

### Syllabus on Vocational Education and Training Course (VTC)

<b>Paper Title</b>	<b>: Computerized Accounting -I</b>							
<b>CODE</b>	<b>: VTC:243.3</b>							
<b>Number of Credits</b>	<b>: 4</b>							
<b>Semester</b>	<b>: III</b>							
<b>No. of Theory Hours Per Week</b>	<b>: One (1 hour)</b>							
<b>No. of Practical Hours per Week</b>	<b>:Three (3 Hours)</b>							
<b>Outline of the Paper:</b>								
<b>Type of Course</b>	<b>Units in the VTC</b>	<b>Hours</b>	<b>Credits</b>	<b>Total Marks</b>	<b>Distribution of Marks (as per OC-8)</b>			
<b>Computerized Accounting-I</b>					<b>In-Semester</b>		<b>End-Semester</b>	
					<b>Theory</b>	<b>Practical</b>	<b>Theory</b>	<b>Practical</b>
	<b>Unit-I Theory (25 Marks)</b>	<b>15</b>			<b>25</b>			
	<b>Unit-II to IV Theory (75 Marks)</b>	<b>90</b>	<b>4</b>	<b>100</b>		<b>15</b>		<b>60</b>
<b>Marks Distribution</b>	<b>: Internal Assessment: 40</b> <b>: External Assessment: 60</b>							
<b>Course Objectives</b>	To introduce the students to the computerized accounting environment to enable them creating and managing accounting records using computerized accounting software.							
<b>Course Learning Outcome</b>	At the end of the course students will able to: 1. gain proficiency in using Accounting Software for Accounting and Financial Management tasks 2. describe the fundamental concept of accounting, including ledger creation, journal entries and trial balance							
<b>Unit I: (Theory) 15 Hours</b>	<b>Introduction to Computerized Accounting</b> Understanding basic accounting principles and concepts, Definition of Accounting terms, Concept of Capital and Revenue Expenditure and Receipt. Characteristics of Computerized Accounting, Advantages and Disadvantages, Manual Accounting Vs Computerized Accounting, Readymade Accounting Packages, Advantages and Disadvantages of Readymade Accounting Packages, Customized Accounting Package, Tailor-made Accounting Packages, Own Developed Accounting Package, Third Party Developed Accounting Software, Advantages and disadvantages of Third Party Accounting Software, Factors to be considered while Purchasing Accounting Software.							
<b>UNIT-II: (Practical) 30 Hours</b>	<b>Introduction to Accounting Software</b> Interface and Navigation, Company Information, Remote Access, Security control, Usage of Function Keys. Installation and Configuration of the Accounting software, Company Information-							

	<p>Parts of Screen, Company Create, Select, Shut, Alter, Delete, Split Company, Backup and Restore Company, Vault and Security, Gateway of Tally: Features and Configurations - F11 and F12. Masters: Creation, Alter and Chart ofAccounts, Creation of Groups, Display, Delete and Configure Groups.</p>
<p><b>UNIT-III: (Practical)</b> <b>30 Hours</b></p>	<p>Ledgers and Sub Ledgers Concept, Creation, Alter, Delete and Configuration: with and without Opening Balances, Revenue Receipt and Revenue Payment, Capital Receipt and Capital Payment. Cost Centers and Cost Categories: Create Display and Alter, Accounting Voucher Entry in Single entry and Double Entry, Contra Voucher, Receipt and Payment Voucher, Journal Voucher, Memorandum Voucher and Reversing Journals.</p>
<p><b>UNIT-IV: (Practical)</b> <b>30 Hours</b></p>	<p><b>Report Generation</b> Vouchers entry, Accounting and Inventory features, statutory and Taxation features: TDS, GST, preparing Trial balance, financial statements and reports (The curriculum has been divided into three progressive levels spread across three semesters, totalling 315 hours (105 hours for each semester). Each semester combines theoretical knowledge with practical application through hands-on exercises.)</p>
<p><b>Suggested Readings</b></p>	<ol style="list-style-type: none"> <li>1. Agrawal Gaurav, Learn Tally Prime with GST, Digital Muneem Ji Publications</li> <li>2. Bhaderia, Gagan, Tally Prime: Advanced Notes with QR Code, Notion Press</li> <li>3. Mishra, V, Tally Prime with GST, TBP Publications</li> <li>4. Nadhani, K Asok, Mastering Tally Prime, BPB Publications</li> <li>5. Prime, BPB Publications</li> <li>6. Sangwan, Rakesh, Tally Workbook using Tally Prime, Ascent Prime Publications</li> <li>7. Tally Education Private Limited, Official Guide to Managing your Business using Tally</li> <li>8. Tally India, Official Guide to Financial Accounting using Tally Prime, BPB Publications</li> </ol>
<p><b>Requirements</b></p>	<p><b>Accounting Software</b></p> <ul style="list-style-type: none"> <li>• Types of Accounting Packages</li> </ul> <p><b>Tally Accounting Software</b></p> <ul style="list-style-type: none"> <li>• Interface and Navigation</li> <li>• Masters Management</li> </ul> <p><b>Voucher Entry</b></p>

