Subject Code : P8FM14

CORE COURSE XIV – FUNDAMENTALS OF INFORMATION TECHNOLOGY

Credit Allotted: 4 **Max. Marks: 75**

Internal Assessment Theory – 15 Marks; Practical – 10 Marks
Univ. Exam. Theory - 45 Marks Practical - 30 Marks
Examination Duration : Theory 2 Hours ; Practical 2 Hours

Objective : To make the student understand information technology both theory and practical.

(Theory 45 Marks)

Unit – I

Introduction to Computer – Classification of Digital Computer System – Computer Architecture –Memory Units – Auxiliary Storage Devices – Input and Output Devices.

Unit – II

Introduction to Computer Software –Operating System – Programming Languages – General Software Features and trends.

Unit –III

Database Management Systems – Data Processing – Introduction to Database Management System – database design.

Unit – IV (Practical 30 Marks)

Basic concepts relating to Financial Accounting – Chart of Accounts – The General Ledger Master (Intering Opening Balances) – Grouping of GL Accounts – The sub Ledger Master (Entering party Accounts Debtors and creditors) – Types of Transactions (Main cash receipts and payments, Petty cash receipts and payments, Bank deposits, Cheques and Bank cheques, journal Vouchers (Debits and Credits). Installing and starting the package – setting up a new company – setting up account heads – voucher Entry – Viewing and editing data.

Unit – V

Cash flow – Funds Flow statements, Ratio Analysis, Budget Vs Actual Expenditures, Sales Analysis, Trend Analysis, Consolidation Security review.

Books for Reference:

1. S. V. Srinivasa Vallaban – Introduction to Information Technology
2. V.K. Kapoor - Information Technology.