GENERAL INFORMATION

1. Name of the Module   :   ACCOUNTS ASSISTANT USING TALLY

2. N.C.O. Code No.   :   4112.20, 4112.9

3. MES Code   :   ICT 701

4. Duration of Training   :   500 Hours

5. Entry Qualification   :   Passed 10th class examination

6. Unit strength   :   20 Trainees

7. Space norms   :   70 Sq.M.

8. Power norms   :   3.45 kW

9. Instructor Qualification   :

                                              B Tech in CS/IT, MCA with knowledge in Tally and min. one year experience in Accounting
OR
Diploma in Computer Engineering, BCA, NIELIT A Level, Graduate with Certificate Course in Tally with min. two years of experience in Accounting
OR
NTC/ NAC with knowledge in Tally and min. three years of experience in Accounting

10. Desirable qualification   :   Preference will be given to candidates with CITS.

Job Roles:

After completion of the course the trainees shall be qualified for one or more of the following job roles:

1. Office Assistant.
2. Accounting using Tally
3. Using E Commerce Sites.

Name: **ACCOUNTS ASSISTANT USING TALLY**

Terminal Competency: After completion of the training, Participants would be able to:

1. Use MS-WORD, EXCEL & POWERPOINT.
2. Use Internet & E- mail, Data Entry for transactions in Tally. Create Financial Statements. Generate Financial Reports for MIS.
3. Assist to run an online business.

Contents given below.

Week No.	Practical Competencies	Underpinning Knowledge (Theory)
1-4	**Computer Fundamentals** • Identification of Different parts of a Computer System. • Turning a computer system on and off **Windows OS** • Identifying different Desktop Icons. My Computer, My Documents • Changing Desktop Backgrounds, Mouse Pointer, Screen Saver • Notepad , WordPad, MS Paint **MS Word** • Document formatting options • Tables, Bullets and Numbering • Font, Alignment, paragraph formatting • Insert Picture, Clipart, Shapes, WordArt • Header & Footer, Text Box • Page Layout, Mail Merge • Spelling & Grammar **MS Excel** • Cell Formatting Options • Formulas and Functions • Charts • Sort, Filter, What if Analysis, Grouping • Subtotal • Pivot Table	**Computer Fundamentals** • History and Generations of Computer • Advantage and disadvantage of Computer • Block Diagram of a Computer • Description of Different parts of a Computer. • System Software and Application Software **MS Office** • Introduction to MS Office • Word Processing Software • Electronic Spreadsheet
5-9	**Introduction to Tally** • Tally Fundamentals (Learning how to use of Tally) Processing Transactions in Tally.	**Introduction to Accounting** • Basics of Accounting, Accounting Concepts, Double Entry Concept, Golden Rule of Accounting,

	• Report Generation (Creating statements like Invoice, Bill, Profit & Loss account etc.) • Cost Centre & Cost Category **Practical on Features of Tally** • Features of Tally (Company creation etc.) Recording Transactions. • Budgeting Systems, Scenario management and Variance Analysis, Use Tally for Costing Ratio Analysis. • Cash Flow Statement and Funds Flow Statement Analyzing and Managing Inventory. • Point of Sale, Taxation, Multilingual Functionality Payroll Accounting, Systems Administration and Other Utilities, Backup & Restore of Company. User Creation.	Voucher Entry, Ledger Posting, Final Account Preparation. Cash Book. Ratio Analysis • Depreciation, Stock Management, • Analysis of VAT. Cash Flow, Fund Flow **Features of Tally** • Accounting on Computers • Introduction – Reports. • Business Organizations (Different areas like Schools, Colleges, Shops, Factory etc) Double entry system of bookkeeping. • Budgeting Systems, Scenario management and Variance Analysis. • Costing Systems, Understanding Ratios, and Analysis of financial statements. • Inventory Basics, POS Invoicing, TDS, TCS, VAT & Service Tax Processing in Tally. Interface in Different Languages. • Processing Payroll Functions in Tally what is Management Control Systems.
<u>10</u>	**Internet Practical** • Study of Internet Explorer or Latest Browser. Internet Explorer Settings. • Study of different web sites, multilingual language sites **Practical related to Theory**	**Internet Basics** • What is Internet? How Internet works? Types of Internet Browsers and Web pages. • Types of different web sites. Cyber Laws. **Cyber Security** **Module 1** **Overview of Information Security** • Understanding Information Security • Need of the Information security • Basics of IS (CIA) • History and evolution of IS • Dimensions of Information Security