	<ul style="list-style-type: none"> <li>• Single entry and double entry accounting</li> <li>• Types of vouchers: Contra, receipt, payment, journal, memorandum, and reversing journals</li> </ul> <p><b>Report Generation</b></p> <ul style="list-style-type: none"> <li>• Vouchers entry</li> <li>• Accounting and inventory features</li> <li>• Statutory and taxation features: TDS and GST</li> <li>• Preparing trial balance, financial statements, and reports</li> </ul> <p><b>GST Concepts and Procedures</b></p> <ul style="list-style-type: none"> <li>• GSTIN registration</li> <li>• HSN code and input tax credit</li> <li>• Composition scheme and returns</li> </ul> <p><b>Bank Reconciliation</b></p> <ul style="list-style-type: none"> <li>• Creation of ledgers for bank reconciliation</li> <li>• Methods of transactions</li> </ul> <p><b>Payroll Processing</b></p> <p><b>Inventory Management System</b></p> <ul style="list-style-type: none"> <li>• Hands-on Exercises</li> <li>• Case Studies</li> </ul> <p><b>Any other item as required</b></p>
<b>Qualified Instructors</b>	Instructors with experience in Computerized Accounting Certifications or relevant qualifications in Computerized Accounting

<b>Paper Title</b>	<b>: Computerized Accounting-II</b>							
<b>CODE</b>	<b>: VTC:263.3.</b>							
<b>Number of Credits</b>	<b>: 4</b>							
<b>Semester</b>	<b>: IV</b>							
<b>No. of Theory Hours Per Week</b>	<b>: One (1 hour)</b>							
<b>No. of Practical Hours per Week</b>	<b>: Three (3 Hours)</b>							
<b>Outline of the Paper:</b>								
<b>Type of Course</b>	<b>Units in the VTC</b>	<b>Hours</b>	<b>Credits</b>	<b>Total Marks</b>	<b>Distribution of Marks (as per OC-8)</b>			
<b>Computerized Accounting-II</b>	<b>Unit-I Theory (25 Marks)</b>	<b>15</b>	<b>4</b>	<b>100</b>	<b>In-Semester</b>		<b>End-Semester</b>	
					<b>Theory</b>	<b>Practical</b>	<b>Theory</b>	<b>Practical</b>
	<b>Unit-II to IV Theory (75 Marks)</b>	<b>90</b>				<b>15</b>		<b>60</b>
<b>Marks Distribution</b>	<b>: Internal Assessment: 40</b> <b>: External Assessment: 60</b>							
<b>Course Learning Outcome</b>	At the end of the course students will able to: <ol style="list-style-type: none"> <li>1. Gain proficiency in using Accounting Software for Accounting and Financial Management tasks.</li> <li>2. Manage inventory efficiently using Tally Prime, including stock entries and stock valuations.</li> <li>3. Manage to Create of Payroll, salary details, attendance</li> <li>4. Develop skills to generate various financial reports such as balance sheet, profit and loss statement cash flow statement</li> </ol>							
<b>Unit I: (Theory)</b> <b>15 Hours</b>	Concept of Bank reconciliation, Concept of GST, Methods of Transactions, GSTIN Registration, HSN Code, Input Tax Credit, Composition Scheme and Returns, Payroll Processing, TDS, Inventory Management System.							
<b>UNIT-II: (Practical)</b> <b>30 Hours</b>	Creation of Ledgers (Bank Reconciliation), Creation of Inventory Masters: Stock Groups, inventory information, stock groups, stock categories, stock items, unit of measurement, loan, Godown and Locations, Creation of Price level and Price Listing (Invoicing).							
<b>UNIT-III: (Practical)</b> <b>30 Hours</b>	Creation of Payroll: Concept, Masters, Pay Heads, Employee and Employee Groups, Salary Details, Attendance and Production Type, Voucher Type: Display and Alter Purchase Voucher: In Voucher Mode, Accounting Invoice Mode and Item Invoice Mode, Sales Voucher In Voucher Mode, Accounting Invoice Mode and Item Invoice Mode, Debit and Credit Note, Goods							

