Detailed Curriculum

Name of Unit of Qualification	:	Understanding Computer fundamental and office automation software
Duration	:	50 Hours
Topics	:	Computer Fundamental, Operating System, Office Automation

Performance Criteria(OUTCOME) No.	Contents	Hrs.
OUTCOME-1: Acquiring Skills to Understand Computer Fundamental	Generation of computers, types of computers, micro, mini, main frame & super computers, applications, functional units & operation concepts. **Memory Structure** Basic concepts, types of memories from semiconductor RAMs, Memory system Considerations, ROMs, concepts of cache and virtual memory. **Processor Unit** Basic concepts, sequence of operations to execute a complete instruction, hardware control and micro programmed control-brief introduction. **Secondary Storage** Magnetic disk systems-floppy and hard disk - concept of disk operations-characteristics of different types of disk systems-magnetic tape systems-concept of optical storage devices. **I/O Devices** Various I/O devices-concept of video terminals-video displays-alphanumeric displays-graphic displays. **Printers & Plotters** Types-Specifications-Characteristics.	05
OUTCOME-2: Understanding Operating System and its functions	**Operating System:** **DOS** Introduction, Different Operating Systems, Loading and Quitting the Operating Systems, Important DOS Commands (Internal and External), File and Directory System Concepts in DOS. **WINDOWS** Introduction Operating System **Desktop icons** My Computer, Recycle Bin, Internet Explorer, Network Neighbourhood, My Documents. **Working with windows** How to create a Folder, Copying and cutting files, Renaming. **Start icon**	05

	Programs, Favorites, Documents, Settings, Find, Run, Shut down, application icons	
OUTCOME-3: Acquiring Skills to use Office Automation Software	**An introduction to word** The Word workspace, Starting and quitting Word, Creating and Manipulating Various documents, Editing of proofing files, Merging documents and macros. **How to use mouse and menu** Working with dialog box. **Primary commands in file menu** The open command, The New command, The Save As and Save all commands, The Close command, The Page Setup, The Print Exit command. **Edit menu commands** The Cut, Copy and Paste commands, The Undo and Repeat commands. **Format commands** Font commands, Paragraph command. **Other menu** The View menu, The Inset menu, The Tools menu, The Table menu, The Window menu. **Spread Sheet Preparation Using MS Office** **Building a simple worksheet** Entering Text, Entering Values, Entering Dates and Times, Moving Around, Selecting Ranges, Using Menu, Using Tool Bar, Using Shortcut Menus, Changing entries, Copying entries, Moving Entries, Inserting and Deleting cells. **Formatting Basics** Changing Character Style, Changing Alignment, Changing Column Width. **Working with Multiple worksheet** Copying entries between work books, Moving sheets between work books, Deleting sheets, Quitting Excel. **Opening existing workbooks** Simple calculations. Doing Arithmetic, Totaling column of values, Naming cells and Ranges. **Formatting Text** Displaying dollars and cents, Formatting decimal places, Formatting dates, Copying style and formats. Formulas that make decisions — Using the IF function, Using the nested IF function, Copying formulas. Checking Spelling, Printing Worksheets, Preview Worksheets, Setting up the pages. Sorting data, Keeping Leading in View, Finding records, Adding and deleting Records, Filtering Records. Plotting charts, Sizing and moving charts, Updating charts, Changing the chart type, Using chart auto format. Creating Macros, Recording Macros,	40

Running Macros.