	Practical related to Theory	• Intranet/Internet • Information Security and Cyber Security relationship • Why Care About Security? • Challenges to Information Security • Benefits of Information of Security • Understanding techniques to enforce IS in an organization • Identifying tools to enforce Information Security • Identifying frameworks to enforce Information Security **Module 2** **Overview of Security threats** • Overview of Information Security Threats • Types of threats – DDoS, Malicious codes, Espionage, etc • Identification of Threats • Probing of threats • Scanning of threats • Modus Operandi • Sources of Threats • External threats • Internal threats • Best Practices or Guidelines used to Identify Threats • Conduct regular education and awareness trainings for employees and third parties • Best Practices or Guidelines used in mitigation of threats • Deploying up to date technology • Maintaining Systems and Procedures • Educating Users
	Practical related to Theory	• Conducting regular education and awareness trainings for employees and third parties • Collaborate with peers and experts through different forums to understand contemporary issues and solutions **Module 3**

	Practical related to Theory	**Information Security Vulnerabilities** • Why do Information Security Vulnerabilities exists • Types of Technical Vulnerabilities • Types of Native Vulnerabilities • Understanding Security Vulnerabilities • Flaws in Software or Protocol Designs • Weaknesses in How Protocols and Software Are Implemented • Weaknesses in System and Network Configurations • Weaknesses in Web or Cloud applications • Weaknesses in Online e-transactions • Browser Security and Role of cookies and pop-ups • Security holes in Browser, Web Applications, OS, and Smartphones • Identifying role of Social sites and media in cyber security and vulnerability • Understanding Vulnerability Assessment Tools and Techniques • Techniques to Exploit Vulnerabilities • Techniques to Fix the Vulnerabilities • Identify security vulnerabilities on a regular basis using requisite tools and processes. • How to fix the security gaps and holes • Identifying liabilities of service providers, software vendors, Software authors, system owners, and third parties • Best Practices and Guidelines to mitigate security Vulnerabilities **Module 4** **Risk Management** • What is Risk?

Practical related to Theory		• Relationship between Threat, Vulnerability, and Risk • What Is the Value of an Asset? • What Is a Threat Source/Agent? • Examples of Some Vulnerabilities that Are Not Always Obvious • What Is a Control? • What Is Risk Likelihood and consequences? • What Is Impact? • Control Effectiveness • Risk Management • Purpose of Risk Management • Risk Assessment (Phases) • Why Is Risk Assessment Difficult? • Types of Risk Assessment • Different Approaches to Risk Analysis • Best Practices and Guidelines in Assessing and Calculating Risks • Develop and implement policies and procedures to mitigate risks arising from ICT supply chain and outsourcing. • Best Practices and Guidelines in Mitigating Risks **Module 5** **Legal Framework** • Need for Legal Framework and its enforcement • Types of Law • Foundational Concepts of Law • Common Laws – Criminal • Common Laws – Civil • Common Laws – Administrative • Intellectual Property Laws • More Intellectual Property Laws • Software Licensing • Historic Examples of Computer Crimes • Who Perpetrates These Crimes? • IT (Amendment) Act 2008 • Cyber crimes

