தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்
Tamil Nadu Open University, Chennai
சென்னை – 15

தொடர் கல்விக்கானப் பள்ளி
School of Continuing Education

அலுவலக தானியியக்க தொழிற்கல்வி பட்டயம்
Vocational Diploma in Office Automation (VDOA)
(From Academic Year 2021-2022 onwards)

பாடத்திட்ட அறிக்கை & விவரமான பாடத்திட்டம்
Programme Project Report (PPR)
&
Syllabus

Board of Studies [BOS]
of School of Continuing Education

1.Director of School-Chairman		
(1)	Dr. P. Thiyagarajan	Professor & Director School of Continuing Education Tamil Nadu Open University, Chennai
2.Internal Faculty Members		
(1)	Er. R. Meenambigai	Assistant Professor School of Continuing Education Tamil Nadu Open University, Chennai
(2)	Dr. I. Ambeth	Assistant Professor & Regional Director i/c Madurai Regional Centre, Tamil Nadu Open University, Madurai
3.Outside Experts		
(1)	Dr. K. Devan	Professor & Centre Head Centre for Adult and Continuing Education, Pondicherry University, R.V. Nagar, Puducherry
(2)	Dr. V.P. Matheswaran	Professor & Head Department of Adult & Continuing Education, University of Madras, Chepauk, Chennai
(3)	Dr. S. Jayalakshmi	Assistant Professor, DDU-KAUSHAL Kendra, Bharathidasan University, Tiruchirappalli
4.Industrialist		
(1)	Mr.S.Vendan	Managing Director, Vendan Visual Effects, Thirvanmiyur, Chennai
(2)	Mrs.C.Rohini Chandrasekaran	Consultant, Fair Labour Associations, Tirupur, Tamil Nadu
5. Alumini		
(1)	Mr. R. Thiyagarajan	Junior Instructor, IIDA Community College, No.38,Bharathi Nagar Main Road, Zamin Pallavaram, Chennai
(2)	Mrs. V. Rubini	Nurse, Health Centre, Tamil Nadu Open University, Chennai
6.Students on Roll		
(1)	Ms.N.Saranya	Student, Nano Nagle Community College, Chennai
(2)	Mr.B.Saravanan	Student, Global Progressive Community College, Chennai

Vice-Chancellor Foreword

My dear Learners, Vanakkam, I deem it a great privilege to extend a hearty welcome to you to the Vocational Diploma Programme being offered by the Tamil Nadu Open University (TNOU). I also appreciate your keen interest of know about the curriculum of the Programme, in which you shall gain an enthralling experience, and pleasurable and beneficial learning. With passing a specific act in the Tamil Nadu Legislative Assembly (TNLA) in 2002, the TNOU came into existence as a State Open University (SOU). It has been offering the socially relevant academic Programmes in diverse disciplines with due approval of the University Grants Commission (UGC) and the Distance Education Bureau (DEB), New Delhi since its inception.

This Vocational Diploma Programme is one among the approved Programmes. The Board of Studies, a statutory academic body of the University, consisting of the versatile scholars, eminent teachers including both internal and external, well acclaimed industrialists, outstanding alumni, and prospective learners as members, has designed the robust curriculum of this Programme.

The curriculum is overhauled to be more suitable to the socio-economic and scientific needs in the modern era based on the emerging trends in the discipline of State and National as well as International level and accordingly, modified to our local context. Moreover, the whole syllabi of this Programme have special focuses on promoting the learners to the modern learning environment. With a Credit System, this Programme is offered in non-semester pattern. The Self-Learning Materials that are the mainstay of pedagogy in the Open and Distance Learning (ODL) have been developed incorporating both the traditional and the modern learning tools, like web-resources, multi-media contents, text books and reference books with a view to providing ample opportunities for sharpening your knowledge in the discipline.

At this juncture, I wish to place on record my deepest appreciations and congratulations to the Chairperson and the Members of the Board of Studies concerned for having framed the curriculum of high standard. I would also like to acknowledge the Director, the Programme Coordinator and the members of staff of the respective School of Studies for their irrevocable contributions towards designing the curriculum of this Programme.

