

**SYLLABUS FOR JUNIOR ACCOUNTS OFFICER (CIVIL) EXAMINATION
EFFECTIVE FROM 2006**

Paper No. 1 -Precis & Draft

Time allowed - 3 hrs.


**Max. Marks - 100
Marks for passing - 50**

Syllabus content:-

1. Precis of a correspondence or of notes/ material of an official subject. **25 marks**
2. 3 short question relating to the given passage in the precis. Question to be answered in less than 50 words to bring out the level of comprehension of the candidate. **15 marks**
3. Drafting of an official letter/office memorandum/UO note bearing on the subject matter provided in the passage. **20 marks**
4. Paragraph writing of around 150 words on subject of current event/general interest. **25 marks**
5. Questions on grammar **15 marks**

NOTE:

1. **This paper would be set in Hindi as well as in English language and candidates would have an option to select one of them. For the grammar portion in the Hindi paper questions will be set to test the ability of the ordinarily used words in official work. A question requiring the candidate to translate a passage from English to Hindi language containing official/technical terms will also be given (in lieu of the paragraph writing prescribed for the English paper)**
2. **While evaluating the question on precis and drafting the candidates would be evaluated for their understanding and ability to express the same in short sentences using simple words. He would not be expected to reproduce the passage selectively.**



C.R. Sundaramurti
Additional Controller General of Accounts

Paper No. 2- Service Rules

Time allowed - 3 hrs.


Max. Marks - 100
Marks for passing - 55

Syllabus content:-

- 1 Swamy's Compilation of FRSR Part-I- General Rules(excepting the portion on Govt. residences covered under Section 26 to 28 of S.R)
- 2 Swamy's Compilation of FRSR- Part-II- Travelling Allowances.
- 3 Central Services (Medical Attendance) Rules 1944
- 4 i) CCS (Pension) Rules, 1972
ii) CCS (Commutation of Pension) Rules 1981
iii) Defined Contributory Pension Scheme.
- 5 CCS (Leave) Rules, 1972
- 6 Leave Travel Concession Rules.
7. i) General Provident Fund (Central Service) Rules, 1960.
ii) Central Government Employees Group Insurance Scheme 1980.
8. Orders governing fixation of Pay of re-employed Pensioners.

NOTE:-

1. Books will be allowed to the candidates for answering this paper.
2. The candidates would be expected to answer in a clear and cogent manner and invite reference to the relevant provisions of Rules (wherever applicable).
3. The paper would also contain objective type questions. This section would not carry negative marking
4. The following books would be permitted for use in the examination hall.
 - (a) Chaudri's Compilation of CSR.
 - (b) Swamy's Compilation of FRSR Part-II General Rules.
 - (c) Swamy's Compilation of FRSR Part-II Travelling Allowances.
 - (d) Swamy's Compilation of CCS Pension Rules.
 - (e) Swamy's Compilation of FRSR Part-III Leave Rules
 - (f) Swamy's Compilation of Central Civil Services-Leave Travel Concession Rules.
 - (g) Swamy's Compilation of General Provident Fund Rules.
 - (h) Swamy's Compilation of Group Insurance Schemes 1980.
 - (i) Swamy's Compilation on Re-employment of Pensioners (Civilians and Ex-Servicemen)
 - (j) Department of Economic Affairs and CGA's orders on Defined Contributory Pension Scheme
 - (k) Swamy's Compilation of Medical Attendance Rules



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Paper No. 3 - Accounting Procedure

Time allowed - 3hrs.


Max. Marks- 100
Marks for passing - 55

Syllabus content:

1. Central Govt. Accounts (Receipts & Payment Rules)1983
2. i) Central Treasury Rules Vol. 1 Section IV of Part-V (i.e. Rules 319 to 371 relating to Pension Payments).
ii) Scheme for payment of pensions to Central Govt. (Civil) Pensioners by Public Sector Banks.
3. Civil Accounts Manual (Revised 1st Edition)
4. Government Accounting Rules 1990.
5. List of Major & Minor Heads of Accounts of Union and States.