		• Authorities
		• Enforcement and Penalties
		• Security measures and Privacy protection
		• Digital Signature legal ecosystem
		• Intermediary Guidelines
		• National Cyber Security Policy Identification Protection & Prosecution
		• Computer Crime and Its Barriers
		• Countries Working Together
		• Security Principles for International Use
		• Determine if a Crime Has Indeed Been Committed
		• When Should Law Enforcement Get Involved?
		• Citizen versus Law Enforcement Investigation
		• Investigation of Any Crime
		• Role of Evidence in a Trial
		• General Rules for Evidence
		• Evidence Requirements
		• Evidence Collection Topics
		• Chain of Custody
		• How Is Evidence Processed?
		• Evidence Types
		• Hearsay Rule Exception
		• Privacy of Sensitive Data
		• Privacy Issues
		• Section 43A, 72 of IT (Amendment) Act, Justice A.P. Shah Report
		• European Union Principles on Privacy
		• US Laws on Privacy
	Practical related to Theory	• Routing Data Through Different Countries
		• Employee Privacy Issues
		• Sets of Ethics
		• Ethics – Mile2
		• Ethics – Computer Ethics Institute
		• Ethics – Internet Architecture Board

Practical related to Theory		• GAISP- Generally Accepted Information Security Principles **Module 6** **Privacy Protection** • Understanding Privacy as a Domain • Relationship between security and privacy • Revitalizing security program to enable Privacy Protection • Assess privacy implications of security technologies • Privacy impact assessment • Develop and implement privacy protection measures within the organization **Module 7** **Information Security Policy and Procedures** • Understanding Security Frameworks • Security Standards • Understanding organizational requirements from an information security point of view • Security Policy, Procedures, and Practices • Security Policy • Security-Related Procedures • Security Practices • Security Compliances • Develop information security policies and procedures • implement information security policies and procedures • Collaborate with other departments within the organization for effective implementation of security provisions. • Understand the organization and individual behaviors for information security • Enforcing and maintaining strategies for effective

		implementation of security practices
		• Update and upgrade Key Performance Indicators for security implementation
		• Best practices and Guidelines in developing information security policies and procedure
11	**Marketing Practical** • Surfing of different web sites. Study to create e-mail account. Study of chatting. • Practical related with e-bay and similar open source tools	**Internet Marketing** • What is Internet Marketing? What is chatting? • e-bay and similar open source tools • Types of basic modules. • Types of advanced modules. • What is international selling?
12	Project Work	
13	Examination	

List of Tools & Equipment for module ACCOUNTS ASSISTANT USING TALLY

Hardware

Sl No	Name of Tool/ Equipment	Quantity (nos)
1	Computer with Latest Configuration	20
2	Laptop i3 or higher	01
3	Network Printer Laser A4	01
4	24 Port Switch	01
5	Broad band Internet Connectivity	As Required
6	500 VA or Higher UPS	20
7	Network Rack	01
8	CAT 5 Cable (Consumable Item)	As Required
9	RJ 45 Connector (Consumable Item)	As Required
10	LCD/LED Projector	01
11	AC 1.5 Ton	02
12	Pen Drive 8GB	04

Software

Sl No	Name of Tool/ Equipment	Quantity (nos)
1	Node OS Windows 7 or Higher	20
2	Tally ERP 9 or Higher Multiuser	01
3	Antivirus	21
4	Open source ecommerce software (may be down loaded from internet)	21

Raw materials		
1	White Board Marker	1 Dozens
2	Duster Cloth(2' by 2')	20 Pcs
3	Cleaning Liquid 500 Ml	2 Bottles
4	Xerox Paper (A4)	As required

5	Full Scape Paper (White)	1 reams
6	Cartridges for printer	As required
8	Optical Mouse P/S2 or USB	As required
9	P/S2 OR USB Key Board	As required
10	SMPS	As required
11	CMOS Battery	As required
12	3 Pin Power Chord	As required
13	Cat 5/5e cable	100 meter
14	Stapler Small	2 pcs
15	Stapler Big	1 pcs
16	AAA battery for remote	As required
17	AA battery for clock	As required
18	8 GB pen drives	2 Nos
19	CDs	10 Nos
20	DVDs	10 Nos.
21	Wall Clock	1 pcs

