A Unit of ICMS
FASTRACK

Ministry of Electronics and Information Technology
Government of India

NIELIT

Accredited Under
National Institute of Electronics & Information Technology (NIELIT)
Formally DOEACC
Ministry of Electronics & Information Technology
Government of India

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Syllabus

NIELIT Six Month
Certificate Course in Computer Applications

Fastrack Institute of IT & CSE
A Unit of ICMS Established Under Section 25, Act of 1956, Central Govt of India

Hawal Srinagar-190011, J&K.

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Six Months Course in Computer Applications (CCCA)

About CCCA: This course is designed to prepare technicians with specialized skills, knowledge and attitude to work in Computer Applications, finance and accounting field. Obtain understanding of the concepts of Information Technology and its applications. The course is aimed at skill development in masses, students, employees in professional sectors at middle level.. After going through the course, an individual is expected to be equipped with not only the office automation skills but also with the understanding of the latest technologies.

Total Hours : 6 Months
Job Description : : Computer Operator, Assistant, Junior Assistant, Accounts Assistant.

Code	Paper Name	Topics Covered
Paper 1	Module IT Tools and PC Applications	1. Introduction to Computer: 2. Number System 3. Introduction to Operating System 4. MS Dos (Microsoft Disk Operating System) 5. Microsoft Word 6. Microsoft Excel 7. Microsoft Power Point 8. Introduction to Internet Computer Network 9. Data Base Operations
Paper 2	Financial Accounting Tally Prime with TDS, TCS, GST and Payroll.	1. Basics of Accounting 2. Fundamentals of Tally Prime 3. Maintaining Company Data 4. Vouchers in Tally 5. Display and Reporting 6. Advance Features in Tally 7. Goods and Service Tax (GST) 8. Tax Deducted at Source (TDS) 9. Tax collect at Source (TCS) 10. Payroll Management 11. Project Works
Prj	Project Work	• Network Designing Using Simulator • Live Accounting Project
	Lab Facility: 24X7 Power Supply with Xeon Servers with 16 GB Ram Notes Facility Available	

Module IT Tools and PC Applications

1. **Introduction to Computer :** Introduction to Computer Input devices, Output devices, Computer Memory & storage, Application Software, Systems Software, Utility Software, Open source Proprietary Software Central Processing Unit,

2. **Number System :** Binary number system, Binary to Decimal Conversion, Decimal to Binary Conversion, Octal number system, Octal to Decimal Conversion, Decimal to Octal Conversion, Hexadecimal number system, Hexadecimal to Decimal Conversion, Decimal to Hexadecimal Conversion.

3. **Introduction to Operating System :** Operating System, Relation between System software and Application software, Functions of operating system, Multitasking, Multiprogramming, and Multiprocessing. Operating System simple setting, using mouse and changing its properties, changing system date and time, changing display properties, Add or remove Program File and Folder management**,** System tools – Disk cleanup, Disk defragmenter.

4. **MS Dos (Microsoft Disk Operating System) :** What Is Disk Operating System What is Commond.Com, IO.sys, MSdos.sys **,** Internal Command & External Command File Management Command : Copy Con, Type, Rename, Del, Copy, Xcopy, Attrib, Backup, Restore, Find , Sort , More, Chkdsk, Restore, Find, Sys, Type, Del, Data, Time, prompt. Directory Command: Dir, MD, RD, Tree, Path,

5. **MS Word :**
   a. **File :** Save, Save as , Open, Close, Recent, Print ,Print Preview **Home:** Cut, Copy, Paste, Format painter, Font Formatting., Paragraph Formatting, Find Replace and Goto
   b. **Insert :** Pages : Cover Page, Blank Page, Page Breaks Insert Table, Table Formatting , Table Layout, Insert Picture , Picture Formatting, Text Wrapping Header and Footer , Page Numbering Insert – Textbox, Drop Cap, Date and Time, Symbols- Equation & Symbol
   c. **Page Layout:** Page Themes, Page Setup- Margin, Orientation size, Column. Page Breaks - Page break, Column break. Page Background - Water Mark, Page color, Page border. Paragraph spacing, indent spacing, Justify
   d. **Reference:** Footnote**,** Endnote**,** Caption**,** Comment
   e. **Mail Merge :** Start mail merge, Excel Integration , Write and insert field, Preview result
   f. **Review & View :** Word count, Spelling and Grammar , Comment , Document view, Show, Zoom
   g. **File Operation and Security :** Password Security, Track Change, Convert PDF
   h. **Advanced Tools:** Table of Contents, Indexes, Adding Comments, Tracking changes, Macros, Introduction to Google docs.

