

## Syllabus - Certificate Course in Computer Basics and Accounting

Sr. No.	Modules
1.	IT Foundation and Digital Tools
2.	Introduction to Accounting with Tally
3.	Indian Banking System
4.	Employability Skills DGT (30 hrs.)
5.	OJT/Project & Viva (30 hrs.)

### Module - 1 IT Foundation and Digital Tools

#### 1. Computer Fundamentals & Operating System

- What is a Computer
- Characteristics of a Computer
- Basic Applications of Computer
- Advantages and Disadvantages of a Computer
- History of Computer
- Generation of Computer
- Classification of Computers
- Components of computer (Input unit, Arithmetic and logic unit, Control unit, Storage /Memory unit, Output unit)
- Computer Memory ( What is computer memory, Types of memory, Difference between Primary memory & Secondary memory)
- Concepts of Hardware and Software (Definition of Hardware and Software, Input devices, Secondary Storage devices, Output devices, Mother board, Power supply, System software, Application Software)
- Languages (Machine Language, Assembly Language, High Level Language)
- Concepts of data and information
- Number System (Base conversion, binary, decimal, hexadecimal, and octal systems, conversion from one system to the other)
- Binary Arithmetic( Addition, subtraction and multiplication)
- IECT (Information Electronics and Communication Technology) and its applications of IECT
  - E-governance
  - Multimedia and Entertainment

#### 2. Knowing GUI based Operating System and basic troubleshooting

- Operating System and types of operating systems
- Functions of Operating System.
- GUI Operating Systems.
- Types of GUI Operating System (Window, Linux, Android, Apple IOS, MAC OS)
- Elements of GUI Operating System(Desktop, Windows, Title Bar, Task Bar, Start Menu/ Launcher, Icon, Button, Menu, Dialogue Box, Tab, Toolbar, Ribbon)
- How Graphical User Interface Works?
- Advantages and Disadvantages of GUI
- Difference between GUI and CUI Operating System
- Window Operating System
- Managing files and folders in Window Operating System
- Control Panel
- Connecting keyboard, mouse, monitor, printer and projector to CPU
- Basic Troubleshooting for common computer issues (power Supply), Handling issues related to printer (paper jam, printer isn't printing, paper size mismatch, Printer error etc.), Handling issues related to scanner (paper jam, poor image quality etc.)

### **3. Introduction to Word Processing**

- Opening Word Processing Package
- Menu Bar
- Creating, opening and saving document
- Entering and editing text
- paragraph creation
- Moving text (Cut, Copy & Paste)
- Undo, Redo, Using Shortcuts
- Formatting Documents ( Setting font styles, size, color, Typeface (Bold, Italic, Underline), Font effects, Change case, Highlighting, paragraph indenting , Alignments, Line Spacing, Drop cap, Bullets & Numberings, Borders & shadings, Header & Footer, Footnote & Endnote, Inserting Page break, Page numbering, Date & Time, Line Break, Word Wrap, Creating Cover page, Page Border, Table of Contents, Using Page Themes & Color, Inserting Watermarks)
- Working with Tables (Creating tables, Table Styles, Borders & Shadings, Cell Alignment, Inserting & Deleting rows or columns, Merging, Splitting, Sorting, Using formula. Converting table into graphs)
- Inserting Objects- Inserting Pictures, Formatting & editing pictures, picture styles, Picture borders, effects & layouts, Positioning, grouping & ordering, rotating and cropping, Adding and Editing Textbox, Shapes & SmartArt, Inserting Various types of charts, Charts layout and formatting.
- Page Layout & Printing- Page Orientation, Setting page margins, Page size, Columns, Page Setup & Printing.
- Features & Tools- Find and Replace, Auto Correct, Bookmarks, Hyperlinks, Spell Check, Thesaurus, Mail Merge.
- Converting document into pdf

## **4. Typing Skills**

- Keyboard basics
- Correct way of typing
- Alphabet Placement and Positioning
- Typing with Various keys
- Speed typing
- Using shortcut keys.

## **5. Introduction to Spreadsheet**

- Opening, creating and saving Spreadsheet.
- Entering & editing data, Selecting Range
- Cell Addressing
- Creating text, number and date series.
- Inserting, Deleting or Hiding a Row & Column.
- Changing Cell Height & Width.
- Formulas & Functions
- Cell Referencing (Absolute, Relative & Mixed)
- HLookup & VLookup.
- Conditional Formatting.
- Data Sorting & Filtering, Creating Data List, Data Validation
- Consolidation, What-if Analysis.
- Creating Charts and Graphs- Adding different types of Charts, Charts layout and formatting.
- Find & Replace, Spell Check, Thesaurus
- Page Setup & Printing.

## **6. Introduction to Digital Presentation**

- Creating a Presentation using Template
- Creating a Blank Presentation
- Opening and saving a Presentation
- Entering and Editing Text
- Inserting and Deleting Slides in a Presentation
- Applying Themes & Background
- Adding Pictures, Textbox, Tables, Charts, Shapes, Word Tables or Excel Worksheets
- Adding Text to Shapes, Group/Ungroup Objects
- Adding Header & Footer, Using Slide Master.
- Setting Animation & Transition effects, Adding Audio & Video.
- Running a slide show
- Save as PDF, Image or Video file, PowerPoint Views, Printing handouts and slides.

