

<b>Title of Course:- ACCOUNTS &amp; TALLY</b>					
<b>Nodal Department of HEI to Run Course:-</b>					
<b>Broad Area/Sector:- Practical Accounts, Tally, Inventory &amp; Banking</b>					
<b>Sub-sector:-</b>					
<b>Nature of Course:- Independent</b>					
<b>Name of Suggestive Skill Council:</b>					
<b>Aliened NSQF Level:</b>					
<b>Expected Fees of the Corse: -</b>					
<b>Stipend to Student Expected from Industry:-</b>					
<b>Number of Seats:- Online + Offline Mode</b>					
<b>Course Code:-</b>					
<b>Maximum Marks: - 100</b>		<b>Minimum Marks:-</b>		<b>Credits:- 03(01 Theory, 02 Practical)</b>	
<b>Name of Proposed Skill Partner (Please specify, Name of Industry, Company etc. for Practical/Training/Internship/OJT):-</b>					
<b>Job Prospects-</b>					
<ol style="list-style-type: none"> <li>1. Part time accounting</li> <li>2. Full time job in accounting</li> <li>3. Computer operator (Tally)</li> </ol>					
<b>Syllabus</b>					
Unit	Topics	General/ Skill Component	Theory/ Practical/ OJT/ Internship/ Training	No. of Theory Hours (Total 15 Hours = 01 Credit)	No. of Skill Hours (Total 60 Hours = 02 Credit)
I	Practical Manual Accounts	Manual Accounting	Theory/Practical	2	5
II	Tally – Company Creation, Ledger Creation and Voucher Entry	Computerized Accounting	Theory/Practical	3	15
III	Tally – Advance Features	Advance Computerized Accounting	Theory/Practical	2	15
IV	Inventory Maintenance & Control	Inventory Maintenance	Theory/Practical	3	10
V	Different accounting cross controls & party reconciliations	Analytical Skills	Theory/Practical	3	8
VI	Bank Reconciliations and other banking aspects	Reconciliation Skills	Theory/Practical	2	7
<b>Suggested Readings:-</b>					
1. All Study and practice material will be provided by Skill Partner.					
<b>Suggested Digital Platforms/Web Links for Readings:- Not required</b>					
<b>Suggested OJT/Internship/Training/Skill Partner:- ACCOUNTS.COM, AGRA</b>					
<b>Suggested Continuous Evaluation Methods:-</b>					
<b>Course Pre-requisites:-</b>					
<ul style="list-style-type: none"> <li>• No pre-requisite required, Open to All.</li> </ul>					
<b>Suggested Equivalent Online Courses:- NA</b>					
<b>Any Remarks/Suggestions:-</b>					
<b>Note:</b>					
<ul style="list-style-type: none"> <li>• Number of units in Theory/Practical may vary as per need.</li> <li>• Total Credits per Semester = 03(It can be more, but students will get only 03 credits/ semester or 06 credits/year</li> <li>• Credits for Internship/OJT/Training/Practical = 02 (Training Hours = 60)</li> </ul>					