



Industrial Training Institute

DETAILED SYLLABUS
FOR
SHORT TERM SKILL DEVELOPMENT COURSES
UNDER
IMC/SCVT SOCIETY”

Department of Technical Education,
Vocational & Industrial Training,
Sundernagar, Mandi HP

BASICS OF AUTO CAD (CIVIL)

GENERAL INFORMATION

1. Name of the Course : Short-Term/Part-Time Course in Basics of Auto CAD (Civil)
2. Total Duration of course : Six Months (300 Hours)
3. Entry Qualification : 10th
4. Age : Minimum 14 years
5. Total Number of Hours of Course : 300 hours
6. Number of hours/day : 1.5-2.0 hours/day OR 8-12 hours /week
7. Faculty : Assigned by Principal of concerned ITI
8. Batch size : Minimum 10 trainees to the maximum 25
9. Certification : By Dept. of Tech. Education, Vocational & Industrial Training, Sundernagar Himachal Pradesh
10. Fee : Rs. 1200/- for Complete Course of 6 Months
11. Objective of Course : The objective of this course is to teach trainees the basic commands and tools necessary for professional 2D drawing, design and drafting using AutoCAD.
After completing this course trainees will be able to
 - Use AutoCAD for daily professional working process.
 - Understand the concept and techniques to draw & Create multiple designs
 - take test skill for seeking Employment in Govt. Sector/Private Sector or Start their Own Ventures.

Designed By: Sh. Amrit Raj Nirmohi
Trainer, Swareyor
Govt. ITI Rajgarh
Distt. Sirmour (HP)

BASICS OF AUTO CAD (CIVIL)

SYLLABUS

Duration: 6 Months/300 Hrs

- UNIT 1: INTRODUCTION TO COMPUTER AIDED DRAFTING (CAD)
- UNIT 2: DRAFTING/DRAWING TOOLS
- UNIT 3: MODIFYING TOOLS
- UNIT 4: DIMENSIONING PRACTICE
- UNIT 5: PROPERTIES OF AUTO CAD
- UNIT 6: INTRODUCTION TO 3D MODELLING
- UNIT 7: 3D SOLID MODELLING
- UNIT 8: USE OF AUTO CAD IN BUILDING DESIGNING & MODELLING

Note:

- ✓ No Course Material will be prepared and supplied by DTE
- ✓ The weightage for Theory and Practical Examinations as follows.
 - a. PRACTICAL - 70%
 - b. THEORY - 30%

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DETAILED SYLLABUS

(THEORY)

UNIT 1: INTRODUCTION TO COMPUTER AIDED DRAFTING (CAD)

- Introduction to Auto CAD, developer of Auto CAD, initial and stable release of auto CAD and History of Auto CAD
- Advantages, Disadvantage, availability of auto CAD in various languages & application of Auto CAD
- Starting Auto CAD, fundamentals of Auto CAD, various features of auto CAD
- Opening an existing Drawing file, saving a file,
- Working with workspace
- Title bar, menu bar, standard toolbar, etc
- Use of function keys & Shortcut keys in Auto CAD
- Different sizes of paper used in Auto CAD
- Orthographic projection- Concept and importance of Orthographic Projection

UNIT 2: DRAFTING/DRAWING TOOLS

Geometric construction using drawtoolbar (command, concept and procedure)

- Line, polyline, & Construction line,
- Ellipse, Ellipse arc, & Cloud,
- Circle (TTR, O2P & 3P), & arc
- Polygon & rectangle,
- Hatch & gradient,
- Point & mark text

UNIT 3: MODIFYING TOOL

Editing the geometric construction using modify toolbar (command, concept and procedure)

- Erase, copy & move,
- Trim, offset & array,
- Extend & stretch,
- Fillets & Chamfer,
- Use of block, - create, edit and insert,
- Zoom & pan

UNIT 4: DIMENSIONING PRACTICE

Applying dimensions to various views (Command, concept and procedure)

- Linear & Angular,
- Oblique & Continuous,
- Radial & Editing dimension

UNIT 5: PROPERTIES OF AUTO CAD

Working with properties of Auto CAD (concept and procedure)

- Line color,
- Line width,
- Line type,
- Leader & multileader,
- Layer- create, modify etc,
- Using layer in different worksheet,
- Text style,
- Dimension style
- M-leader style