## **7. Secure Web Access and communication**

- **Concept of Internet** (What is Network, Types of networks, Concept of Client and Server, Network Topologies, Network communication media, Concept of Internet and its applications, Advantages and disadvantages of internet, Internet protocol, Domain Name System, IP Address, URL, Internet Connectivity, Using WiFi & Bluetooth on digital devices, WWW and Web browsers, Popular Search Engines, Navigating through web, Uploading & Downloading, Services on web, Using Online Services (Banking, Using e- governance websites, Shopping, Streaming, social networking sites))
- **Introduction to E-mail** (History of Email, E-mail addressing, Creating new email account, Composing & sending email without and with attachments, Email Drafts and Scheduled sending, Replying & forwarding, Sorting & searching email, Sending email to multiple users, CC and BCC, Email protocol, Signatures (appended to the end of outgoing messages))
- **Basic Internet Security Concepts** (Need of Security over internet, security threats, viruses and malwares, e-mail spam, security and privacy issues related to online shopping and social networking sites, safety measures- choosing strong password, Antivirus, Firewalls, safe browsing)

## **8. Cloud Storage and Online Collaboration**

- What is cloud and cloud storage
- Types of cloud storage (Public, private, hybrid and community cloud)
- Cloud Storage Service Providers(Google Drive, OneDrive, Dropbox)
- Benefits of online storage over local storage and portable storage
- Creating and Managing Files on the Cloud
- Sharing and Collaborating on Documents
- Syncing Files Across Devices
- Introduction to Online Collaboration Tools (Google Workspace, Microsoft Office 365)

## **Module 2 Introduction to Accounting with Tally**

### **1. Basics of Accounting**

- Introduction to Accounting (Basic Accounting concepts, Kinds of Accounts, Double Entry Book Keeping, Rules of Debit and Credit)
- Recording of Transactions (Preparation of Journal and Ledger Accounts)
- Subsidiary books (cash book, types of cash book, purchase book, sales book, sales return, purchase return books, Journal proper)
- Trial balance and Rectification of Errors (Meaning and purpose, Preparation of trial balance, Errors, Types of Errors)
- Bank Reconciliation Statement ( Need for Bank Reconciliation, Reasons for Difference between Cash Book and Pass Book Balances, Preparation of Bank Reconciliation Statement)
- Final Accounts (Preparation of Final Accounts: Trading account, Profit and Loss account, Balance Sheet, Final Accounts with Adjustments)

### **2. Accounting Software-Tally ERP9**

- **Fundamentals of Tally.ERP9** (Company Features, Configuration, Getting functions with Tally.ERP9, Creation / setting up of Company in Tally.ERP9)
- **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)
- **Vouchers Entries** (Introduction to Vouchers, Types of Vouchers, Chart of Vouchers, Accounting Vouchers, Inventory Vouchers, Invoicing )
- **Advance Accounting** (Bill wise details, Cost centers and Cost Categories, Multiple currencies, Interest calculations, Budget and controls, Scenario management, Bank Reconciliation )
- **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, POS )
- **Taxes** (TDS, TDS Reports, TDS Online Payment, TDS Returns filing, TDS Certificate issuing, 26AS Reconciliation, TCS, TCS Reports, GST, GST Returns, EPF, ESIC, Professional Tax)
- **Data Security & Administration** (Tally vault, Security controls, Tally Audit, Backup and restore, Split company data, Import and export of data)
- **Payroll Accounting** (Employee Creation, Salary Define, Employee Attendance Register, Pay Heads Creation, Salary Report )
- **Generating Reports** (Financial Statements, Trading Account, Profit & Loss Account, Balance Sheet, Accounts Books and Reports, Inventory Books and Reports, Exception Reports, Statutory Reports, Payroll Reports, Trail balance, Day Book, List of Accounts, Stock Summary, Outstanding Statement)

### **Module 3 Indian Banking System**

- **Introduction to Banking** (Definition and functions of banks, Evolution of banking in India, Types of banks in India (Commercial Banks, Cooperative Banks, Development Banks, etc.)
- **Regulatory Framework** (Reserve Bank of India (RBI) - Role and functions, Banking Regulation Act)
- **Banking Products** (Deposit products: Savings accounts, current accounts, fixed deposits, recurring deposits, etc., Loan products: Personal loans, home loans, car loans, business loans, etc., Investment products: Mutual funds, insurance products, pension plans, etc.)
- **Banking Services** (Debit Cards, Credit Cards, ATMs , CDMS, Safe Deposit Lockers, Forex Services, Wealth Management Services)
- **Online Banking Services**(Account management: opening, closing, and managing accounts online, Fund transfers: NEFT, RTGS, IMPS, UPI, etc., Bill payments: utility bills, credit card bills, loan repayments, etc., Mobile recharge, DTH recharge, and other digital payments, Online shopping and e-commerce transactions, Investment services: buying/selling stocks, mutual funds, insurance, etc.)

### **Module- 4 Employability Skills (DGT 30 hrs.)**

- Introduction to Employability Skills
- Constitutional values - Citizenship

- Becoming a Professional in the 21<sup>st</sup> Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for apprenticeship & Jobs

## **Module - 5 OJT/Project & Viva**