Course Contents
	Semester IV
CAUD-401	**Spreadsheet Advance Usage** Chart Wizard, Advance cell formatting. Data sort, auto filter, advance filter, pivot table, Logical Operation, Import and export data to and from Tally. Worksheet and Workbook protection
CAUD-402	Laboratory exercises based on **CAUD-401**

Course Code	Course Title And Course Contents
	Semester V
CAUD-501	**Introduction to Programming:** Concept of Computer Languages, Flow Chart, Algorithm, Coding and Compilation, Programming Logics using BASIC.
CAUD-502	Laboratory exercises based on **CAUD-501**

Course Code	Course Title And Course Contents
	Semester VI
CAUD-601	**Visual Basic:** Introduction to Visual Basic, Different tool boxes and their usage, Scripting syntax and programming, Connectivity to database - MS Access, Reports, Building executable (exe) and

	setup
CAUD-602	**Project Work** In the Project Work, student will develop software on any one aspect of practical relevance using Visual Basic based on CAUD 601