UNIT 6: INTRODUCTION TO 3D MODELLING

- Why to use 3D,
- Introduction to 3D Modelling Workspace,
- Basic 3D viewing tools,
- 3D navigation tools,
- Introduction to UCS.
- Geometrical modelling
- Wireframe modelling
- Surface modelling

UNIT 7: 3D SOLID MODELLING

Basic of Solid modelling including concept and procedure of the following:

- Box,
- Sphere,
- Cylinder,
- Cone,
- Wedge,
- Torus,
- Union,
- Intersect,
- Region,
- Area,
- Extrude,
- Revolve,

UNIT 8: USE OF AUTO CAD (2D & 3D) IN BUILDING DESIGNING & MODELLING

- Method of projection, Isometric Projection, concept and importance of Isometric Projection.
- Plan, views, Sectional views.

- Masonry Building Joint, types and typical cross section showing all details of joints
- Arches and Lintels, definition, types and cross section showing all details
- Stairs, types of stairs, cross section of various types of stairs, rise, tread and slope specifications
- Doors & Windows, types of door & window - plan and cross section, size of door and windows.

Designed By 

Amrit Ray Miranchi

Trainer Surveyor

SYLLABUS - PRACTICAL

UNIT 1: INTRODUCTION TO COMPUTER AIDED DRAFTING (CAD)

- Working with workspace,
- Title bar, menu bar, standard toolbar, etc,
- Using mode in Auto CAD
- Opening an existing Drawing file, saving a file
- Practice on drawing basics geometry
- Creating projection plan
- Orthographic projection
- Free hand sketching

UNIT 2: DRAFTING/DRAWING TOOLS

Geometric construction using draw toolbar (command, concept and procedure)

- Line, polyline, & Construction line,
- Ellipse, Ellipse arc, & Cloud,
- Circle (TTR, 2P & 3P), & arc
- Polygon, rectangle,
- Hatch & gradient,
- Point & mark text

UNIT 3: MODIFYING TOOL

Editing the geometric construction using modify toolbar (command, concept and procedure)

- Erase, copy & move,
- Trim, offset & array,
- Extend & stretch,
- Fillets & Chamfer,
- Use of block, - create, edit and insert,
- Zoom & pan

UNIT 4: DIMENSIONING PRACTICE

Applying dimensions to various views (Command, concept and procedure)

- Linear & Angular,
- Oblique & Continuous,
- Radial & Editing dimension

UNIT 5: PROPERTIES OF AUTO CAD

Working with properties of Auto CAD (concept and procedure)

- Line color,
- Line width,
- Line type,

- Leader & multileader,
- Layer- create, modify etc,
- Using layer in different worksheet,
- Text style,
- Dimension style
- M-leader style
- Layer- create, modify etc,
- using layer in different worksheet,
- Text style, Dimension style, M-leader style

UNIT 6: INTRODUCTION TO 3D MODELLING

- Introduction to 3D Modelling Workspace,
- Basic 3D viewing tools,
- 3D navigation tools,
- Introduction to UCS.
- Geometrical modelling
- Wireframe modelling
- Surface modelling

UNIT 7: 3D SOLID MODELLING

Working with the Solid modelling including concept and procedure of the following:

- Box,
- Sphere,
- Cylinder,
- Cone,
- Wedge,
- Torus,
- Union, & Intersect,
- Region & Area,
- Extrude & Revolve,

UNIT 8: USE OF AUTO CAD (2D & 3D) IN BUILDING DESIGNING & MODELLING

- Method of projection, Isometric Projection, concept and importance of Isometric Projection.
- Plan, views, Sectional views.
- Masonry Building Joint, types and typical cross section showing all details of joints
- Arches and Lintels, definition, types and cross section showing all details
- Stairs, types of stairs , cross section of various types of stairs, rise , tread and slope specifications
- Doors & Windows, types of door & window - plan and cross section , size of door and windows.

