Raghunath Girls' Post Graduate College, Meerut

Aptech Learning Center & Aptech Aviation Academy- R.G.(P.G.) Computer Centre

Skill Development Course

Title of course- Computerized Accounting & GST (V0001101)

Syllabus

Paper Title: **Computerized Accounting** (Theory) and **Tally** (Practical)

Nodal Department of HEI to run course	Department of Vocational studies
Broad Area/Sector-	Commerce / Business / E-Commerce
Sub Sector-	Computerized Accounting
Nature of course - Independent / Progressive	Independent
Name of suggestive Sector Skill Council	NSDC
Aliened NSQF level	
Expected fees of the course –Free/Paid	As Mutually Decided by College & PCE (Aptech)
Stipend to student expected from industry	NA
Number of Seats-…………..	As suggested by the college
Course Code ………………	Credits- 03 (1 Theory, 2 Practical)
Max Marks………. Minimum Marks………	
Name of proposed skill Partner (Please specify, Name of industry, companyetc for Practical /training/ internship/OJT)	Aptech Learning Center (Authorized Meerut Center as PCE)
Job prospects-Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name/type of industry, company etc.)	Student will be able to get a job as an Accountant, Tally Data Entry Operator & various businesssector

Syllabus

Unit	Topics	General/ Skill component	Theory/ Practical/ OJT/ Internship/ Training	No of theory hours (Total-15 Hours=1 credit)	No of Practical Hours (Total-60 Hours=2 credits)
I	**Fundamental-** Introduction to Accounting, accounting rules & principle, accounting features of tally	**Skill**	**Theory**	2	
II	**Tally Introduction-** Create a company, shut a company, select a company, alter a company, delete a company **Accounts Information-** Ledgers, Groups, **Inventory Information-** Stock Groups, Stock Items, Units of Measure **Accounting Vouchers-** Receipts Vouchers, Payment Vouchers, Purchase Vouchers Sales Vouchers, Contra Vouchers, Journal Vouchers, Debit Note, Credit Note	**Skill**	**Theory / Practical**	3	15
III	**Display-** Trial Balance, Trading A/c, P&L A/c, Balance Sheet, Day Book, Account books, Statement of Accounts, Inventory Books Statements of Inventory, Cash/fund flow, List of Accounts Exception Reports, Print Management	**Skill**	**Theory / Practical**	3	15
IV	**Data management & Administration-** Backup & Restore, Security controls, Tally Audit Feature, Tally Vault	**Skill**	**Theory / Practical**	3	15

V	Taxes in tally- GST (Goods & Service Tax), Setting Up GST Rates, Import data into Excel, Data Interchange between XML format, Others Options	Skill	Theory / Practical	4	15

Suggested Readings: As suggested by college or University.

Suggested Digital platforms/ web links for reading- www.aptechmeerut.com www.aptechlearning.com www.aptechaviationacademy.com

Suggested OJT/ Internship/ Training/ Skill partner – Aptech Learning Center, Meerut

Suggested Continuous Evaluation Methods: **Total Marks: 25, House Examination/Test**: 10 Marks

Written Assignment/Presentation/Project / Term Papers/Seminar: 10 Marks

Class performance/Participation: 5 Marks

<u>**Course Pre-requisites:**</u>
- Intermediate in any stream

Suggested equivalent online courses: Aptech Learning Center, Meerut

Any remarks/ suggestions:

Notes:
- Number of units in Theory/Practical may vary as per need
- Total credits/semester-3 (it can be more credits, but students will get only 3credit/ semester or 6credits/ year
- Credits for Theory =01 (Teaching Hours = 15)
- Credits for Internship/OJT/Training/Practical = 02 (Training Hours = 60)