Database Concepts Using MS Access

Introduction to Database

Database System Concepts, DBMS and RDBMS

Planning and designing a database

Creating a database — Sorting Data in Tables, Fields, Records, Two ways to Create a Database, Creating a Database with Database Wizard

Building and Modifying Tables

Create Tables by using the Table Wizard, Create Tables from Scratch, Field Names Data Types and Filed Properties, Modify Tables Using Design View, Entering Data in a Data sheet, Editing Data in a Datasheet, Changing the Width of Columns and Height of Rows, Changing the Order of Columns, Setting of Primary Key

Defining Relationship

Establish Relationship, Enforce Referential Integrity

Querying a Database

Constructing a Query, Creating the Query, Choose the Tables to Query, Field to Query, Entering the Query criteria, Saving the Results of a Query

Different Kinds of Queries

Crosstab, Update, Delete, Append, Make Table

Building and Modifying Forms

For Entering and Viewing Data, Creating a Form (Design View of Form Wizard), Use the Control Toolbox to Add Controls, Modify Format Properties (Font Style, Size, Color, Caption, etc.) of Controls, Use of Form Sections (Header, Footers and Detail), Use of Calculated Control on a Form.

Slide Presentation Using MS Office

Power Point

Main Features of Power Point, Making the Presentation, Creating Template with the Auto Content Wizard. Creating a Presentation with a Template. Creating a presentation from Scratch

Different Views

Normal Slide, Outline, Slide Sorter, Slide Show, Notes, Slide Master Animation ,ART and Sound Controlling Transitions between slides. Animating Different Parts of a slide. Inserting a Motion Clip. Including Sounds in slides. Including Graphs, Charts, Tables and Columns Organization Chart Slide, Creating a table Slide. Creating two column Slide, Module 1: Showing A Presentation, Rehearsing/ Timing a Presentation, Designating some slides as ―Hidden, Viewing Slides Anywhere in a Slide Show. Techniques for Making a Show Livelier Office Connections Presenting

	with the help of other Office Programs Importing the text from a Word Document.— Printing a Presentation.	

Name of Unit of Qualification	:	Introduction To Financial Accounting
Duration	:	50 Hours
Topics	:	Financial Accounting

Performance Criteria(OUTCOME) No.	Contents	Hrs.
OUTCOME-1: Core Skills to Prepare Financial Accounting	**Introduction to Accounting** What is Accounting, Financial Accounting Books of Accounts, Cash, Journal, General Ledger Classification of Accounts and Rules of Debits and Credit, Financial Statement, Trial Balance, Final Accounts Statements, O / S Bills Tracking **Inventory Management** Inventory Analysis, Depreciation, Delivering In & Out, Purchase & Sales Invoice, Debit & Credit Notes Foundation of Accounts, Ledger Accounts and Groups, Account Groups, Liability Side, Assets Side, Income Side, Expense Side	20
OUTCOME-2: Advance Skills to Prepare Financial Accounting	**Capital Account** Capital, Reserves & Surplus (Retained Earnings) Loans (Liabilities), Bank overdraft, Secured Loans & Unsecured Loans Current Liabilities, Duties & Taxes, Provisions, Sundry Creditors, Current Liabilities **Fixed Assets** Investments Current Assets, Stock in Hand, Deposits (Assets), Loans & Advances (Assets), Sundry Debtors, Cash in hand, Bank Account Miscellaneous Expense & Suspense Account, Sales & Purchases, Direct & Indirect Income, Direct & Indirect Expenses **Inventories** Introduction Types of inventory, Inventory in case of manufacturing, Raw materials, Work-in-progress, Finished goods / stock, Inventory in case of trading concern, Finished goods / stock Basis of inventory valuation, Cost, Net realizable value Techniques of Inventory valuation, Historical cost methods, FIFO, LIFO, Average Price, Weighted average price, Non-Historical cost methods Inventory Record system, Periodic Inventory system, Perpetual inventory system .	30

Name of Unit of Qualification	:Preparation of Account Books UsingAccounting Packages	
Duration	: 50 Hours	
Topics	: Prepare Account Books Through Accounting Package(Tally)	