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Allotment of time and marks between units

<u>Sr. no.</u>	<u>Topics</u>	<u>Allotted hours</u>	<u>Allotted marks</u>	<u>Week</u>
<u>UNIT 1</u>	INTRODUCTION TO COMPUTER AIDED DRAFTING (CAD)	24	8	1-2
<u>UNIT 2</u>	DRAFTING/DRAWING TOOLS	60	20	3-7
<u>UNIT 3</u>	MODIFYING TOOL	60	20	8-12
<u>UNIT 4</u>	DIMENSIONING PRACTICE	48	16	13-16
<u>UNIT 5</u>	PROPERTIES OF AUTO CAD	24	8	17-18
<u>UNIT 6</u>	INTRODUCTION TO 3D MODELLING	24	8	19-20
<u>UNIT 7</u>	3D SOLID MODELLING	24	8	21-22
<u>UNIT 8</u>	USE OF AUTO CAD (2D & 3D) IN BUILDING DESIGNING & MODELLING	36	12	23-26
<u>Total</u>		<u>300</u>	<u>100</u>	<u>26</u>

SCHEME OF EVALUATION AND PATTERN OF QUESTION PAPER

THEORY EXAMINATION

Time: 2 Hrs. Max. Marks: 100 Min. Marks to pass: 40

Sr. No.	Type of the Questions	No. of questions	Marks per question	Total marks
1	Fill in the blanks	10	1	10
2	Matching the pairs	10	1	10
3	Multiple choice questions	10	1	10
4	True or False	10	1	10
5	One or Two line descriptive type questions	15	2	30
6	Short answer descriptive type questions (Each question will have two subdivisions out of which one has to be answered)	6	5	30
			Total	100

PRACTICAL EXAMINATION

Time: 2 Hrs

Max. Marks: 100

Min. Marks to pass: 50

Distribution
of Marks:

In the Practical Examination, Question Paper should be
i.e. Part A comprising 3 questions
Part B comprising 2 questions.

i.	Part A	:	30	Marks
ii.	Part B	:	60	Marks
iii.	Viva-voce	:	05	Marks
iv.	Record Note	:	05	Marks
Total		:	<u>100</u>	<u>Marks</u>

Note:

Record Note should be hand written/COMPUTERIZED. Each exercise should state clearly the aim of the exercise, Procedure followed (how to do the exercise, sequence of steps) and its Output.

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Principal 26/03/2018
Govt. Industrial Training Institute
Rajgarh, Distt. Sirmour (H.P.)

OFFICE AUTOMATION
GENERAL INFORMATION

Course Duration: 3 Months/150 Hours

1. Name of the Course : Short-Term/Part-Time Course in "OFFICE AUTOMATION"
2. Total Duration of course : Three Months (150 Hours)
3. Entry Qualification : 8th Pass
4. Age : Minimum 14 years
5. Total Number of Hours of Course : 150 hours
6. Number of hours/day : 1.5-2.0 hours/day OR 8-12 hours /week
7. Faculty : assigned by the Principal ITI
8. Batch size : Maximum 20
9. Certification : By Dept. of Tech. Education, Vocational & Industrial Training, Sundernagar Himachal Pradesh
10. Fee : Rs. 600/- for Complete Course of 3 Months
11. Objective of Course : main objective of this course is to impart the knowledge of basics of computer, its working, complete knowledge of office package including MS-WORD, MS Excel, MS- PowerPoint, MS Access and Internet *, so that trainees are able to either take test skill for seeking Employment in Govt. Sector/Private Sector or Start their Own Ventures.

Designed By: Er. Naveen Kumeri
Principal
Govt. ITI Rajguru
Distt. Simmow (HP)

OFFICE AUTOMATION

SYLLABUS (150Hrs)

- UNIT 1: BASICS OF COMPUTER
- UNIT 2: OPERATING SYSTEMS
 MS-WINDOWS & LINUX
- UNIT 3: OFFICE APPLICATIONS - I
 MS OFFICE: MS-WORD
 OPEN OFFICE: WRITER
- UNIT 4: OFFICE APPLICATIONS - II
 MS OFFICE: MS-EXCEL
 OPEN OFFICE: CALC & MATH
- UNIT 5: OFFICE APPLICATIONS - III
 MS OFFICE: MS-ACCESS
 OPEN OFFICE: BASE
- UNIT 6: OFFICE APPLICATIONS - IV
 MS OFFICE: MS-POWER POINT
- UNIT 7: INTERNET & ADVANCED COMMUNICATION

Note:

- ✓ No Course Material will be prepared and supplied by DOTE
- ✓ The weightage for Theory and Practical Examinations as follows.
 - a. MS WINDOWS and MS OFFICE - 70%
 - b. LINUX and OPEN OFFICE - 30%

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DETAILED SYLLABUS - THEORY

UNIT 1: BASICS OF COMPUTER (8Hrs.)