6. **MS Excel**
   a. **Home** Merge and center, Wrap text, Increase decimal , Decrease decimal Conditional formatting Insert column , Delete column Editing – Auto Sum ,Fill, Clear
   b. **Insert** Charts Pivot Chart Object Link Sheet and Rename Sheet
   c. **Page layout** Print Area , Scaling , Page Background
   d. **Formula:** Sum, Average, Max, Min**,** Mod**.** If, Sumif, Count if, Len**,** Count**,** Round. Left, Right, Concatenate. Time**,** Date**,** Day, Now, Today, Month, Now. Preparing marks Statement. Formula Auditing, Database Functions (DSUM, DMIN, DMAX, DCOUNT, DCOUNTA), Vlookup and Hlookup Introduction to Google Sheets.
   e. **Data :** Sorting , Filter, Advanced Filter   Data Validation, Consolidation ,Goal Seek , Scenario Manager Data Table Text to Columns, Remove Duplicate Subtotal, Group and Ungroup
   f. **Topic View :** Normal View, Page layout , Page Break, Custom View, Full Screen, Zoom Show : Ruler , Formula Bar , Heading and Gridlines,
   g. **Topic Windows :** New Window, Arrange All, Freeze panels, Split, Hide, View Side by Side , Synchronous scrolling , Reset Window Position , Save Workspace , Switch Window

7. **MS Power Point**
   a. **Home :** Paste Special , New slide, Slide Layout, Section & Arrange
   b. **Insert :** Smart Art, Action, Slide numbering**,** Video and Audio, Insert Object & Text , Word Art , Align- Align Centre, Right, Left, Top, Middle, Bottom
   c. **Slide Properties :** Slide Design , Slide Transition, Background style
   d. **Object Animation & Transition :** Animation, Advanced Animation Timing & Transition to the slide
   e. **Slide Show & View :** From beginning, From current show Custom Show, Setup show Hide Show, Rehearse Time, Record Slide Show, Presentation View- Normal,, Slide sorter Notes page**,** Reading View**,** Master View- Side Master, Handout Master, Notes Master Color/ Gray Scale View.

8. **Introduction to Internet Computer Network**
    a. Internet, Growth of Internet, Intranet and Extranet,   Local Area Network (LAN),
    b. Wide Area Network (WAN), Network Topology. Transmission media E-mail, Mail Box –Inbox and Outbox, SMTP Protocol, POP3 Protocol
9. **Data Base Operations**:
    a. Database, Relational Database,
    b. Creating, dropping, manipulating table structure. Data Entry Form, Reports.
    c. Practicing these concepts using Access.

M2: Tally Prime with GST, TDS, TCS & Payroll

Objective of the Course

The objective of the course is to train individuals in the Computerized Accounting using Tally and pursue the career in this sector. With the fast-moving technological world and in IT era, all sorts of tasks are being automated which were performed manually earlier irrespective of domain e.g. healthcare, documentation, shopping, employee management, shopping almost everything. To meet the pace of the growing world, the accounting system have also been computerized and automated as one single entry manages both accounting and inventory needs. Tally is the most popular accounting packages used across our country and needs a lot of trained manpower to meet the requirements.

After successful completion of the course, a candidate is exposed to large employment opportunities. An accounting package like Tally is highly useful for rendering accounting related tasks in offices. Hence a candidate after pursuing this course can directly enter an organization as a/an-

- Accounts Executive
- Accounting Assistant
- Professional Accountants

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Outline of the Course

S. No.	Topic	Minimum number of hours
1.	Basic of Accounting	05 hrs
2.	Fundamentals of Tally.	05 hrs
3.	Accounting Masters	05 hrs
4.	Inventory Masters	05 hrs
5.	Accounting Transaction Vouchers	10 hrs
6.	Inventory Transaction Voucher	10 hrs
7.	Advance Accounting	10 hrs
8.	Advance Inventory	10 hrs
9.	TDS (Tax Deducted at Source)	05 hrs
10.	TCS (Tax Collect at Source)	05 hrs
11.	GST (Goods and Service Tax)	10 hrs
12.	Techno Logical Advantages	10 hrs
13.	Payroll Accounting	10 hrs
14.	Generating Reports	05 hrs
15.	Live Practical Practice	15 hrs
	Total	**120 hrs**

Syllabus Detail

Unit 1. Introduction to Tally: Introduction , Types of Accounts , Accounting Principles or concepts , Mode of Accounting, Rules of Accounting ,Double-entry system of bookkeeping, Company Creation, Shut Company , Delete Company, Alteration, Create Group of Company.

