

Skill-based, Job-oriented course under NECB 2.0

Computer Applications, Accounting & Publishing

Course Objective:

Create Skilled Man Force for Computer Application Accounting and Publishing, candidates can be easily absorbed in any publishing house, press and accounting related jobs with Tally.

Learning Outcomes:

- Knowledge of Computer Fundamental and office automation software
- Prepare and Practice Financial Accounting
- Prepare and Practice Advance Financial Accounting
- Prepare Account Books Through Accounting Package
- Prepare Account Books Through Advanced Accounting Package
- Execute Advanced Skills on Page Maker
- Execute Advanced Skills on PhotoShop

Course Duration(In Hours): 200 hrs (80 hrs theory and 120 hrs practical)

Course Timing: The theoretical part will be conducted ONLINE and the practical part will be conducted in OFFLINE mode. ONLINE classes will be conducted from 9 AM on working days [Monday to Friday]

Course Fees: NIL

Minimum Eligibility: 10+2 passed in any stream/ ITI passed/ Diploma Engineers [Candidates should have their PC/Laptop and internet connectivity for joining the theory sessions]

Prerequisite: Knowledge of English

Attendance: Attendance during the Online and Offline classes shall be monitored strictly and candidates having 75% and above attendance only will be allowed to sit for the examination. In the case of the online sessions, it is mandatory to attend the entire duration of the class/ session.

Location of the Offline classes: NIELIT Guwahati, Paltanbazar, Guwahati Assam.

Examination center: NIELIT Guwahati, Paltanbazar, Guwahati Assam.

COURSE OUTLINE

	Modules
1	Understanding Computer fundamental and office automation software
2	Introduction To Financial Accounting
3	Preparation of Account Books Using Accounting Packages
4	Working with Desktop Publishing Software
5	Understanding Computer fundamental and office automation software

Detailed Curriculum

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

Performance Criteria(OUTCOME) No.	Contents
OUTCOME-1: Acquiring Skills to Understand Computer Fundamental	<p>Generation of computers, types of computers, micro, mini, mainframe & supercomputers, applications, functional units & operation concepts.</p> <p>Memory Structure Basic concepts, types of memories from semiconductor RAMs, Memory system Considerations, ROMs, concepts of cache and virtual memory.</p> <p>Processor Unit Basic concepts, sequence of operations to execute a complete instruction, hardware control and micro programmed control-brief introduction.</p> <p>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.</p> <p>I/O Devices Various I/O devices-concept of video terminals- video displays-alphanumeric displays-graphic displays.</p> <p>Printers & Plotters Types-Specifications-Characteristics.</p>
OUTCOME-2: Understanding Operating System and its functions	<p>Operating System:</p> <p>DOS Introduction, Different Operating Systems, Loading and Quitting the Operating Systems, Important DOS Commands (Internal and External), File and Directory System Concepts in DOS.</p> <p>WINDOWS Introduction Operating System</p> <p>Desktop icons My Computer, Recycle Bin, Internet Explorer, Network Neighbourhood, My Documents.</p> <p>Working with windows How to create a Folder, Copying and cutting files, Renaming</p> <p>Start icon Programs, Favorites, Documents, Settings, Find, Run, Shut down, application icons</p>

<p>OUTCOME-3: Acquiring Skills to use Office Automation Software</p>	<p>An introduction to word The Word workspace, Starting and quitting Word, Creating and Manipulating Various documents, Editing of proofing files, Merging documents and macros.</p> <p>How to use mouse and menu Working with dialog box.</p> <p>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.</p> <p>Edit menu commands The Cut, Copy and Paste commands, The Undo and Repeat commands.</p> <p>Format commands Font commands, Paragraph command.</p> <p>Other menu The View menu, The Inset menu, The Tools menu, The Table menu, The Window menu.</p> <p>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.</p> <p>Formatting Basics Changing Character Style, Changing Alignment, Changing Column Width.</p> <p>Working with Multiple worksheet Copying entries between work books, Moving sheets between work books, Deleting sheets, Quitting Excel.</p> <p>Opening existing workbooks Simple calculations. Doing Arithmetic, Totaling column of values, Naming cells and Ranges.</p> <p>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, Running Macros.</p> <p>Database Concepts Using MS Access Introduction to Database Database System Concepts, DBMS and RDBMS</p> <p>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</p> <p>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</p> <p>Defining Relationship Establish Relationship, Enforce Referential Integrity</p>
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	<p>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</p> <p>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.</p> <p>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.</p>
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Name of the Unit : Introduction To Financial Accounting
Topics : Financial Accounting

Performance Criteria(OUTCOME) No.	Contents
OUTCOME-1: Core Skills to Prepare Financial Accounting	<p>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</p> <p>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</p>

<p>OUTCOME-2: Advance Skills to Prepare Financial Accounting</p>	<p>Capital Account Capital, Reserves & Surplus (Retained Earnings) Loans (Liabilities), Bank overdraft, Secured Loans & Unsecured Loans Current Liabilities, Duties & Taxes, Provisions, Sundry Creditors, Current Liabilities</p> <p>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</p> <p>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</p>
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Name of the Unit	: Preparation of Account Books Using Accounting Packages
Topics	: Prepare Account Books Through Accounting Package(Tally)

Performance Criteria(OUTCOME) No.	Contents
<p>OUTCOME-1: Acquiring The Skills To Prepare Account Books Through Accounting Package</p>	<p>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.</p> <p>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.</p> <p>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.</p>

<p>OUTCOME-2: Acquiring The Skills To Prepare Account Books Through Accounting Package</p>	<p>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 centre, outstandings, Interest calculations, statistics, Inventory Report, Inventory Statutory.</p> <p>The report, Inventory MIS Report.</p> <p>Technology Advantages of Tally, Tally Vault, Security control, Tally Audit, Backup and Restore, Split company data, Export and Import of data, ODBC Compliance Printing, New features in Tally 9, Value Added Tax (VAT), Tax Deduction at Source (TDS), Service Tax, Pay Roll Accounting.</p>
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Name of the Unit : Working with Desktop Publishing Softwares

Topics :Page Maker, Photo Shop and Coral Draw

Performance Criteria(OUTCOME) No.	Contents
<p>OUTCOME-1: Acquiring Skills on Page Maker</p>	<p>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 Font 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,</p>

<p>OUTCOME-2: Acquiring Skills on Photo Shop and Coral Draw</p>	<p>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 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</p> <p>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 Lines Continuing a Line, View Mode, Changing, Media Tool Rotating An Object, Grouping-Fill Tool Fly Out Filling, 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.</p>
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Course start date: 28th March, 2022
Course Co-ordinator: Dr. Saurov Mahanta, STO : 94350-47023