Last but not least, I register my profuse appreciation to the Director (i/c), Curriculum Development Centre (CDC), TNOU, who have compiled this comprehensive Programme Project Report (PPR) that includes the regulations and syllabi of the Programme, and also facilitated the designing in the form of e-book as well as printed book. I am immensely hopeful that your learning at TNOU shall be stupendous, gratifying, and prosperous. Wish you all success in your future endeavours!

Vice-Chancellor

Vocational Diploma in Office Automation (VDOA)
Programme Project Report (PPR)
(From Academic Year-2021-2022 onwards)

1. Programme's Mission & Objectives

The main Objectives of the Vocational Diploma in Office Automation Programme is to train the learners for the job of an office clerical post, typing and clerk job, accounts office clerk, accountant and also building the key competencies amongst the learner.

2. Relevance of the Programme with HEI's Mission and Goals

Tamil Nadu Open University one of Mission and Goal is to encourage Skill Development to empower the human resource through Participatory Education System and accordingly the Vocational Diploma in Office Automation Programme has been developed. The Programme is being offered under Flexible Skill Training mode.

3. Instructional Design

The Curriculum and the Syllabi are designed by covering all the aspect of Office Automation Programme. The duration of the Programme is one Year and it will be offered both English and Tamil Medium. Required Faculties working in the Community Colleges will handle classes for the Vocational Diploma in Office Automation Programme. The Programme will be delivered through Community Colleges approved by the Tamil Nadu Open University which is having required faculties and support staff. The Credits systems suggested as per UGC-ODL Regulations-2020 has been followed. Accordingly 32 Credits have been assigned for the Vocational Diploma in Office Automation Programme. Print, Audio and Video materials also developed for the Programme. Apart from ODL Mode, the Programme also has been designed to offer under Flexible Skill Training mode. To acquire Specific Skill, the Core Skills, Generic Skills and Professional Skills component are also included.

4. Procedure for Admissions, Curriculum Transaction and Evaluation

The admission for the Office Automation Programme will be carried out through on-line by Tamil Nadu Open University and the Counselling and Practical classes will be conducted through Community Colleges of Tamil Nadu Open University. The hands on training will be provided in the Community Colleges. The evaluation will be carried by Tamil Nadu Open University consists of Continuous Internal Assessment (CIA) through Assignment and External Assessment through Term End Examination (TEE).

(i). Eligibility: Candidates who have passed in the 10^{th} Standard Examinations or its equivalent as per Tamil Nadu Government Order No-163 dated 22-05-2008.

(ii). Fee Structure: Rs.4,200/- (plus Registration Charges)

(iii). Age: 15 Years and above

(iv).Duration of Programme: 1 Year and Maximum of 3 Years

(v). Examination System: Examination to the Vocational Diploma in Office Automation is designed to maintain quality of standard. The Examination for the Vocational Diploma Programme shall consist of Theory and Practical Courses.

Theory Examinations will be conducted by the University. Practical will be conducted in the Industries and Community Colleges. For the On the Job Training Assignment students will be assessed jointly by Industrial Partners.

(a) Theory Examinations: The Theory Examinations shall be of three hours duration to each Course and conducted at the end of the year. The candidates who failing in any Course(s) will be permitted to reappear for each failed Course(s) in the subsequent examinations.

(b) Practical Examinations: The practical examinations (if any) shall be of three hours duration to each practical and conducted at the end of each year. The candidates who failing in any practical(s) will be permitted to reappear for each failed practical(s) in the subsequent examinations.

(c).Assignments: The Scheme of Evaluation Includes the Continuous Internal Assessment (Assignment for 25 Marks and attendance for 5 Marks based on percentage of Attendance i.e. 50-60%1 Mark, 60-70% 2-Marks, 70-80% 3-Marks, 80-90% 4-Marks and Above 90 5-Mraks) and Term End Examination.

(vi). Question Pattern for Theory Examinations

Max. Marks: 70 **Time: 3 hours**

PART - A ($3 \times 3 = 9$ marks)
Answer any THREE questions out of FIVE questions in 50 words
[All questions carry equal marks]

1. From Block - I
2. From Block – II
3. From Block - III
4. From Block - IV

PART - B ($3 \times 7 = 21$ marks)
Answer any THREE questions out of FIVE questions in 150 words
All questions carry equal marks

1. From Block - I
2. From Block - II
3. From Block - III
4. From Block - IV

PART - C ($4 \times 10 = 40$ marks)
Answer any FOUR questions out of SEVEN questions in 400 words
[All questions carry equal marks]

1.From Block - I
2.From Block - II
3.From Block - III
4.From Block - IV

(vii). Passing Minimum

(a).For Theory Examination

The Candidate shall be declared to have passed the examination if the candidate secures not less than 25 marks in the Term End Examinations (TEE) in each theory paper and secures not less than 13 marks in the Continuous Internal Assessment (CIA) and overall aggregated marks is 40 marks in both external and internal taken together.