	Out:- Delivery Note and Rejection Out, Goods In:- Receipt Note and Rejection In ; Order Voucher: Purchase and Sales Order
<b>UNIT-IV: (Practical)</b> <b>30 Hours</b>	Inventory vouchers, predefined inventory vouchers, Types of inventory vouchers, Bills of material, location/ Godown, designing supplier and System for accounting module and report. Day Book, Interest received and Payable. Inventory vouchers entries for traders and manufacturing concerns.
<b>Suggested Readings</b>	<ol style="list-style-type: none"> <li>1. Agrawal Gaurav, Learn Tally Prime with GST, Digital Muneem Ji Publications</li> <li>2. Bhaderia, Gagan, Tally Prime: Advanced Notes with QR Code, Notion Press</li> <li>3. Mishra, V, Tally Prime with GST, TBP Publications</li> <li>4. Nadhani, K Asok, Mastering Tally Prime, BPB Publications</li> <li>5. Prime, BPB Publications</li> <li>6. Sangwan, Rakesh, Tally Workbook using Tally Prime, Ascent Prime Publications</li> <li>7. Tally Education Private Limited, Official Guide to Managing your Business using Tally</li> <li>8. Tally India, Official Guide to Financial Accounting using Tally Prime, BPB Publications</li> </ol>
<b>Requirements</b>	<p><b>Accounting Software</b></p> <ul style="list-style-type: none"> <li>• Types of Accounting Packages</li> </ul> <p><b>Tally Accounting Software</b></p> <ul style="list-style-type: none"> <li>• Interface and Navigation</li> <li>• Masters Management</li> </ul> <p><b>Voucher Entry</b></p> <ul style="list-style-type: none"> <li>• Single entry and double entry accounting</li> <li>• Types of vouchers: Contra, receipt, payment, journal, memorandum, and reversing journals</li> </ul> <p><b>Report Generation</b></p> <ul style="list-style-type: none"> <li>• Vouchers entry</li> <li>• Accounting and inventory features</li> <li>• Statutory and taxation features: TDS and GST</li> <li>• Preparing trial balance, financial statements, and reports</li> </ul> <p><b>GST Concepts and Procedures</b></p> <ul style="list-style-type: none"> <li>• GSTIN registration</li> <li>• HSN code and input tax credit</li> </ul>

	<ul style="list-style-type: none"> <li>• Composition scheme and returns</li> </ul> <p><b>Bank Reconciliation</b></p> <ul style="list-style-type: none"> <li>• Creation of ledgers for bank reconciliation</li> <li>• Methods of transactions</li> </ul> <p><b>Payroll Processing</b></p> <p><b>Inventory Management System</b></p> <ul style="list-style-type: none"> <li>• Hands-on Exercises</li> <li>• Case Studies</li> </ul> <p><b>Any other item as required</b></p>
<b>Qualified Instructors</b>	<ul style="list-style-type: none"> <li>• Instructors with experience in Computerized Accounting.</li> <li>• Certifications or relevant qualifications in Computerized Accounting</li> </ul>

<b>Paper Title</b>	<b>: Computerized Accounting-III</b>							
<b>CODE</b>	<b>:VTC: 363.3</b>							
<b>Number of Credits</b>	<b>: 4</b>							
<b>Semester</b>	<b>:VI</b>							
<b>No. of Theory Hours Per Week</b>	<b>: One (1 hour)</b>							
<b>No. of Practical Hours per Week</b>	<b>: Three (3 Hours)</b>							
<b>Outline of the Paper:</b>								
<b>Type of Course</b>	<b>Units in the VTC</b>	<b>Hours</b>	<b>Credits</b>	<b>Total Marks</b>	<b>Distribution of Marks (as per OC-8)</b>			
<b>Computerized Accounting-III</b>	<b>Unit-I Theory (25 Marks)</b>	<b>15</b>	<b>4</b>	<b>100</b>	<b>In-Semester</b>		<b>End-Semester</b>	
					<b>Theory</b>	<b>Practical</b>	<b>Theory</b>	<b>Practical</b>
	<b>Unit-II to IV Theory (75 Marks)</b>	<b>90</b>					<b>15</b>	
<b>Marks Distribution</b>	<b>: Internal Assessment: 40</b> <b>: External Assessment: 60</b>							
<b>Course Objectives</b>	To enable students professionally efficient to use accounting software and generate financial reports using computerized accounting software.							
<b>Course Learning Outcome</b>	At the end of the course students will able to: <ol style="list-style-type: none"> <li>1. Gain proficiency in using Accounting Software for Accounting and Financial Management tasks.</li> <li>2. Acquire knowledge of taxation process and learn to handle GST compliance within TallyPrime</li> <li>3. Manage inventory efficiently using Tally Prime, including stock entries and stock valuations.</li> <li>4. Develop skills to generate various financial reports such as balance sheet, profit and loss statement cash flow statement.</li> <li>5. To generate Inventory Reports, Accounting Reports, Tally Audit Reports, Exceptional</li> <li>6. Reports, Statutory Reports. design and analyse various road emission testing of petrol and diesel vehicles for PUC/RTO.</li> </ol>							
<b>Unit I: (Theory) 15 Hours</b>	<ul style="list-style-type: none"> <li>• Advanced Features of Accounting Software</li> <li>• Advanced Usage of Function Keys</li> <li>• Budgeting and Forecasting</li> <li>• Audit using computerized Software</li> <li>• Data Security and Backup.</li> </ul>							
<b>UNIT-II: (Practical) 30 Hours</b>	Creation of Company with GST enabled features, F11 and their features, Accessing companies through Networks, Voucher entry							