NOTE:-

1. Books will be allowed to the candidates for answering this paper.
2. The candidates would be expected to answer in a clear and cogent manner and invite reference to the relevant provisions of the Rules (wherever applicable).
3. The paper would also contain objective type questions. This section would not carry negative marking.
4. The following Books would be permitted for use in the examination hall
 - (a) Swamy's Compilation of Central Government Account Receipts and Payments Rules.
 - (b) Scheme for Payment of Pensions to Central Government Civil Pensioners by Authorised Banks issued by Ministry of Finance, Department of Expenditure, Controller General of Accounts, Central Pension Accounting Office.
 - (c) Swamy's Compilation on Central Treasury Rules Vol. I
 - (d) Civil Accounts Manual (Revised First Edition - 2002 Vol-I and II) issued by the Ministry of Finance, Department of Expenditure, Controller General of Accounts, New Delhi.
 - (e) Government Accounting Rules, 1990 issued by the Ministry of Finance, Department of Expenditure, Controller General of Accounts
 - (f) List of Major and Minor Heads of Accounts of Union and States Volume-I & II Issued by the Ministry of Finance, Department of Expenditure, Controller General of Accounts.



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Paper No. 4 - Parliamentary Financial Control and Government Budgeting.

Time allowed - 3 hrs.


**Max. Marks - 100
Marks for passing - 50**

Syllabus content:-

1. Constitution of India **50 Marks**
- Part - V - Chapter I (Conduct of Govt. Business), II, III & IV
Part - XI
Part - XII - Chapter I, II & III
Part - XIII
Part - XIV - Chapter I
Part - XVIII & Part XX
Relevant schedules referred to in the above provisions of Constitution of India will also form part of the syllabus.
2. (i) General Financial Rules-2005- Except Chapters 5,6,7 and 8
(ii) Delegation of Financial Power Rules **(50 Marks for Sr. No2,3 & 4 of Syllabus)**
3. (a) Principles of Budgeting
(b) Budget formulation and implementation including:
(i) New Service and New Instrument of Service (ii) Reappropriations of Funds (iii) Supplementay Budget- cash, token and technical supplementary demands (iv) Surrender of Saving (v) Vote on Account (vi) Expenditure Budget: Statement of Budget Estimates (vii) Non-Tax Receipt Budget (viii) Budget for the Public Account (ix) Control of expenditure against Budget (x) Advances from Contingency Fund of India (xi) Budget Documents
(c) Fiscal Responsibility Legislation (FRBM Acts and Rules)
(d) Performance and Outcome Budget
4. Rules & Procedures and Conduct of Business in Lok Sabha Ninth Edition, 1977.
- Chapter XIX
- Chapter XXVI - Parliamentary Committees, General Rules, Committee on Public Accounts, Committee on Estimates, Committee on Public Undertaking, Committee on Subordinate Legislation, Departmentally related Standing Committee.

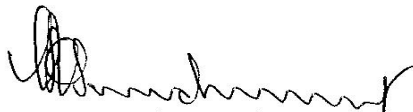
NOTE:-

1. This paper will be set in Hindi and English languages and candidate will have an option to select either of them.
2. From the parts of the Constitution prescribed above, questions on matters such as manner of elections, conditions for eligibility of election, qualifications, procedural details, jurisdiction of court etc. will be excluded.



