FACULTY OF COMPUTER SCIENCE & IT

SYLLABUS

of

COMPUTER

for

Post Graduate Diploma in Financial Services (Semester-II)

(Under Continuous Evaluation System)

Session: 2019-20

The Heritage Institution

KANYA MAHA VIDYALAYA JALANDHAR
(Autonomous)

Course Outcomes:

After successful completion of this course, students will be able to:

CO1: understand the historical background and basics of computers.
CO2: apply Microsoft Office- Word and Excel.
CO3: create worksheets on Microsoft Excel.
CO4: use Tally package for financial accounting.

Post Graduate Diploma in Financial Services (Semester-II)
(Session 2019-20)
Course Code: PFSL -2094
INFORMATION TECHNOLOGY IN FINANCIAL SERVICES

Time Allowed: 3 Hours   **Maximum Marks: 50**
                                                                          Theory:40
                                                                          CA:10

Note: The paper consists of four sections A, B, C & D. It shall have eight questions (of equal marks) two from each section. The candidates are required to attempt five questions in all selecting one question from each of the section. The fifth question can be attempted from any section.

SECTION-A

Introduction to Computers: Block diagram of digital computer, their functions Memory types, I/0 devices, Secondary storage devices, History of computer, Computer Generations**,** PC Applications.

SECTION-B

Introduction to MS- Word: Features of MS–Word like Open and Create a document**,** Save a Document**,** Alignment of document**,** Mail merge Facility Spell check and grammar check, Printing of a document.

SECTION-C
Introduction to MS-Excel: Features of MS-Excel , Open and Create a worksheet

Create and Print graph using pivot table, Save & Exit Worksheet, Using Multiple Worksheets, Using Formulas & Functions

SECTION-D
Introduction to Tally Package: Using Tally package for Financial Accounting.

Recommended Readings:

1.   Singh, Gurvinder, "Windows Based Computer System", Kalyani Publisher, 2009.
2.   Norton, Peter, "Introduction to Computers", Tata McGraw Hill, 2009.
3.   B.A. Forouzan, "Data Communication and Networking", Tata McGraw Hill 2009.
4.   Sharma Anshuman, "A Book of Fundamentals of Information Technology", Lakhanpal Publishers, 2009.
5.   Sharma Anshuman, "Fundamentals of Internet Applications", Lakhanpal Publishers, 2009.
6.   Asok K. Nadhani, Kisor K Nandhani, Simple Tally 9: Financial Accounting, Invoicing & Inventory, BPB Publications, 2008.
7.   Sinha, P.K. "Fundamental of Computers" BPB Publications, 2008.