	with GST: Purchase , Sale, debit Note and Credit Note Masters, Ledgers (with GST), Creation of Inventory Masters with GST and UQC, Preparation of GST returns using accounting software for different types of dealers, preparation of memorandum vouchers, E-way bill generation.
<b>UNIT-III: (Practical) 30 Hours</b>	Stock Journals and Godown, Opt Vouchers and Journal Vouchers with Adjustment Entries, ReverseJournal, Post Dated Vouchers and relate them to Scenario, Point of Sale (POS), Creation of Budgets,,Creation of Multiple Budgets, Budget Variances Basic concept of TDS/TCS, Configuring TDS/TCS, Creation of Masters, Entering Transactions, TDS/TCS reports
<b>UNIT-IV: (Practical) 30 Hours</b>	Tally Audit: Features (Activation) and Statutory Audit, Activating Security Control; Users and Password, Application Of Tally Vault, Backup Procedures, Inventory Reports: Specifying Closing Stock values, Accounting Reports, Tally Audit Reports, Exceptional Reports, Reports Generation: Statutory Reports, GSTR 1, 2 and 3B. Pending Bills, Outstanding Orders, Stock related to Individual Godown and Location, Stock Summary, MIS Reports, Tax and Return
<b>Suggested Readings</b>	<ol style="list-style-type: none"> <li>1. Agrawal Gaurav, Learn Tally Prime with GST, Digital Muneem Ji Publication</li> <li>2. Bhaderia, Gagan, Tally Prime: Advanced Notes with QR Code, Notion Press</li> <li>3. Mishra, V, Tally Prime with GST, TBP Publications</li> <li>4. Nadhani, K Asok, Mastering Tally Prime, BPB Publications</li> <li>5. Prime, BPB Publications</li> <li>6. Sangwan, Rakesh, Tally Workbook using Tally Prime, Ascent Prime Publications</li> <li>7. Tally Education Private Limited, Official Guide to Managing your Business using Tally</li> <li>8. Tally India, Official Guide to Financial Accounting using Tally Prime, BPB Publications</li> </ol>
<b>Requirements</b>	<p><b>Accounting Software</b></p> <ul style="list-style-type: none"> <li>• Types of Accounting Packages</li> </ul> <p><b>Tally Accounting Software</b></p> <ul style="list-style-type: none"> <li>• Interface and Navigation</li> <li>• Masters Management</li> </ul> <p><b>Voucher Entry</b></p> <ul style="list-style-type: none"> <li>• Single entry and double entry accounting</li> <li>• Types of vouchers: Contra, receipt, payment, journal,</li> </ul>

	<p>memorandum, and reversing journals</p> <p><b>Report Generation</b></p> <ul style="list-style-type: none"> <li>• Vouchers entry</li> <li>• Accounting and inventory features</li> <li>• Statutory and taxation features: TDS and GST</li> <li>• Preparing trial balance, financial statements, and reports</li> </ul> <p><b>GST Concepts and Procedures</b></p> <ul style="list-style-type: none"> <li>• GSTIN registration</li> <li>• HSN code and input tax credit</li> <li>• Composition scheme and returns</li> </ul> <p><b>Bank Reconciliation</b></p> <ul style="list-style-type: none"> <li>• Creation of ledgers for bank reconciliation</li> <li>• Methods of transactions</li> </ul> <p><b>Payroll Processing</b></p> <p><b>Inventory Management System</b></p> <ul style="list-style-type: none"> <li>• Hands-on Exercises</li> <li>• Case Studies</li> </ul> <p><b>Any other item as required</b></p>
<p><b>Qualified Instructors</b></p>	<ul style="list-style-type: none"> <li>• Instructors with experience in Computerized Accounting and teaching.</li> <li>• Certifications or relevant qualifications in Computerized Accounting</li> </ul>