C.R. Sundaramurti
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3. The paper would contain objective type question. This section would not carry negative marking.
4. The following Books will be permitted for use in the examination hall
- (a) Constitution of India
 - (b) Swamy's Compilation of General Financial Rules,2005 incorporating Compendium of Rules and Advances to Government Servants. **Or**
 - (c) Nabhi's Compilation of General Financial Rules,2005 and Compendium of Rules on Advances to Govt. Servants-2006
 - (d) Swamy's Compilation of DFPR
 - (e) FRBM Act and FRBM Rules-2004
 - (f) Rules and procedures and Conduct of Business in Lok Sabha - Ninth Edition
 - (g) Contingency Fund of India Rules 1952
 - (h) Contingency Fund of India Act.
5. Suggested reading material:
- (a) Swamy's Compilation of General Financial Rules 2005 Incorporating Compendium of Rules on Advances to Government Servants. OR Nabhi's Compilation of General Financial Rules, 2005 and Compendium of Rules on Advances to Govt. Servants
 - (b) Swamy's Compilation of DFPR
 - (c) FRBM Act and FRBM Rules-2004
 - (d) Constitution of India
 - (e) Rules of Procedure and Conduct of Business in Lok Sabha- Ninth Edition
 - (f) Contingency Fund of India, Rules 1952
 - (g) Government Budgeting: Principles & Practices by Dr. C.N Sudarsanan (Sree Sudarsan Publication-Chennai)
 - (h) Government Budgeting in India by Shri. M.M. Sury (Published by Indian Tax Institute)
 - (i) Budget Circular of the last year
 - (j) Guidelines on the preparation of Outcome Budget and Performance Budget issued by Ministry of Finance
 - (k) Budget Documents



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Paper No. 5 - Specialised Account Rules and Office Management

Time allowed - 3 hrs.

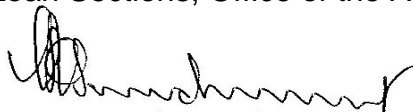
Max. Marks - 100
Marks for passing - 55

Syllabus content:-

1. Manual for Collection of Revenue and Payment of Refund etc and their accounting in the formations under the Central Board of Excise and Customs.
2. System of Accounting for Direct Taxes - Receipts and Refunds.
3. Compendium on Advances to Government Servants.
4. Suspense Manual
5. CCS (Conduct) Rules.
6. CCS (CCA) Rules
7. Manual of Office Procedure
8. DDO Manual
9. Accounting for External and Internal Debt
10. Budgeting and Accounting of externally aided projects (Chapter-10 of GFR-2005)

NOTE:-

1. **Books will be allowed to the candidates while answering this paper.**
2. **The paper would contain theoretical and practical questions.**
3. **The paper would also contain objective type questions. This section would not carry negative marking.**
4. **The candidates would be expected to answer in a clear and cogent manner and invite reference to the relevant provisions of the Rules (wherever applicable).**
5. **The following books would be permitted for use in the examination hall**
 - (a) Manual for Collection of Revenue and Payment of Refund etc and their accounting in the formation under the Central Board of Excise and Customs.- issued by Ministry of Finance, Dept of Revenue, Central Board of Excise & Customs
 - (b) System of Accounting for Direct Taxes Receipts and Refunds issued by Directorate of Income Tax (Research Statistics, Publication & Public Relations)
 - (c) Swamy's Compilation of General Financial Rules 2005 Incorporating Compendium of Rules on Advances to Government Servants. OR Nabhi's Compilation of General Financial Rules,2005 and Compendium of Rules on Advances to Govt. Servants
 - (d) Suspense Manual (First Edition) issued by Controller General of Accounts
 - (e) Swamy's Compilation of Conduct Rules.
 - (f) Swamy's Compilation of CCS CCA Rules.
 - (g) Manual of Office Procedure (Diglot) issued by DOP & T or Swamy's Manual on Office Procedure.
 - (h) Manual of Drawing and Disbursing Officers issued by Controller General of Accounts.
 - (i) Quality Manual on Aid, Accounts & Audit Division (AAAD), Dept. of Economic Affairs, Ministry of Finance.
 - (j) Manual of Rupee Loan Sections, Office of the AGCR



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Paper No. 6 - Public Works Accounts

Time allowed - 3 hrs.