Introduction to Computer: Definition - History & Generation of Computer (From First to 5th) - Applications of Computer - Advantages of Computer - Terms related to Computer - Characteristics of Computer: Speed, Storage, Versatility and Diligence - Hardware & Software. Block Diagram and Working Principle of Computer - Types of Computer: On the Basis of Working - Analog, Digital & Hybrid, On the Basis of Size - Main frame, Mini Computer, Super Computer, Work station, Micro Computer, Desktop Computer, Laptop Computer, Palmtop Computer; On the basis of Processor - XT, AT & Pentium (i3, i5, i7);

Memory: Units, Representation, Types - Primary memory: RAM, ROM, PROM, EPROM, EEPROM, DDR Secondary memory: Hard disk, CD, DVD, Blue ray Disc, Pen Drive Magnetic tape & Zip disk.

CPU: Components of CPU - Mother board, Hard disk, RAM, ROM, Processor, SMPS & Connecting wire - Graphics Card, Sound Card, Network Card - Modem;

Input, Output devices: Keyboard, Mouse, Scanner, Digital Camera, Joystick, Pen drive, Monitor, Printer, Plotter - Connecting port - Serial, parallel - USB port.

Computer Networks: Data Communications - Types of Computer Networks - Local Area Networks & Wide Area Networks.

UNIT 2: OPERATING SYSTEMS (6hrs)

Windows:

Definition of Operating System - Functions of OS - Types of OS: Single user, Multi-user, multi-task, RTOS, Single-user, Multi-tasking

Windows Desk top - GUI: Definition, Standards, Cursors/Pointers, Icons, GUI Menus, GUI-Share Data

Desktop icons and their functions: My computer, My documents, Network neighborhood, Recycle Bin, Quick launch tool bar, System tray, Start menu, Task bar Dialog Boxes: List Box, Spin Control Box, Slide, Drop-down list, Radio button, Check box, Text box

Task Bar - System Tray - Quick launch tool bar - Start button

Parts of Windows - Title bar - Menu bar - Scroll bar - Status bar, Maximize, Minimize, close and Resize

§ Moving a Window

Windows - Start Menu - Help Menu - Preview Menu;

Logoff § Shutdown - Keyboard Accelerators: Key board short keys or hotkeys - Working with Notepad § WordPad:

Opening § Saving files, Formatting, Printing, Inserting objects, Finding § replacing text, Creating § Editing Images with Microsoft paint, using the Calculator - Personalising Windows.

Linux: Linux Programming § Administration: Introduction to Linux - Features of Linux - Components of Linux - Linux process and Thread Management - File Management System;

Linux Commands and utilities - cat, tail, cmp, diff, wc, sort, mkdir, cd, rmdir, pwd, cp, more, passwd, who, whoami, mv, chmod, kill, write, wall, merge, mail, news - pipes, filters and redirection utilities;

System Administration: Installing Linux - Booting the system - Maintaining user accounts - File systems and special files - Backups and restoration.

UNIT 3: OFFICE APPLICATIONS - I (6 hrs.)

Introduction to MSOffice - MS Word and Open Office - Writer:

MS Word - Working with Documents -Opening § Saving files, Editing text documents, Inserting, Deleting, Cut, Copy, Paste, Undo, Redo, Find, Search, Replace, Formatting page § setting Margins, Converting files to different formats, Importing § Exporting documents, Sending files to others, Using Tool bars, Ruler, Using Icons, using help,

Formatting Documents - Setting Font styles, Font selection- style, size, colour etc, Type face - Bold, Italic, Underline, Case settings, Highlighting, Special symbols, Setting Paragraph style, Alignments, Indents, Line Space, Margins, Bullets § Numbering. Setting Page style - Formatting Page, Page tab, Margins, Layout settings, Paper tray, Border § Shading, Columns, Header § footer, Setting Footnotes § end notes - Shortcut Keys; Inserting manual page break, Column break and line break, Creating sections § frames, Anchoring § Wrapping, Setting Document styles, Table of Contents, Index, Page Numbering, date § Time, Author etc., Creating Master Documents, Web page. Creating Tables- Table settings, Borders, Alignments, Insertion, deletion, Merging, Splitting, Sorting, and Formula.

Drawing - Inserting ClipArts, Pictures/Files etc.,

Tools - Word Completion, Spell Checks, Mail merge, Templates, Creating contents for books, Creating

Letter/Faxes, Creating Web pages, Using Wizards, Tracking Changes, Security, Digital Signature.
Printing Documents - Shortcut keys.