For the Core Courses such as Communication Skills and Life Coping Skills, the passing minimum is 35 percent in the internal and external/ theory examination taken together for successful completion of each course

Continuous Internal Assessment (CIA)		**Term End Examination (TEE)**		**Overall Aggregated Marks**	**Maximum Marks**
Minimum Pass Mark	Maximum Pass Mark	Minimum Pass Mark	Maximum Pass Mark	CIA + TEE	
10	30	25	70	40	100

(b).For Practical Examination

The candidate shall be declared to have passed the examination if the candidate secures not less than 40 marks out of 100 marks in the University examination and the practical record notebook taken together is required to Pass the examination. There is no passing minimum for record notebook. However submission of record notebook/ Field visit/ Industrial Visit report is a must.

Note: *In case, if a learner failed to secure 40 per cent of aggregate marks, he/she may re-appear in term end examination or re-do the assignments for securing passing minimum.*

(c).Classification of Successful Candidate: Candidates who pass all the Courses and who secure 60 per cent and above in the aggregate of marks will be placed in the First Class. Those securing 50 per cent and above but below 60 per cent in the aggregate will be placed in the Second Class. Those securing 40 per cent and above but below 50 per cent in the aggregate will be placed in the Third Class.

(d). Pattern of Question Paper for Practical Examinations

Each set of question paper should contain questions from the syllabus and the candidate has to choose one by lot.

(e).Awarding of Marks for Practical examinations.

Total Marks: 100 (Practical 70 Marks + Record 30 Marks)

(f). Project(if any)- Choose a Specialized Field Required to be attached.

i) Project
ii) Industrial Training
iii) Case Study etc.

The work will be based upon the study of field based report.

5. Delivery of Programme

Vocational Diploma Programme in Office Automation will be offered through Community College/ Constituent Community Colleges. The Assistant Professors/Associate Professors/ Professors of relevant faculty employed in Colleges/Universities/Higher Educational Institutions and Industrial Expert are eligible to handle Academic Counselling in TNOU for Diploma Programmes.

6. Financial Assistance

Scholarships for SC/ST category are available as per the norms of the State Government of Tamil Nadu. Complete Admission fee waiver for the Physically Challenged/ Differently abled persons.

7. Policy of Programme Delivery

The Academic Calendar for the Programme will be available for the learners to track down the chronological events/ happenings. The Counselling schedule will be uploaded in the TNOU website and the same will be intimated to the students through SMS.

8. Requirement of the laboratory support and Library Resources

Lab Facilities are made available in Industries, Constituent Community Colleges and Community Colleges of Tamil Nadu Open University as per requirement as given in the National Skill Development Corporation(NSDC), Qualification Pack(QP). Practical Manual developed by the Tamil Nadu Open University will be supplied to the Students apart from Self Learning Materials. Library Books are available at the Headquarters, Regional Centres and Constituent Community Colleges and Community Colleges of TNOU.

9. Ranking

The University Rank shall be offered for the toppers (First Rankers) in the University Examination having passed their examinations in the first appearance within the prescribed duration of the respective programme. Absence from an examination shall not be taken as an attempt.

The top scorers in the University Rank Examination would be declared as University Rank Holders, irrespective of their grades/marks in their respective University Term End Examinations.

Rank Certificate will be issued for a Programme as follows

a) There is no Rank if the learner strength of concerned programme is below Fifty.

b) The learners strength of the programme concerned will be indicated in the Rank Certificate.

c) The first Rank holder (gold medallist) will be eligible to get the rank certificate in the university convocation ceremony.

10. Cancellation of Admission

Admission is liable to be cancelled at any stage on the following grounds.