Max. Marks - 100
Marks for passing - 55

Syllabus content:-

1. CPWA Code with appendices
2. Books of forms referred to in the CPW 'A' Code.
3. CPWD Departmental Code.
4. CPWD Works Manual.
5. General Conditions of contract for CPWD Works.
6. General Financial Rules-2005- Chapter-5
7. The Indian Contract Act-1872

NOTE:-

1. **Books will be allowed to the candidates for answering this paper.**
2. **The Paper would contain theoretical and practical questions**
3. **The paper would also contain objective type questions. This section would not carry negative marking**
4. **The candidates would be expected to answer in a clear and cogent manner and invite reference to the relevant provisions of the Rules (wherever applicable).**
5. **The following Books would be permitted for use in the examination hall**
 - (a) CPW Account Code published by Chief Controller of Accounts, Ministry of Urban Development.
 - (b) Book of Forms referred to in Central Public Works Account Code published by Chief Controller of Accounts, Ministry of Urban Development .
 - (c) Nabhi's Compilation of CPWD Code-2000
 - (d) General Conditions of Contract for CPWD Works- Published by DG (Works),CPWD, Nirman Bhavan,New Delhi and Printed by Kshitiz Enterprises, New Delhi
 - (e) CPWD Works Manual- Published by DG (Works), CPWD(Published by Director General (Works), CPWD, Nirman Bhavan, New Delhi and Printed by M/sJ.M Jaina & Brothers
 - (f) Nabhi's Compilation of Central Public Works Account Code
 - (g) Nabhi's Compilation of Book of Forms as referred to in Central Public Works Account code
 - (h) The Indian Contract Act-1872. (Bare Act)
 - (i) Swamy"s Compilation of General Financial Rules 2005 Incorporating Compendium of Rules on Advances to Government Servants. OR Nabhi's Compilation of General Financial Rules,2005 and Compendium of Rules on Advances to Govt. Servants



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Additional Controller General of Accounts

Paper No. 7 -Procurement, Supply Accounts and Internal Audit and Control

Time allowed - 3 hrs.

**Max. Marks - 100
Marks for passing - 55**

Syllabus content:-

Procurement and Supply Accounts (65 Marks)


1. DGS&D Manual
2. General Conditions of Contract - Published by DGS & D.
3. (a) Central Govt. Accounts (Receipts & Payments) Rules, 1983. Part - III
Section IV- Purchase of Stores.
(b) General Financial Rules - 2005 (Chapter-6,7 & 8).
4. Supply Accounts Manual (Second Edition 1997)
5. The Indian Contract Act, 1872
6. The Central Sales Tax Act, 1956
7. The Limitation Act.1963

Internal Audit and Control (35 Marks)

8. Inspection Code issued by Controller General of Accounts (1982 Edition)
9. Internal Audit .
 - (i) Concepts ,Objectives, Principles and Techniques of auditing
 - (ii) Types of Audit
 - (iii) Internal Control System
 - (iv) Sampling in auditing
 - (v) Auditing in an EDP environment
 - (vi) Government Audit
 - (vii) Verification of Assets
 - (viii) Audit of special Institutions

NOTE:-

1. **Book will be allowed to the candidates for answering this paper.**
2. **This Paper will contain theoretical and practical questions**
3. **The paper would also contain objective type questions. This section would not carry negative marking.**
4. **The candidates would be expected to answer in a clear and cogent manner and invite reference to the relevant provisions of the Rules (wherever applicable).**




C.R. Sundaramurti
Additional Controller General of Accounts

5. The following would be permitted for use in the examination hall

- (i) DGS&D Manual published by Directorate General of Supplies & Disposals.
- (ii) Conditions of Contract Governing Contracts Placed by the Central Purchase Organisation of the Government of India (Now Under Department of Supply)
- (iii) Swamy's Compilation of Central Government Account Receipts and Payments Rules.
- (iv) Swamy's Compilation General Financial Rules 2005 Incorporating Compendium of Rules on Advances to Government Servants.
- (v) Nabhi's Compilation of General Financial Rules,2005 and Compendium of Rules on Advances to Govt. Servants
- (vi) Supply Accounts Manual Second Edition - 1997 issued by the Chief Controller of Accounts, Department of Supply, New Delhi.
- (vii) The Limitation Act, 1963 (Bare Act).
- (viii) The Indian Contract Act-1872 (Bare Act)
- (ix) The Central Sales Tax Act-1956. (Bare Act)
- (x) Inspection Code by the Controller General of Accounts (1982 Edition)