Free Open Source Software:

OPEN OFFICE - WRITER: Introduction to Open Office Suite - Selecting the application package,
Working with Documents- Formatting Documents - Setting Page style- Creating Tables - Drawing-
Tools - Printing Documents - Operating with MS Word documents.

UNIT 4: OFFICE APPLICATIONS - II (6 hrs.)

Introduction to MS Office - MS Excel and Open Office - Calc:

MS Excel: Spread Sheet & its Applications, Opening Spreadsheet, Menus - main menu, Formula
Editing, Formatting, Toolbars, Using Icons, Using help, Shortcuts, Spreadsheet types. Working with
Spreadsheets- opening, saving files, setting Margins, Converting files to different formats
(importing, exporting, sending files to others), Spread sheet addressing - Rows, Columns & Cells,
Referring Cells & Selecting Cells - Shortcut Keys.

Entering & Deleting Data-Entering data, Cut, Copy, Paste, Undo, Redo, Filling Continuous rows,
columns, Highlighting values, Find, Search & replace, Inserting Data, Insert Cells, Column, rows &
sheets, Symbols, Data from external files, Frames, Clipart, Pictures, Files etc, Inserting Functions,
Manual breaks,

Setting Formula -finding total in a column or row, Mathematical operations (Addition, Subtraction,
Multiplication, Division, Exponentiation), Using other Formulae.

Formatting Spreadsheets-Labeling columns & rows, Formatting- Cell, row, column & Sheet, Category
- Alignment, Font, Border & Shading, Hiding/ Locking Cells, Anchoring objects, Formatting layout
for Graphics, Clipart etc., Worksheet Row & Column Headers, Sheet Name, Row height & Column
width, Visibility - Row, Column, Sheet, Security, Sheet Formatting & style, Sheet background,
Coloure etc, Borders & Shading - Shortcut keys.

Working with sheets - Sorting, Filtering, validation, Consolidation, and Subtotal.

Creating Charts - Drawing.

Printing.

Using Tools - Error checking, Spell Checks, Formula Auditing, Creating & Using Templates, Pivot

Tables, Tracking Changes, Security, Customization.

OpenOffice-Calc- Introduction - Introduction to Spreadsheets, Overview of a Worksheet, Creating Worksheet & Workbooks, Organizing files, Managing files & workbooks, Functions & Formulas, Working with Multiple sheets, Creating Charts & Printing Charts - Operating with MS Excel documents, which are already created and saved in MS Excel.

UNIT 5: OFFICE APPLICATIONS - III (6 hrs.)

Introduction to MS Office-MS Access and Open Office-Base:

MS Access: Introduction, Planning a Database, Starting Access, Access Screen, Creating a New Database, Creating Tables, Working with Forms, Creating queries, Finding Information in Databases, Creating Reports, Types of Reports, Printing & Print Preview - Importing data from other databases viz. MS Excel etc.

OpenOffice-Base - Introduction- Database Concepts - Creating a New Database, Creating Tables, Working with Forms, Creating queries, Finding Information in Databases, Creating Reports, Types of Reports, Printing and Printing preview - Operating with other databases i.e. MS Access etc.

UNIT 6: OFFICE APPLICATIONS - IV (6 hrs.)

Introduction to MS Office-MS Power Point and Open Office-Impress:

MS Power point: Introduction to presentation - Opening new presentation, Different presentation templates, Setting backgrounds, Selecting presentation layouts.

Creating a presentation - Setting Presentation style, Adding text to the Presentation.

Formatting a Presentation- Adding style, Colour, gradient fills, Arranging objects, Adding Header & Footer, Slide Background, Slide layout. Adding Graphics to the Presentation- Inserting pictures, movies, tables etc into presentation, Drawing Pictures using Draw.

Adding Effects to the Presentation-Setting Animation & transition effect.

UNIT 7: INTERNET & ADVANCED COMMUNICATION (12 hrs.)

Internet and Web Browsers: Definition & History of Internet - Uses of Internet - Definition of Web-

Addressing-URL-Different types of Internet Connections; Dial up connection, Broad band (ISDN, DSL, Cable), Wireless (Wi-Fi, WiMax, Satellite, Mobile) naming convention, browsers and its types, internet browsing, searching - Search Engines - Portals - Social Networking sites- Blogs - viewing a webpage, downloading and uploading the website; Creating an email-ID, e-mail reading, saving, printing, forwarding and deleting the mails, checking the mails, viewing and running file attachments, addressing with cc and bcc.