- A candidate admitted to a programme provisionally without verifying and ascertaining his / her eligibility for admission and found ineligible later through scrutiny of the filled-in admission form.
- Suppression of facts, furnishing incomplete, wrong or false information in filled-in Admission Form.
- Misconduct, Indiscipline and Violation of University Norms, Rules & Regulations.

11. Refund

If found ineligible later on, admission will be cancelled and claim for refund of such fees will be considered by the University after deduction of service charges, as applicable from time to time as per prevailing norms of the university.

12. Cost Estimate of the Programme and the Provisions

The cost estimate for development, delivery and maintenance of the Vocational Diploma in Manufacturing Technology Programme is provided in the following Table.

S.No	Details	Amount in (Rs.)
1	Programme Development, Delivery and Maintenance (Expenditure)	8,56,618
2	Programme Fee Charged for 1 Year (Income)	2500
3	Examination Fee Charged for 1 Year (Income)	1125
4	Examination Expenses Per Student for 1 Year (Expenditure)	900

13. Quality Assurance Mechanism and Expected Programme Outcomes

Tamil Nadu Open University, Centre for Internal Quality Assurance (CIQA) will monitor the delivering aspect of Constituent Community Colleges and community Colleges of TNOU for maintaining quality. Feedback will be collected from the Learners and success story if any will also be shared with learners. After completion of general Duty Assistant Programme, Learner will acquire the Core Skills, Generic Skills and Professional Skills components and will be employed in the Automotive Industry.

14. Legal Issues

Any issue of conflict shall be cleared through mutual representation from both the sides, and in case of conflict of issues still persist, they shall be settled in the Court of Law under the Jurisdiction of Chennai.

15.Programme Structure of Vocational Diploma in Office Automation

S.No	Course Code	Course Title	Credits	Marks Distribution		
				Internal	External	Total
1	VDOA-1	Office Automation	4	30	70	100
2	VDOA -2	Operating System and Internet	4	30	70	100
3	VDOA -3	Accounting Software	4	30	70	100
4	VDOA -P1	Office Automation (Practical)	4	30	70	100
5	VDOA -P2	Accounting Software (Practical)	4	30	70	100
6	LCS	Life Coping Skills	6	30	70	100
7	CNS	Communication Skills	6	30	70	100
Total			**32**	**210**	**490**	**700**

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Name of the Programme– Vocational Diploma in Office Automation - Syllabus (Flexible Skill Training Mode)

Course Title	**:**	**Office Automation**
Course Code	**:**	**VDOA-1**
Course Credit	**:**	**4**

Course Objectives

While studying the **Office Automation**, the student shall be able to:

- Explains the features of Windows
- Elaborates the various accessories used by Windows
- Describes the evolution of Computers and its advancements
- Elaborates major components of a Computer
- Enumerates the details of OS like Windows and Linux

Course Outcomes

After completion of the **Course Office Automation**, the student will be able to:

- Work on Windows files and folders
- Elaborate the history and evolution of Computers
- Identify and enumerate about the major components of the Computer
- List the input and output devices of the computer
- Explain the features of Linux

Block- 1: MS Word

Unit-1: Introduction to MS Word

Introduction to Word- Getting to know Word 2010- Editing text documents- Formatting documents- Saving Files- Formatting page & Setting Margins-. Special Symbols

Unit-2: Paragraph Formatting

Paragraph Formatting- Alignments and Formatting- Creating Table- Insert and Format Shapes- Spell Checking- Printing Document

Block- 2:MS PowerPoint

Unit-3: Introduction to PowerPoint

Introduction to Power Point- Creating and opening presentations- Slides and Layouts- Formatting a presentation

Unit-4: Animation and Effects using PowerPoint

Arranging Objects-Adding graphics to the presentation-Setting Animation Effect-Adding effects to the presentation-Transition effect

Block- 3:MS Excel

Unit-5: Introduction to MS Excel

Spread Sheet and its Application- Menus – Main Menu- Opening Spreadsheet-Working with Spreadsheets- Spread Sheet Addressing- Entering and Deleting Data

Unit-6: Functions in MS Excel

Inserting Functions-Formatting-Setting Formula-Mathematical Operations-Hiding/Locking Cells-Shortcut Keys

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Name of the Programme– Vocational Diploma in Office Automotion - Syllabus (Flexible Skill Training Mode)