Performance Criteria(OUTCOME) No.	Contents	Hrs.
OUTCOME-1: Acquiring The Skills To Prepare Account Books Through Accounting Package	**Tally** Introduction to Tally, Tally Fundamentals, Features of Tally, Tally start up screen and components, Tally clock, Switching between screen area- Ctrl-n & Ctrl-m, Quitting Tally. **Maintaining Company Data** Basic Company Details, Creation, Modification, Tally – Accounting & Inventory, Chart of accounts – Group , Ledger, Introduction to F11- Features, Introduction to F12- Configurations, Maintaining stock details, Inventory Masters, Displaying and altering stock group, Creating and altering multiple stock categories, Creating and altering unit of measure. **Tally Vouchers** Accounting Vouchers, Contra Voucher (F4), Payment Voucher (F5), Receipt Voucher (F6), Journal Voucher (F7), Sales Voucher (F8), Credit note Voucher (Ctrl+F8), Purchase Voucher (F9), Debit note Voucher (Ctrl +F9), Reversing Journal (F10), Memo Voucher (Ctrl+F10), Optimal Voucher,Postdated Voucher, Inventory Vouchers, Inventory Vouchers, Purchase order, Sales order, Rejection out, Rejection In, Stock journal, Delivery Note, Receipt Note, Physical note, Invoicing.	30
OUTCOME-2: Acquiring The Skills To Prepare Account Books Through Accounting Package	**Display and Reporting** Financial report, Financial Statutory Report, Balance sheet, Profit & Loss A/C, Trial Balance, Sales Register, Purchase Register, Journal Register, Cash Book, Bank Book and Ledger, Financial MIS Report, Group Summary, Group Vouchers, Statement of Accounts, Cost center,out standings , Interest calculations ,statistics, Inventory Report, Inventory Statutory Report, Inventory MIS Report. Technology Advantages of Tally, Tally Vault, Security control, Tally Audit, Backup and Restore, Split company data, Export and Import	20

	of data, ODBC Compliance Printing, New features in Tally 9, Value Added Tax (VAT), Tax Deduction at Source (TDS), Service Tax, Pay Roll Accounting.	

Name of Unit of Qualification	: Working with Desktop Publishing Softwares
Duration	: 50 Hours
Topics	:Page Maker, Photo Shop and Coral Draw

Performance Criteria(OUTCOME) No.	Contents	Hrs.
OUTCOME-1: Acquiring Skills on Page Maker	**Page Maker** Introduction to Desktop Publishing, Introduction to PageMaker Advantages, Using the Mouse, Components of the PageMaker Window. Setting the Margins, Setting the Page Size, Changing the page Orientation, Setting Page Numbers, Changing the Page Size view, Creating New Document Windows: Displaying the Rulers, Changing the Rulers, Using Rulers, Using Guidelines, Positioning Guidelines, Adding Guidelines to Master Pages. Aligning to Guidelines, Displaying Guidelines, Locking Guidelines. Formatting Types: Changing Fort Families, Changing Font Sizes, Changing Typeface Style, Changing Character Specification: Changing Type leading, Changing Character Widths, Changing Tracking, Changing Type Options. Saving Your Document: Saving a new Documents, Saving an existing Document, Saving a Document as another document, Reverting to a Previously Saved Version. Developing Paragraphs: Typing Text, Adding special Characters to Text, Aligning Text. Formatting Paragraphs: Changing Indents, Changing the space around Paragraphs, Changing Paragraph Alignment, Controlling How Paragraphs Break Between Pages and Columns, Adding lines Above or Below Your Paragraphs. Converting Other Objects to Frames, Threading and Unthreading Text. Threading additional Text, Threading Text to Different Page. Unthreading Text Blocks, Rethreading Text Blocks, Making Text Blocks Disappear Without Deleting them, Selecting and Dragging Text, Editing Deleting Text, Cut, Copying, Pasting Text, Viewing the Contents of Clipboard, Using Undo and Revert. Inserting and Removing Pages: Inserting and Removing Pages, Adjusting Spacing of Characters, Words, Lines: Adjusting, Spacing and Leading, Setting	20