Introduction to various devices & Applications: Other than the computers, (electronic gadgets), which are widely using by executives in the Offices - Tablet, Smart Phone - concept of mobile phone and Tablet and their uses - Various applications using by Tablets and Smart Phones such as UC browser, WhatsApp, Maps, Skype.

Canal's

SYLLABUS - PRACTICAL

OPERATING SYSTEM (10Hrs)

1. Starting the Windows
 - ✓ Starting a program, running a program
 - ✓ Running multiple programs and switching between windows
 - ✓ Customizing the Task bar
 - ✓ Recycle bin, restoring the deleted files
2. Creating and removing folders
 - ✓ Making the taskbar wider, arranging icons on the Desktop
 - ✓ Displaying and hiding the taskbar clock
 - ✓ Controlling the size of start menu options Creating Shortcuts.
3. Installing a screen saver Assigning a wallpaper to Desktop
 - ✓ Adding a program to the start menu
 - ✓ Adding a program shortcut in the Desktop Customizing the mouse settings
4. Expanding and collapsing a folder
 - ✓ Recognizing File types using icons
 - ✓ Running a program from explorer
 - ✓ Renaming a file or folder
 - ✓ Sorting a folder
5. Displaying the properties for a file or folder using cut and paste
 - ✓ operations to move a file using copy and paste
 - ✓ operations to copy a file Moving and copying files with mouse
 - ✓ Searching a file or folder by using search command
6. Finding a file or folder, by name
 - ✓ Defragmenting the disk, using disk defragmenter
 - ✓ Controlling the speaker volume
 - ✓ Recording and saving an audio file
 - ✓ Connecting a printer to the PC
7. Booting Linux,
 - ✓ Maintaining User accounts
 - ✓ Creating folders, renaming folders and files Copying, moving, deleting files
 - ✓ Taking backups and restoration of files
 - ✓ Practicing the commands like passwd, who, whoami, kill, write etc.

OFFICE APPLICATIONS - I (20Hrs)

8. Preparing a Govt. Order / Official Letter / Business Letter / Circular Letter
Covering formatting commands - font size and styles - bold, underline, upper case, lower case, superscript, subscript, indenting paragraphs, spacing between lines and characters, tab settings etc.
9. Preparing a news letter:
 - ✓ To prepare a newsletter with borders, two columns text, header and footer and inserting a graphic image and page layout.
10. Creating and using styles and templates
 - ✓ To create a style and apply that style in a document.
 - ✓ To create a template for the styles created and assemble the styles for the template.
11. Creating and editing the table
 - ✓ To create a table using table menu
 - ✓ To create a monthly calendar using cell editing operations like inserting, joining, deleting, splitting and merging cells
 - ✓ To create a simple statement for math calculations viz. Totalling the column.
12. Creating numbered lists and bulleted lists
 - ✓ To create numbered list with different formats (with numbers, alphabets, roman letters)
To create a bulleted list with different bullet characters.
13. Printing envelopes and mail merge.
 - ✓ To print envelopes with from addresses and to addresses
 - ✓ To use mail merge facility for sending a circular letter to many persons To use mail merge facility for printing mailing labels.
14. Using the special features of word To find and replace the text
 - ✓ To spell check and correct.
 - ✓ To generate table of contents for a document To prepare index for a document.
15. Create an advertisement Prepare a resume.
 - ✓ Prepare a Corporate Circular letter inviting the share holders to attend the Annual Meeting.

OFFICE APPLICATIONS - II (20Hrs)

16. Using formulas and functions:
 - ✓ To prepare a Worksheet showing the monthly sales of a company in different branch offices (Showing Total Sales, Average Sales).
 - ✓ Prepare a Statement for preparing Result of 10 students in 5 subjects (using formula to get Distinction, I Class, II Class and Fail under Result column against each student).
17. Operating on the sheets:
 - ✓ Finding, deleting and adding records, formatting columns, row height, merging, splitting columns etc. Connecting the worksheets and enter the data.

18. Creating a Chart:
 - ✓ To create a chart for comparing the monthly sales of a company in different branch offices.
19. Using the data consolidate command:
 - ✓ To use the data consolidate command to calculate the total amount budgeted for all departments (wages, travel and entertainment, office supplies and so on) or to calculate the average amount budgeted for - say, department office expenses.
20. Sorting Data, Filtering Data and creation of Pivot tables.