Course Title	**:**	**Operating System and Internet**
Course Code	**:**	**VDOA-2**
Course Credit	**:**	**4**

Course Objectives

While studying the **Operating System and Internet**, the student shall be able to:

- Understand the features of Computers
- Describe and work with MS Windows
- Explain the procedure of Operating System(OS) and Internet
- Describe about Linux

Course Outcomes

After completion of the **Course Operating System and Internet**, the student will be able to:

- Work with various vision of Windows
- Explain about Windows Accessories and Installing and un installing of Software and Hardware
- Perform GUI based Operating System
- Work with Linux and Unix

Block-1: Computers

Unit-1: Evolution of Computers

Introduction-Evolution of Computers-Applications of Computers-Advantages and Disadvantages of Computers

Unit-2: Computer and its Components

Computer System-Components of a Computer System-Storage Unit-Input Devices-Output Devices- Ports

Block- 2: MS Windows

Unit-3: Introduction to MS Windows

Introduction to Windows- Features of Windows-Various versions of windows-Working with Windows- My Computer & Recycle bin- Desktop icons- Working Styles of windows- Working with Files & Folders- Shortcuts

Unit-4: Windows Accessories

Windows Accessories-Setting common Devices using Control Panel-Start Button & Program Lists-Installing and Uninstalling of Hardware and Software

Block- 3: OS, Linux and Internet

Unit-5: Operating System

Introduction to Operating System-Functions of Operating System-Types of operating systems (GUI Based)-Real Time and Distributed

Unit-6: Introduction to Linux

Components of Linux System-Basic System info Commands for Linux-Linux Boot-up Sequence-History of Linux- Difference between Linux and Windows- Difference between Linux and Unix- What is GNU?- Interesting facts about Linux-Why Linux is virus proof?-Various Linux Distributions-Basic Commands-Accessing remote servers and Files-Editing and manipulating files

Unit-7: Internet deals with Introduction to Internet, World Wide Web (www), Web Browsers & Its functions, Concept of Search Engines, Searching the Web, HTTP, Understanding URLs, Domain name, IP address, Web Servers and Web Protocols.

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Name of the Programme– Vocational Diploma in Office Automotion - Syllabus (Flexible Skill Training Mode)

Course Title	**:**	**Accounting Software**
Course Code	**:**	**VDOA-3**
Course Credit	**:**	**4**

Course Objectives

While studying the **Accounting Software**, the student shall be able to:

- Describe the features of Principles of Accountancy
- Explain Tally Accounting
- Work on Accounts in Tally
- Elaborate the Tally and Taxation

Course Outcomes

After completion of the **Course Accounting Software**, the student will be able to:

- Explain Basics of Accountancy and Accounting.
- Explain Tally ERP- 9 and Company details in Tally
- Present Ledger Accounts in Tally and Contra and Payment Voucher in Tally
- Describe Financial Tally and Taxation

Block-1: Principles of Accountancy

Unit-1: Basics of Accountancy

Origin of accounting-Meaning of accounting-Definition of accounting-Functions of accounting-Single entry and Double entry system of accounting-Accounting equation-Classification of accounts- Accounting standards-Accounting concept

Unit-2: Accounting

Accounting conventions-Journal-Ledger-Trial balance-Preparation of journal and ledger-Cash book-Two/double column cash book-Contra entry-Treble/three column cash book- Petty cash book- Computerized accounting system

Block- 2: Introduction to Tally

Unit-3: Tally ERP- 9

Introduction- Origin of Tally- Benefits of Tally Accounting Software- General Features of Tally software for users and learners- Inventory Features- Statutory Features- Starting step to open Tally ERP-9 - 2.8. Accounting Features in Tally ERP-9-User Interface-Button Bar-Keyboard and Mouse Conventions- Features of Tally ERP-9 Multi-Lingual- How to Quit From Tally ERP-9-Creation of Company in Tally

Unit-4: Company details in Tally

Shut Company option-Alter or Edit Company Details in Tally-Changing Data Directory-Pre-Defined Groups-Primary Group-Sub Group-Types of inventory-A Group in a Tally-Alteration of Groups under Tally-Display group under Multiple Groups