6. Suggested reading material

- (a) DGS&D Manual published by Directorate General of Supplies & Disposals.
- (b) Conditions of Contract Governing Contracts Placed by the Central Purchase Organisation of the Government of India (Now Under Department of Supply)
- (c) Swamy's Compilation of Central Government Account Receipts and Payments Rules.
- (d) Swamy's Compilation General Financial Rules 2005 Incorporating Compendium of Rules on Advances to Government Servants.
- (e) Nabhi's Compilation of General Financial Rules,2005 and Compendium of Rules on Advances to Govt. Servants
- (f) Supply Accounts Manual Second Edition - 1997 issued by the Chief Controller of Accounts, Department of Supply, New Delhi.
- (g) The Limitation Act, 1963 (Bare Act).
- (h) The Indian Contract Act-1872 (Bare Act)
- (i) The Central Sales Tax Act-1956. (Bare Act)
- (j) Inspection Code by the Controller General of Accounts (1982 Edition)
- (k) Fundamental of Auditing by Kamal Gupta and Ashok Arora published by Tata Mcgraw Hill (Chapters 1,2,3,4,5,6,7, 21, 23, and 24)
- (l) Taxmann's Elements of Auditing (University Edition) by Aruna Jha published by Taxmann (Chapters 1,2,3,4,5,7,18 and 20)



C.R. Sundaramurti
Additional Controller General of Accounts

Paper No. 8 Commercial & Management Accounts (Without Books)

Time allowed - 3 hrs.

**Max. Marks - 100
Marks for passing - 55**

Syllabus content:-

1. Introduction to Financial Accounting

- (i) Theory base of Accounting
- (ii) Accounting equation and the interaction of its elements
- (iii) Meaning of Balance Sheet, Income Statement.
- (iv) Cash basis and Accrual Basis of Accounting- Concepts and Comparative Analysis

2. Vouchers and Recording of Transactions:

- (i) Meaning and classification of Vouchers. Recording of transactions in Vouchers
- (ii) Capital and Revenue- Receipts & Expenditure
- (iii) Preparing Day Book and posting into Ledger Accounts
- (iv) Preparation of Trial Balance and Rectification of Errors
- (v) Company Accounts- Transactions relating to Issue of Shares and Debentures

3. Financial Statements:

- (i) Measurement of Income
- (ii) Profit & Loss Account, Adjustment entries.
- (iii) Balance Sheet
- (iv) Analysis of Financial Statement - Ratio Analysis, Fund Flow and Cash Flow Statement.

4. Accounting of Not- For- Profit Organisation

- (i) Accounting of non-Profit organisation
- (ii) Receipts and Payment Account
- (iii) Income & Expenditure Account and Balance Sheet

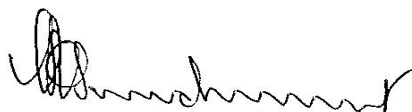
5. Accounting Standards

- (i) Frame work for the preparation and presentation of financial statement
- (ii) Brief overview of the Indian Accounting Standards for the topics under 3 & 4

6. Financial Statements for the Central Autonomous Bodies

7. Management Accounting

- (i) Basics of Cost Accounting.
- (ii) Prime Cost
- (iii) Overheads
- (iv) Cost Accounting Records
- (v) Marginal Costing & Decision Making
- (vi) Budgetary Control




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Additional Controller General of Accounts

NOTE:-

1. **The paper would also contain objective type questions. This section would not carry negative marking.**

Suggested reading material

1. Study notes of the Institute of Cost and Works Accountants of India specially prepared for the Junior Accounts Officer (Civil) Examination.
2. **In order that the candidates have a clear grasp of the fundamentals underlying the Commercial Accounting syllabus they are strongly advised to read the relevant chapters of the following :**
 - (i) National Open School - Accountancy- Books 1,2, 3, 4, 6A and 6B
(All books Published together in 3 volumes)
 - (ii) NCERT Publication on Financial Accounting for CBSE class XI (Part I and II)
 - (iii) NCERT Publication on Accountancy - Analysis of Financial Statements - Text Book for CBSE class XII (Part I and II)
 - (iv) Double Entry Book Keeping (Financial Accounting) by T.S. Grewal (for CBSE Class XI) (Publication by Sultan Chand)
 - (v) Analysis of Financial Statements by T.S. Grewal (for CBSE class XII) (Pub: Sultan Chand)
3. Report of the Committee of Experts on Uniform format of Accounts for Central Autonomous Bodies - November,2000
4. Compendium of Accounting Standards issued by the Institute of Chartered Accountants of India (2005) - chapter on Framework for the Preparation and Presentation of Financial Statements
5. Principles and Practice of Cost Accounting by Ashish K. Bhattacharyya (Wheeler Publishing) (Part 4 - Chapter 21)



