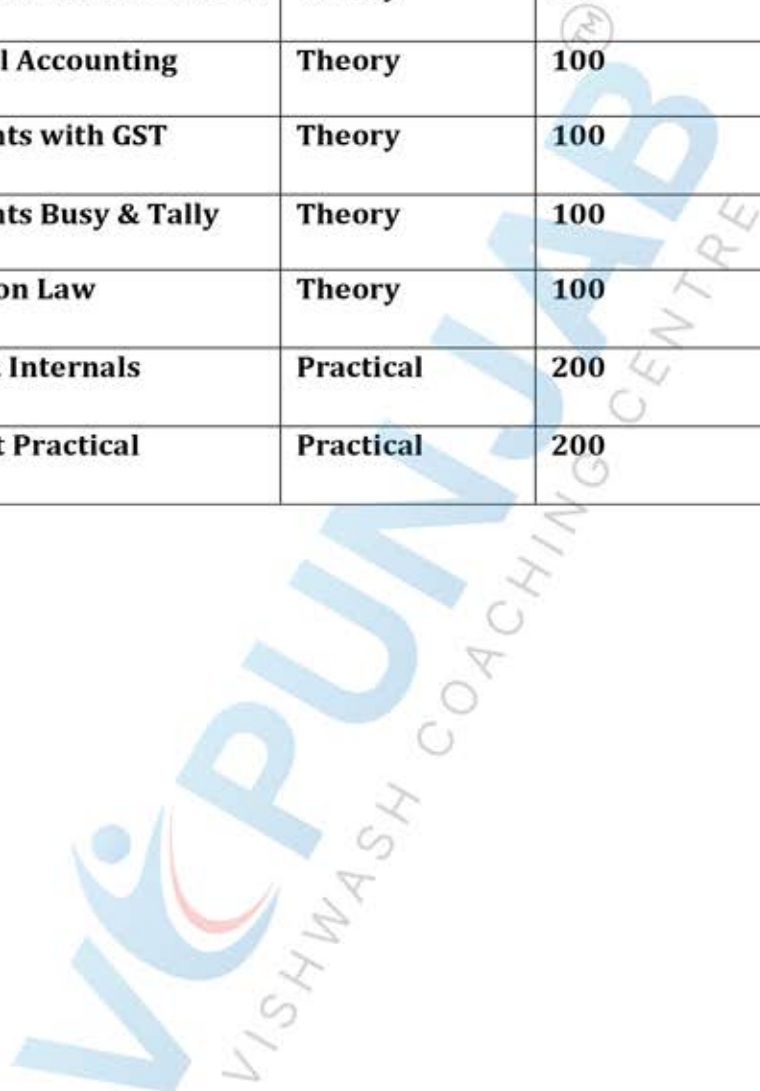


DIPLOMA IN COMPUTER ACCOUNTS

Sr.no	Name of paper	Subject Type	Total Marks	Minimum Marks
1	Computer Fundamentals	Theory	100	40
2	Manual Accounting	Theory	100	40
3	Accounts with GST	Theory	100	40
4	Accounts Busy & Tally	Theory	100	40
5	Taxation Law	Theory	100	40
6	Viva & Internals	Practical	200	100
7	Project Practical	Practical	200	100



SECTION-A

COMPUTER FUNDAMENTALS

- 1. What do you know by Computer Fundamentals?**
- 2. What are the uses of Computer fundamentals?**
- 3. What are basics of fundamental?**
- 4. Why do we study in Computer Fundamentals?**

MANUAL ACCOUNTING

- 1. What is Manual Accounting?**
- 2. What are the advantages & disadvantages of manual accounting?**
- 3. Explain briefly about the types of manual accounting?**
- 4. Who use manual accounting systems and Why?**

SECTION-B

ACCOUNTS WITH GST

- 1. What are the accounts maintained under GST?**
- 2. How many types of accounts are in GST?**
- 3. Which accounts & record are must be maintained under GST?**
- 4. What is the period for retention of accounts under GST?**

ACCOUNTS BUSY & TALLY

- 1. Need of accounting.**
- 2. Differentiate the types of accounts.**
- 3. Give brief about Tally.**
- 4. Write the positive uses of tally accounting in an Individual's career.**

TAXATION LAW

- 1. What is taxation law?**
- 2. How many tax laws are there in India?**
- 3. What are the different types of tax laws?**
- 4. What is the importance of tax laws?**
- 5. Explain about the history & Amendments in taxation law..**

SECTION-C

VIVA & INTERNALS

PROJECT PRACTICAL



ASSIGNMENTS

Total Marks: - 100

Q.1 MCQ's

(M.M-20)

1. Which one of the following is 'no argument' function?

- a) Now b) Lower c) Max d) IF

2. Which key is used to move the insertion point to the beginning of the current sheet?

- a) page up b) home c) ctrl+pageup d) ctrl+home

3. Which contains miniature representation of slides?

- a) Slides b) handout c) template d) slide master

4. What type of software program is power point?

- a) Word processor b) spread sheet c) presentation graphics d) database management

5. Which tool allows user to select different layout for slide?

- a) apply design b) bullets c) new slide d) slide layout

6. Which key is used to stop a power point presentation?

- a) ESC b) Tab c) Ctrl d) Enter

7. Which menu is used to apply various visual effects to the slide in power point?

- a) Animation Transitions b) Design c) Slide show d)

8. Which menu is used to select a predefined chart style?

- a) Animation b) Design c) Slide show d) Transitions

9. Which object stores information about related data?

- a) Document b) Table c) Page d) Screen

10. Which is used to publish the webpage to a web hosting server?

a) Http

b) Php

c) Kompozer

d) Blogger

Q.2 Fill in the blanks

(M.M-20)

1.pairs of wires contains in category 5UTP cable
2. The full form of TCP is
3. html tag inserts a line horizontally in a page.
4. is another web address.
5. The purpose of cover page is.....
6. The purpose of BIOS shadow is
7. The abbreviation of OSI is.....
8. The maximum length of field name in access ischaracters
9. The expansion of OLE in access is
10.layer is the layer 3 in OSI model

Q.3 Short answer type Questions:

(M.M-28)

1. Name the device used for producing information as a hard copy i.e., in a printed form..
2. Name the software, which creates and control a connection between a computer and a server
3. Name the various types of human ware and their functions.
4. The instructions that make a computer work is software. In the light of this statement, define software and discuss any three types of software.
5. What are the basics of computer fundamentals?
6. What do you mean by a computer?
7. What are the Amendments in taxation law?

Q.4 Long answer type Questions:

(M.M-32)

1. Explain central processing unit.
2. Briefly discuss the functional components of a computer system.
3. Discuss any 6 types of computer software.
4. Explain about the different tax laws.