	and changing Tabs. Introduction to Auto Flow, PageMaker Plug-Ins, Drop Cap, Change Case, Bullets and Numbering. Adding Design Elements – Introduction Adding Graphics to your Documents, Adding Lines, Changing Lines Specifications, Adding Shapes, Changing Shape Specifications, Changing Line and fill, Specifications together (fill and Stroke), Changing Round Corners, Creating Drop-Shadow, Boxes, Text wrap, Changing PageMaker Options: Adjusting Margins, Setting and Adjusting Columns, Setting Unequal Width Columns, Creating headers and Footers, Creating Graphics in PageMaker, Rotating Text, Skewing and Mirroring objects with Control Palette. Importing Graphics into PageMaker: Placing, aligning Graphics, Cropping Graphics. Setting up Templates Setting Up Master Page Templates, Creating Custom Page Sizes, Creating Custom Borders, Creating a News Paper Template, Creating New master Pages, Saving an existing Page As a Master Page. Setting UP Custom Styles: Defining Styles, Creating, Editing, Removing Styles and Copying Styles. Introduction to Using layers, n-Layers Palette, Moving and creating objects. Introduction to Printing – Selecting a Printer Printing your Document, Printing Document Dialog Box Options. Adding Color Introduction – Using PageMaker Default Color Palette, Opening Color Palette, Adding color to Text, Working with Color Graphics, Defining Custom Colors, Creating Text Screens. Developing Long Documents Introduction – Using Story Editor: Opening Story Editor, How the Story Editor names, Tories, Switching Between Story Editor and Layout Editors, Closing Story Editor and Placing the Story Editor, Differences between Story Editor and layout Editors. Spellings Starting the speller, Correcting Misspelled Words, Correcting Duplicate Words, Adding Words to the different Dictionaries, Correcting Duplicate Words, using find Feature, Using the change Feature, Creating an Index, using PageMaker Help.	
OUTCOME-2: Acquiring Skills on Photo Shop and Coral Draw	**PHOTOSHOP** Elements of Photoshop, The Elements Environment, Exploring the Photoshop Elements Work Area, Basic Tools and Palettes Modifying an Image, Making Minor Adjustments to your Image, Adjusting the Lighting in Your Image	30

	Enhancing an Image, Enhancing an Image with Text, Enhancing an Image with the Painting Tools, Enhancing an Image with Layer Effects, Enhancing an Image with Filters Composite Images, Creating a Composite Image, Create an Animated GIF, Creating Composite Images using Photo merge The Finished Product, Saving Images for the Web and Creating a Web Gallery, Photoshop Elements Print Options	
	CORELDRAW	
	Basics of CorelDraw Introduction, Getting Started, Creating A New File, Title Bar, Work Area, Printable Page, Property Bar, Page Counter Bar,Color Palette, Toolbox, Statues Bar, Drawing Figures, Lines, Ellipse, Circles, Rectangle, Square, Polygon, Saving, Closing, Opening, Views, Normal View, Preview, Wire Frame View, Draft View, ZoomView Manager, Creating View Drawing Introduction, Toolbox, Selecting an Object, Resizing an Object, Moving, Moving An Object, Changing the Shape, Combining Two Objects, Skewing, Welding the Objects, Blending, Curve Lines, Straight LinesContinuing a Line,View Mode, Changing, Media Tool Rotating An Object, Grouping-Fill Tool Fly OutFilling, Spray Mode. Text Introduction, Text Tool, Entering Artistic Text, Entering Paragraph Text, Converting Text, Formatting Text, Changing the Font Size, Arranging Objects, Ordering the objects, Changing the Font, Bullets, Decorating the Text, Welding, Text Editor, Opening, Changing the Alignment, Type Style, Spell Checking, Grammar Searching Synonyms, Find, Replace, Editing, Kerning, Formatting Characters. Images Bitmap Images, Vector Images, Resizing, Rotating, Skewing, Moving, Cropping, Importing Images, Adding Special Effects, Converting to Bitmap, Exporting Images. Page Layout Changing the Page Size, Changing the Layout, Applying Styles, Applying Bitmaps to the Background, Changing the Background, Adding a Page Frame, Moving Between Pages.	