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Course on Computer Concepts

Syllabus : The current Syllabus prescribed by DOEACC Society for their CCC Exam[as downloaded from their website] is as follows. The syllabus could vary from time to time as may be notified by the Society The candidates would be covered by the syllabus prevalent at the time they appear in the examination.

For further information on the detailed syllabus, guidelines, sample questions on theory paper etc the candidates are advised to log on to DOEACC website (www.doeacc.edu.in/jsp/CCC_syll.htm).

Detailed Syllabus

1. Introduction to computer

1.1 What is computer?

1. Characteristics of Computers
2. Basic Applications of Computer

1.2 Components of Computer System

1. Central Processing Unit(CPU)
2. VDU, Keyboard and Mouse
3. Other input/output Devices
4. Computer Memory
5. Concepts of Hardware and Software.

1.3 Classifications of computers

1.4 Representation of data/Information concepts of data processing

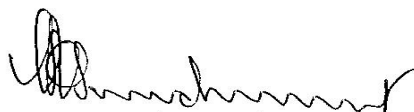
1. Definition of Information and data
2. Basic data types
3. Storage of data/Information as files

2. Introduction to Windows

2.1 What is an operating system and basics of Window?

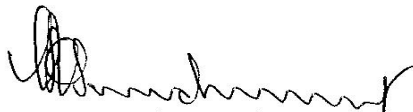
2.2 The User Interface

1. Using Mouse and Moving Icons on the screen
2. The My Computer Icon
3. The Recycle Bin
4. Status Bar, Start and Menu & Menu-selection
5. Running an Application
6. Windows Explorer Viewing of File, Folders and Directories
7. Creating and Renaming of files and folders
8. Opening and closing of different Windows



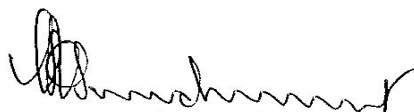
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- 2.3 Windows Setting
 - 1. Control Panels
 - 2. Wall paper and Screen Savers
 - 3. Setting the data and Sound.
 - 4. Concept of menu Using Help
- 2.4 Advanced Windows
 - 1. Using right Button of the Mouse
 - 2. Creating Short cuts
 - 3. Basics of Window Setup
 - 4. Notepad
 - 5. Window Accessories
- 3. Basic DOS commands
 - 3.1 Comparison of DOS and Windows
 - 3.2 Switching Between DOS and Windows
 - 3.3 Basic DOS Commands
 - 1. File/Directory Manipulations
 - 2. Copying of files and Disks
 - 3. Delete/Undelete
 - 4. Formatting a Floppy
- 4. Elements of Word Processing
 - 4.1 Word Processing Basic
 - 1. An Introduction to Word Processing
 - 2. Opening Word Processing Package
 - 3. The Menu Bar
 - 4. Using the Help
 - 5. Using the Icons below menu bar
 - 4.2 Opening Documents and Closing documents
 - 1. Opening Documents
 - 2. Save and Save AS
 - 3. Page Setup
 - 4. Printing of Documents
 - 5. Display/Hiding of Paragraph Marks and Inter Word Space
 - 4.3 Moving Around in a Document
 - 1. Scrolling the Document
 - 2. Scrolling by line/paragraph
 - 3. Fast Scrolling and Moving Pages
 - 4.4 Using a Document/Help Wizard
 - 4.5 Text Creation and Manipulation
 - 1. Paragraph and Tab Setting
 - 2. Text Selection
 - 3. Cut, copy and paste
 - 4. Font and Size selection
 - 5. Bold ,Italic and Underline
 - 6. Alignment of Text: Center, Left, right and Justify