Block- 3: Accounts in Tally

Unit-5: Ledger Accounts in Tally

Ledger-How to Create Ledger in Tally ERP-9- Ledger Accounts Display- Edit or alter an account- Delete an account- Introduction to Voucher Entry in Tally ERP-9- Pre defined Vouchers in Tally ERP-9- Accounting vouchers in Tally-ERP-9

Unit-6: Contra and Payment Voucher in Tally

Contra Voucher- Inventory vouchers in Tally ERP-9- Voucher Types in Tally ERP-9- Introduction to Contra Voucher- Voucher Entry Configuration- To view Contra Voucher creation screen in Single Entry mode- Advantages of Single Entry Mode- Recording Contra Entry in Double Entry Mode- Payment voucher- How to create a Post-dated Voucher- Configuring an Invoice- Special Keys on the Button Bar- Narrations for each entry- Print after saving voucher- Displaying Post Dated Vouchers- Security control- Enable Tally Audit Features

Block-4: Tally and Taxation

Unit-7: Financial Tally

Preparation of Trial Balance- Checking the trial balance of a company-Profit and Loss Account or Income Statement- How to View Balance Sheet in Tally- Interest calculation- View Interest calculation report- Accounts Receivables and Payables in Tally-Entering Bill-wise details for a Purchase Voucher – New Reference- Making a Bill-wise payment – against Reference- Processing a Bill-Wise Receipt-Display Outstanding Statements- Print Outstanding Statements

Unit-8: Taxation

Value Added Tax (VAT) in India- Advantages of VAT- Methods of computation- Advantages of VAT over Sales Tax- Types of Dealers-VAT (Value Added Tax)- Requirements or Documents For VAT Registration- How to enable VAT in Tally ERP-9- Defining Tax Rate at Ledger or stock item Level- Enabling VAT in Tally ERP-9- Stock Item Creation-Creating Supplier Ledger-Creating Customer Ledger-Creating Purchase Ledger- Creating sales Ledger- Creating VAT Ledger- Transaction for VAT calculation- VAT Reports- Genesis of GST in India- The Need for GST-Features of the proposed dual model- Accounting of GST in Tally- Creating a Sales Ledger for GST- How to record a GST Purchase from unregistered dealer- Creating a Purchase Ledger for GST- Here is how you can create the GST – Goods and Services ledgers in Tally- Benefits of GST Implementation

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Name of the Programme– Vocational Diploma in Office Automotion - Syllabus (Flexible Skill Training Mode)

Course Title	**:**	**Office Automation(Practical)**
Course Code	**:**	**VDOA-P1**
Course Credit	**:**	**4**

The following exercises are to be carried out using MS Word/ PowerPoint/ Excel:

1. Create and Design Admission/Enquiry Forms
2. Create bills/leaflets/brochures
3. Design E-book cover pages / Magazine front/ books front/back page using cover page option in Insert Menu
4. Create Business Cards using Shapes, text, and colours
5. Use smart art and create organization charts
6. Make books content page or index page
7. Try to create similar Header & Footer that you're seeing in the Book
8. Insert Image into the shape
9. Practice hyperlink and create links between word document texts to D: /, Play songs from Microsoft word text, create the link between internal and external files.
10. Create a chart using Excel
11. Get the newspaper and see the text-based advertisement and Design that advertisement in Microsoft Word
12. Take a double-column book or newspaper and design or create a similar paragraph style in the word document.
13. Create a letterhead, Identity card of any company or institution that you got and insert the Watermark with that company name in the document
14. Decorate word document with page border, content border, add pattern, and write beautiful text in it
15. Create a PowerPoint slide show with animation, transition effect and graphics

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Name of the Programme– Vocational Diploma in Office Autiomotion - Syllabus (Flexible Skill Training Mode)

Course Title	**:**	**Accounting Software (Practical)**
Course Code	**:**	**VDOA-P2**
Course Credit	**:**	**4**

The following exercises are to be carried out using Tally:

Creating Accounts "Single LEDGER"

1. Creating a Multiple LEDGER
2. Creating a Expenses / Income LEDGER
3. Creating a Single Stock Group
4. Creating a Multiple Stock Group
5. Creation of Stock Units
6. Creation of Single Stock Item
7. Voucher Entry (Receipt Voucher – F6)
8. Payment Transactions (Payment Voucher - F5)
9. Contra Voucher (F4)
10. Journal Vouchers (F7)
11. GST (Goods and Service Tax) on Tally ERP-9