OFFICE APPLICATIONS - III (20Hrs)

21. Creating Student's address Database and then list the data on the screen in alphabetical order.
22. Performing various queries.
23. Generating Query in Access
24. Generating the Report from Database
25. Importing and exporting data.

OFFICE APPLICATIONS - IV (20Hrs)

26. Creating a new Presentation based on a template - using Auto content wizard, design template and Plain blank presentation.
27. Creating a Presentation with Slide Transition - Automatic and Manual with different effects.
28. Creating a Presentation applying Custom Animation effects - Applying multiple effects to the same object and changing to a different effect and removing effects.
29. Creating and Printing handouts.

OFFICE APPLICATIONS - V (10Hrs)

30. Searching for a web site / application / text documents viewing and downloading.
31. Create an E-mail account, Retrieving messages from inbox, replying, attaching files filtering and forwarding
32. Operating on a Tablet / Smart Phone - browsing and practising on some important applications (UCBrowser, Skype) - operating on internet - creating and sending messages / mails using the applications like WhatsApp and WeChat - downloading text and media files and video conferencing using Skype.

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SCHEME OF EVALUATION AND PATTERN OF QUESTION PAPER
THEORY EXAMINATION

Time: 2 Hrs.

Max. Marks: 100

Min. Marks to pass: 60

Sr. No.	Type of the Questions	No. of questions	Marks per question	Total marks
1	Fill in the blanks	10	1	10
2.	Matching the pairs	10	1	10
3	Multiple choice questions	10	1	10
4	True or False	10	1	10
5	One or Two line descriptive type questions	15	2	30
6	Short answer descriptive type questions (Each question will have two subdivisions out of which one has to be answered)	6	5	30
			Total	100

PRACTICAL EXAMINATION

Time: 2 Hrs

Max. Marks: 100

Min. Marks to pass: 50

Distribution of Marks:

In the Practical Examination, Question Paper should be in two Parts
i.e. Part A comprising 3 questions
and
Part B comprising 2 questions.

i.	Part A	:	30	Marks
ii.	Part B	:	60	Marks
iii.	Viva-voce	:	05	Marks
iv.	Record Note	:	05	Marks
	Total	:	<u>100</u>	<u>Marks</u>

Note:

Record Note should be hand written. Each exercise should state clearly the aim of the exercise, Procedure followed (how to do the exercise, sequence of steps) and its Output.

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Cancel
26/03/2018
Principal
Govt. Industrial Training Institute
Rajgarh, Distt. Sirmour (H.P.)

FINANCIAL ACCOUNTING USING TALLY GENERAL INFORMATION

Course Duration: 3 Months/150 Hrs

1. Name of the Course : Short-Term/Part-Time Course in "Financial Accounting using Tally"
2. Total Duration of course : Three Months (150 Hours)
3. Entry Qualification : 10th Pass
4. Age : Minimum 14 years
5. Total Number of Hours of Course : 150 hours
6. Number of hours/day : 1.5-2.0 hours/day OR 8-12 hours /week
7. Faculty : Assigned by Principal of Concerned ITI
8. Batch size : maximum 25
9. Certification : By the Dept. of Tech. Education, Vocational & Industrial Training, Sundernagar, Himachal Pradesh
10. Fee : Rs. 600/- for Complete Course of 3 Months
11. Objective of Course : This course is designed to impart knowledge regarding concepts of Financial Accounting. Tally is an accounting package which is used for learning to maintain accounts. As this course is useful for trainees to get placements in different offices as well as companies in Accounts

Designed By: Sh. Chander Shekhar
Trainer, COPA
Govt. ITI Rajgarh
Distt. Simla (HP)

FINANCIAL ACCOUNTING USING TALLY SYLLABUS (150 Hrs/3 Months)

- UNIT 1: Introduction to Financial Accounting
- UNIT 2: Company & Account master Creation
- UNIT 3: Voucher types
- UNIT 4: Preparation of reports
- UNIT 5: Inventory enabled voucher entry, Inventory based report
- UNIT 6: Concept of VAT, ST, TDS, FBT, CST, TCS, ED, GST
- UNIT 7: Payroll, Backup Restore & Security features

Note:

- ✓ No Course Material will be prepared and supplied by DOTE
- ✓ The weightage for Theory and Practical Examinations as follows.
 - a. Voucher Type - 70%
 - b. Taxes - 30%

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DETAILED SYLLABUS - THEORY

UNIT 1: Introduction to Financial Accounting (8 Hrs.)