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- 4.6 Formatting the Text
 - 1. Changing font, Size and Color
 - 2. Paragraph indenting
 - 3. Bullets and Numbering
 - 4. Use of Tab and Tab setting
 - 5. Changing case
- 4.7 Handling Multiple Documents
 - 1. Opening and closing of Multiple documents
 - 2. Cut, Copy and Paste across the documents
 - 3. Saving of Clip boards
- 4.8 Table Manipulation
 - 1. Concept of table: Rows Columns and Cells
 - 2. Draw Table
 - 3. Changing cell Width and Height
 - 4. Alignment of Text in Cell
 - 5. Copying of cell
 - 6. Delete/insertion of row and columns
 - 7. Borders for Table
- 4.9 Printing
 - 1. Printing
 - 2. Print Preview
 - 3. Print a selected page
- 5. Spread Sheet
 - 5.1 Elements of Electronics Spread Sheet
 - 1. Application/usage of Electronic Spread Sheet
 - 2. Opening of Spread Sheet
 - 3. The menu bar
 - 4. Creation of cells and addressing of cells
 - 5. Cell inputting
 - 5.2 Manipulation of cells
 - 1. Enter texts numbers and dates
 - 2. Creation of tables
 - 3. Cell Height and Widths
 - 4. Copying of cells
 - 5.3 Providing Formulas
 - 1. Using basic functions/formalism a cell
 - 2. Sum() function
 - 3. Average
 - 4. Percentage
 - 5. Other basic functions
 - 5.4 Spread sheets for Small accountings
 - 1. Maintaining invoices/budgets
 - 2. Totaling of various transactions
 - 3. Maintaining daily and monthly sales reports



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6. Computer Communication and Internet

6.1 Basic of Computer networks

1. LAN
2. WAN

6.2 Internet

1. Concept of Internet
2. Application of Internet
3. Service on Inter Net
4. WWW and web-sites
5. Electronic mails
6. Communication on Internet

7. WWW and Web Browsers

7.1 Web Browsing software

1. Internet Explorer
2. Netscape Communicator

7.2 Surfing the Internet

1. Giving the URL address
2. Search
3. Moving Around in a web-site
4. Printing or saving portion of web pages
5. Down loading

7.3 Chatting on Internet

8. E-mail

8.1 Basic of electronic mail

1. What is an Electronic mail
2. Email addressing
3. Mailbox: Inbox and outbox

8.2 Using Emails

1. Viewing an email
2. Sending an Email
3. Saving mails
4. Sending same mail to various users

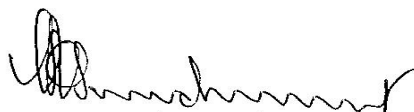
8.3 Document handling

1. Sending soft copy as attachment
2. Enclosures to email
3. Sending a Portion of document as email

9. Making Small Presentations Basics

9.1 Basic

1. Difference between presentation and document
2. Using Power Point
3. Opening a Power Point Presentation
4. Using Wizard for creating a presentation



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9.2 Creation of Presentation

1. Title
2. Text Creation
3. Fonts and Sizes
4. Bullets and indenting
5. Moving to Next Slide

9.3 Preparation of Slides

1. Selection of type of Slides
2. Importing text from word documents
3. Moving to next Slide
4. The Slide manager

9.4 Providing aesthetics

1. Slide Designs
2. Background and Text colors
3. Making your own slide format
4. Footnotes and slide numbering

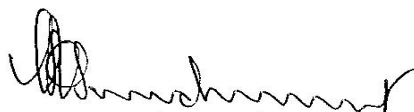
9.5 Slide Manipulation and Slide Show

9.6 Presentation of the Slides

1. Using the Slide Show
2. Printing the Slides and Handouts
3. Slide sorter
4. Title sorter

Suggested Reading Material

1. C.S. French "Data Processing and Information Technology" BPB Publications 1998
2. P.K. Sinha "Computer Fundamentals" BPB Publications 1992
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