Step-1

1. Activating GST for Your Company

Step-2

2. Setting Up GST Rates (Stock Group-wise)

A- To Set GST Rates for Stock Groups and Stock Items
B- To Update a Stock Item

3. Recording GST Purchase (Local)

Step-3

Creating a Purchase Ledger : Purchase @ 18%

Step-4

Creating GST Ledger for Purchase (Local)

A- To create 'Input SGST' ledger
B- To create 'Input CGST' ledger

Step-5

Creating / Altering Supplier (Sundry Creditor) Ledger (Local)

Step-6

Updating Party GSTIN/UIN

Step-7

Recording Local Purchase (F9) under GST

A. Local Purchase

Method-1 : To Record a Local Purchase Transaction
[Using Common Ledger Account for all items with same Tax Rate]

Method-2 : To Record a Local Purchase Transaction
[Without Using Common Ledger Account for all items due to Different Tax Rate]

4. Inter-State Purchase (Outside State)

A. Updating or Creating a Inter-State Purchase Ledger : Inter-State Purchase @ 18%

B. Creating GST Ledger for Inter-State Purchase (Outside)

5. Recording GST Sales (Local) and Printing Invoices

Step-8

Creating a Sales Ledger (Local) : GST Sales

Step-9

Updating Party GSTIN/UIN

Step-10

Creating GST Ledger for Sale (Local)

Step-11

A- Creating Sundry Debtor Ledger

B- Updating Party GSTIN/UIN

Step- 12

Restarting Voucher Numbering for GST Transactions

Step- 13

Recording GST Sales (Local)

Step- 14

To Create a Inter-State Sales Ledger i.e. IGST-Inter-State Sales

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Life Coping Skills (LCS) and Communication Skills (CNS)-Core Course for all Vocational Diploma Programmes

Life Coping Skills and Communication Skills have been included to help the students to understand the meaning of life and to understand the meaning of relationship and how we communicate in every day life.

Examination System: Examination to Life Coping Skills and Communication Skills are designed to maintain quality of standard. Theory will be conducted by the University in the identified Examination Centres. For the Assignment students may be permitted to write with the help of books/materials for each Course, which will be evaluated by the Evaluators appointed by the University.

Assignment (Internal): Assignment carries 30 marks, consists of descriptive type of questions for each Course (3 X 10 = 30 Marks). Learners are expected to write 10-15 pages for each assignment. Submission of Assignment is compulsory.

Theory Examination (External): Students shall normally be allowed to appear for Theory Examination by completing Practical and Assignment. The Term-End Examination shall carry Section- A, Section- B and Section- C

Section-A	Three out of Five Short Answer Questions [Each 3- Marks]	3 X 3 = 9 Marks
Section-B	Three out of Five Long Answer Questions [Each 7- Marks]	3 X 7 = 21 Marks
Section-C	Four out of Seven Essay questions of which one will be Multiple Choice Question [Each 10-marks]	4 X 10 = 40 Marks
Total		**70 Marks**

Passing Minimum: The passing minimum is 35 percent in the internal and external/ theory examination taken together for successful completion of each course.

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Name of the Course – Life Coping Skills - Syllabus (Flexible Skill Training Mode)

Course Title	**:**	**Life Coping Skills**
Course Code	**:**	**LCS**
Course Credit	**:**	**6**

(1).Life Coping Skills : The main objectives of the Life Coping skills is to understand the meaning of life and its challenges, provide skills and knowledge needed to cope with life's problems and challenges, develop a positive attitude, train to be successful and useful citizens through positive thinking, cope with criticism, failure, anger, loneliness, physical and verbal abuse, improve self-esteem, manage time and stress, develop one's personality to its full potential, help the students to become team players, develop personal skills and to provide skill problems solving and decision making.