Introduction to Accounting, basic of accounting, Golden Rules of Accounting, Definition Double Entry and the Accrual Basis of Accounting Principles, Financial Statements

UNIT 2: Company & Account master Creation (7hrs)

Introduction to Tally, F11 Features, Accounting Features, inventory Features, Statutory & taxation Tally .NET features, cash Book, Ratio analysis .

UNIT 3: Voucher types (15 hrs.)

Introduction to voucher, Voucher Type In Tally ERP9 Point of View, Pre-Defined Voucher Types InTally, Classification of Voucher Types, new Voucher Type, create Voucher Type, access new voucher type, Edit the Voucher Type, Delete the voucher type, Stock management

UNIT 4: Preparation of reports (7 hrs.)

Working with Balance sheet, Show percentage, Comparing Balance Sheet, Working With Profit and Loss Accounts, Displaying the Weekly Profit and Loss A/c, Understanding Ratio Analysis, Working with Day Book Report

UNIT 5: Inventory enabled voucher entry, Inventory based report (10 hrs.)

Accounting Vouchers, F12 Features, Inventory Vouchers, Display inventory reports & statements, making a stock query, Aged Stock Analysis (Ageing Analysis), Stock management

UNIT 6: Concept of VAT, ST, TDS, FBT, CST, TCS, ED, GST (12 hrs.)

Introduction and understanding the terms VAT, ST, TDS, FBT, CST, TCS, ED, GST adding taxes to bills

UNIT 7: Payroll, Backup Restore & Security features (6 hrs.)

What is Restore and backup, Source and destination of data restore, Alt+f3 Features


Designed By

Chandar Shekhan
Trainer COPA
Qual. F.T.E, Rajgarh

SYLLABUS - PRACTICAL

1. Introduction to Financial Accounting (3Hrs)

Starting the tally ERP9
Installing and opening tally ERP9

2. Company & Account master Creation (15Hrs)

Creating New Company, f11 features, opening accounting and inventory features, Opening Statutory & taxation

3. Voucher types (16Hrs)

Create, Edit and Delete Purchase voucher, Sales vouchers, receipt voucher, payment voucher, contra voucher, journal voucher,

4. Preparation of reports (16Hrs)

Creating Balance Sheet, comparing balance sheets, check profit and loss, check daily book report

5. Inventory enabled voucher entry, Inventory based report (15Hrs)

Accounting Vouchers, F12 Features, Inventory Vouchers, Display inventory reports & statements, making a stock query


6. Concept of VAT, ST, TDS, FBT, CST, TCS, ED, GST (10 Hrs)

How to enable GST in Tally ERP9, Defining Tax Rate at Company Level.

Defining Tax Rates at group Level and, Defining Tax Rate at Ledger or Item Level. Purchase Ledger, Creating VAT/GST Ledger

7. Payroll, Backup Restore & Security features (10 Hrs)

Creating Payroll, Creating backup of Data, Restoring the backup data.


Designed By
Chandar Shekhan
Trainer COA
Coed. I.T.I. Rajgarh

SCHEME OF EVALUATION AND PATTERN OF QUESTION

PAPER

THEORY EXAMINATION

Time: 2 Hrs. Max. Marks: 100 Min. Marks to pass: 60

Sr. No.	Type of the Questions	No. of questions	Marks per question	Total marks
1	Fill in the blanks	10	1	10
2	Matching the pairs	10	1	10
3	Multiple choice questions	10	1	10
4	True or False	10	1	10
5	One or Two line iptive type questions	15	2	30
6	Short answer descriptive type questions (Each question will have two subdivisions out of which one s to be answered)	6	5	30
			Total	100

PRACTICAL EXAMINATION

Time: 2 Hrs

Max. Marks: 100

Min. Marks to pass: 50

Distribution
of Marks:


In the Practical Examination, Question Paper should be
i.e. Part A comprising 3 questions
Part B comprising 2 questions.

i.	Part A	:	30	Marks
ii.	Part B	:	60	Marks
iii.	Viva-voce	:	05	Marks
iv.	Record Note	:	05	Marks
Total		:	<u>100 Marks</u>	

Note:

Record Note should be hand written. Each exercise should state clearly the aim of the exercise, Procedure followed (how to do the exercise, sequence of steps) and its Output.

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Principal 26/03/2018
Govt. Industrial Training Institute
Rajgarh, Distt. Sirmour (H.P.)