

Format for syllabus development of Skill Development Course

Title of course		Tally/Accounting			
Nodal Department of HEI to run course					
Board Area/Sector		Service/Education			
Sub Sector		Computer Based			
Nature of course - Independent / Progressive		Progressive			
Name of suggestive Sector Skill Council					
Aliened NSQF level		Level - 3			
Expected fees of the course - Fees/Paid					
Stipend to Student expected from industry					
Number of Seats					
Course Code		Credits- 03 (1Theory, 2 Practical)			
Max Marks.....100..... Minimum Marks.....					
Name of proposed skill Partner (Please specify, Name of Industry, company etc for Practical/ Training/ Internship/ OJT)					
Job prospects-Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name/type of industry, company etc.)		MNCs/Government Departments/Ministries			
Syllabus					
Unit	Topics	General/Skill component	Theory/ Practical/ OJT/ Internship/ Training	No of theory hours (Total- 15 Hours=1 credit)	No of theory hours (Total- 60 Hours=2 credit)
I	Introduction of Basic of Accounts	Understanding Basics	2	(3 +	2 =
II	Tally Basics	Uses	3	(8 +	7 =
III	Tally Advanced Features	Operations	2	(8 +	7 =
IV	Inventory Management	Operations	3	(5 +	5 =
V	Banking & Finances	Operations	3	(4 +	4 =
VI	Book/Records Keeping	Operations	2	(4 +	3 =
Suggestive Readings: All Documents and study material will be provided during study session or online. Total Hours → 6					
Suggestive Digital platforms/web links for reading- Partner or Online					
Suggestive OJT/Internship/Training/skill partner- MSME/NOF/NSQF					
Suggestive Continuous Evaluation Methods: GRADE					
Course Pre-requisites:					
* No pre-requisite required, open to all					
* To study this course, a student must have the subjectIn class/12th/certificate/dip					
* If progressive, to study this course a student must have passed previous courses of this series					
Suggestive equivalent online courses:					
Any remarks/Suggestions:					