GENERAL INFORMATION FOR DTP & PRINT PUBLISHING ASSISTANT

Sector			ICT
Coordinator			Naresh Chandra, DGE&T
Scheme			MES
Existing course name			4. Computer Fundamentals, MS-Office, Internet & Soft Skills 5. Desk Top Publishing 6. Internet Kiosk Operator 7. Print Publishing
Seating Capacity			20
Entry Qualification			Passed 10th Class examination
NCO CODE			3121.5
MES CODE			ICT 702
Duration			500 Hours
Additional Course Proposed			-
Course proposed to be deleted			-
Structure	Practical	Existing	NA
		Proposed	400
		Reason	80% - 20% Ratio Maintained
	Theory	Existing	NA
		Proposed	100
		Reason	80% - 20% Ratio Maintained
Infrastructure Development	Equipment(Existing)		Yes
	New Equipment(Desirable)		Minor Changes
Instructor Eligibility	Existing		NA
	Proposed		Degree in Print Technology with one year Experience **OR** Diploma in Print Technology with two years of Experience **OR** NTC/ NAC in DTPO Trade with three years of Experience
Instructional Material	Book	Available	NA
		Additional	
	Teachers manual	Available	NA
		Additional	
	Question bank	Available	NA
		Additional	
Distance Learning	To be developed		Yes
	Not required for this course		-
On-the-job training /field work / in house project work including no. of hours			NA

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SYLLABUS FOR THE TRADE

OF

DTP & PRINT PUBLISHING ASSISTANT

UNDER

MODULAR EMPLOYABLE SCHEME (MES)

Designed in : 2014

GENERAL INFORMATION

1. Name of the Module	:	DTP & PRINT PUBLISHING ASSISTANT
2. N.C.O. Code No.	:	3121.5
3. MES Code	:	ICT 702
4. Duration of Training	:	500 Hours
5. Entry Qualification	:	Passed 10th class examination
6. Unit strength	:	20 Trainees
7. Space norms	:	70 Sq.M.
8. Power norms	:	3.45 kW
9. Instructor Qualification	:	Degree in Print Technology with one year Experience **OR** Diploma in Print Technology with two years of Experience **OR** NTC/ NAC in DTP Trade with three years of Experience
10. Desirable qualification	:	Preference will be given to candidates with CITS.

Job Roles:

After completion of the course the trainees shall be qualified for one or more of the following job roles:

4. Desk Top Publishing Assistant
5. Internet Kiosk Operator

Course Contents for Module DTP & PRINT PUBLISHING ASSISTANT

Name: **DTP & PRINT PUBLISHING ASSISTANT**
Terminal Competency: After completion of the training, Participants would be able to:
1. Write, Edit & Print documents using MS-WORD & EXCEL.
2. Understand various software used for Desktop Publishing and would be able to create and design documents with text and graphics like news paper ad, wedding cards, visiting cards, greeting cards etc. using PageMaker, CorelDraw & Photoshop.
3. Understand Colour concept in Printing

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	Animation Technique. • Slide Master. • Clip Art. Picture Editing	
5-10	**PageMaker** • Creating new Filets • Entering text • Defining style • Saving files • Creating Frame • Inserting and removing pages • Adding shapes • Creating header and footer • Using story Editor • Developing long documents • Using colour • Printing • Practice on Multilingual software like INDIC **CorelDraw** • Drawing –lines, shapes .inserting-pictures, objects, tables, templates, • Use of various tools such as Pick tools, Zoom tools, Free hand tool, square tool, rectangle tool, Text tool, Fill tool etc. and all fonts used in designing of monograms, logos, posters, stickers, greeting cards, wedding cards, visiting cards, etc. • Adding special effects, Exporting drawings, outlining & filling objects, • Inserting symbols & Clip arts. • Exporting file	**PageMaker** • Introduction to various versions, concepts and applications of PageMaker • Guides & rulers. Drawing tools. Fills & outlines. **CorelDraw** **Print Design Basics** • Study Printing technology and uses **Design Principles & Color Harmony** • Introduction to colors – • Primary and Secondary in both RGB & CMYK schemes/modes. • Importance of each primary and secondary color. • Proper Application of colors. • Analyze colors applied in different print media. • Visualize look and feel of a print or a web to apply colors **Typography** • Study different fonts and typo issues with Web design