Unit 2. Account and Inventory Master: Company Features, Configuration, Getting functions with Tally prime, Creation / setting up of Company, Accounting Masters**,** Chart of Groups , Groups , Multiple Groups , Ledgers , Multiple Ledgers, **Inventory Masters :** Stock Groups , Multiple Stock Groups , Stock Categories , Multiple Stock Categories , Units of Measure , Stock Items

Unit 3. Accounting Transaction Vouchers: Payment, Receipt, Contra, Sales. Purchase Debit Note, Credit Note. Journal.

Unit 4. Inventory Transaction Voucher: Stock Journal, Physical Stock Voucher, Manufacturing Journal, Purchase Order, Sales Order, Goods Receipt Note, Delivery Note, Rejection Outwards, Rejection Inwards,

Unit 5. Advance Accounting: Bill-wise details, Cost centers and Cost Categories, Multiple currencies, Interest calculations Budget and controls , Scenario management , Bank Reconciliation.

Unit 6. Advance Inventory: Order Processing, Recorder Levels, Batch-wise details, Bill of Materials, Batch-Wise Details Different Actual and Billed Quantities, Price Lists , Zero-Valued Entries , Additional cost details , Point of Sales .

Unit 7. TDS (Tax Deducted At Source): Understanding TDS, Creating TDS Masters, Practical Examples, TDS Payment

Unit 8. TCS (Tax Collect At Source) : Understanding TCS, Creating TCS Masters, Practical Examples, TCS Payment.

Unit 9. GST (Goods and Service Tax) : About Goods and Services Tax (GST), Activating Tally in GST, Setting Up GST (Company Level, Ledger Level or Inventory Level), GST Taxes & Invoices, Understanding SGST, CGST & IGST, Creating GST Masters in Tally, Updating GST Number for Suppliers, Practical on Intra-State Purchase Entry in GST (SGST + CGST), Practical on Inter-State Purchase Entry in GST (IGST), GST Purchase Entry for Unregistered Dealer in Tally, Reverse Charge Mechanism Entry for GST in Tally, Updating GST Number for Suppliers, Practical on Intra-State Sales Entry in GST (SGST + CGST), Practical on Inter-State Sales Entry in GST (IGST), Printing GST Sales Invoice from Tally ERP9 Software, Preparing of Excel Report Using Tally Prime

Unit 10. TECHNO LOGICAL ADVANTAGES: Tally vault, Security controls, Tally Audit, Backup and restore, Split company data Import and export of data ,Create a Company Logo.

Unit 11.   PAYROLL ACCOUNTING: Employee Creation, Salary Define, Employee Attendance Register , Pay Heads Creation Salary Report

Unit 12.   GENERATING REPORTS: Financial Statements - Trading Account, Profit & Loss Account, Balance Sheet**,** Accounts Books and Reports Inventory Books and Reports Exception Reports

Unit 13.   ASSIGNMENTS QUESTIONS
- ✓ What is Financial Accounting? Objectives of Financial Accounting. Classification of Accounts
- ✓ Explain the Features of Tally
- ✓ What is Security? Explain types of Security control.
- ✓ Difference between Manual Accounting and Electronics Accounting
- ✓ What is Ledger? Explain the various types of Ledger.
- ✓ What is Balance Sheet, Profit & Loss & Trail Balance?
- ✓ Write Short Note on VAT? Difference between Input and Output vat.
- ✓ What is Budget? Types of Budgets
- ✓ Write Short Note on Cost Center
- ✓ Explain the Various Types of Voucher in Tally? Minimum 12 Vouchers.
- ✓ Write Short Note GST? IGST, CGST and SGST.
- ✓ Adjustment Entries of GST

Reference Book:
1. Am Ahmad Financial Accounting Using Tally
2. Tally Accounting AK Nandani