Block- 1-Self Skills

Unit-1: Self Skill – I

Meaning and Process of Coping- Restructuring the Life Story - External and Internal Influences in One's Life - Messages: Positive and Negative - Life Illustrations - Self Esteem - Self Concept - Self Acceptance - Self Actualisation- Personality Development

Unit-2: Self Skill – II

Positive Thinking - Goal Setting - Problem Solving - Decision Making

Block- 2: Social and Leadership Skills

Unit-3: Social Skills

Social Skills- Motivation- De-motivating Factor- Meaning and Attitude to Success- Time Management -The Management of Time is the Management of Life - How to gain an extra mile every day- Tips for Time Management - Stress Management

Unit-4: Leadership Skills

Emergence of a Leader -Characteristics of Leadership -Various kinds of Leaders - What should Leader do- The Moulding of a Leader - Characteristics of a Successful Leader- Team Work - What is it like work in a Team- What is Team Learning

Unit-5: Coping Skills – I

What is Shyness- How to Overcome Shyness- Tips to Overcome Shyness - Coping with Loneliness-Finding Ways to Change the Feelings of Loneliness-Overcoming Loneliness - Tips to Overcome Loneliness- Coping with Depression - Coping with Fear- Coping with Anger and Verbal Abuse -Verbal Abuse- Coping with Failure - Coping with Criticism

Unit-6: Coping Skills – II

Coping with HIV – AIDS- Coping with Alcoholism - Tobacco and Smoking - Coping with Substance Abuse

Block -4: Managerial and Entrepreneur Skills

Unit-7: Managerial Skills

Coping with Conflict- Conflict can be Constructive or Destructive- Constructive Nature of Conflicts- What are the Strategies for Managing Conflicts- Tactics of Conflict Management- Coping with Change- Twelve Steps to Implement Change

Unit-8: Entrepreneur Skills

Career Guidance - Career Planning- Preparation for Employment- Looking for Opportunities - Preparation for the Interview - Work Environment - Thriving in Today's Work Environment .

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Name of the Course – Communication Skills - Syllabus (Flexible Skill Training Mode)

Course Title	**:**	**Communication Skills**
Course Code	**:**	**CNS**
Course Credit	**:**	**6**

(2).Communication Skills: The main objectives of the Communication Skills is to introduce to the students the process and kinds of communication, train the students to code and decode communication effectively, explain the various interpersonal skills required to interact with others and make the students understand the meaning of relationship and how we communicate in every day life.

Block -1: Communication

Unit-1: Introduction to Communication

Communication concept- Process of Communication- Elements of Communication- Types of Messages- Types of Communication- Speech- Different Types of Verbal Communication-Effective Communication-Interpersonal Communication-Communication as Skilled Behaviour-Social Skills Model- Social Skills Model to Interpersonal Communication-Implications of the Approach-Components of Interpersonal Skills-Characteristics of a Good Conversation-Hints for Inter-Personal Relation-Ship

Unit-2: Effective Communication

Definition of Effective Communication- Common Forms of Communication- The Positive Value of Good Communication- Guidelines for Effective Communication-Review Questions- Three Principles of Communication- Communication Strategies

Block- 2:Situational and Behavioural Communication

Unit-3: Situational Language

Greeting and Introducing- Inviting Someone and Making Requests- Offering Help and Seeking Permission- Asking for Advice and Expressing Gratitude-Asking whether Someone Remembers- Persuading, Complimenting and Congratulating-Expressing Sympathy- Complaining and Apologising- Making Suggestions and Warning Someone- Asking for Excuse and Ending a Conversation- Asking for Information and Someone's Opinion- Asking if someone is sure and to Say Something

Again- Checking that you have understood- Asking whether someone knows- Asking About Possibility and Preference- Requesting Someone- Asking if someone Agrees- Asking if someone is Obliged to do something- Some Useful Expressions- Different Models of Situational Conversations

Unit-4: Behavioural Communication

Effective Criticism Made Easy: Basic Rules for Delivering-Negative Feedback to Others- Before Delivering to Negative Feedback- While Delivering Negative Feedback- After Delivering Negative Feedback

Block -3: Types and Modes of Communication

Unit-5: Modes of Communication

Group Discussion- Importance of Group Testing- Factors that Contribute to Group-Worthiness- Guidelines for Group Discussion- Factors that Matter in a Group Discussion- Important Parameters in Group Discussion- Types of Groups- Speech-Speech Distractions- Five ways to make your Audience Sit Up- Successful Public Speaking- Drafting a Speech- Major Pitfalls in Public Speaking- Body Language- The Constituents of Body Language

Unit-6: Leadership and Team Communication

Definition of a Leadership- Types of Leadership- Shared Leadership- Ten Principles for Leadership Communication- Styles of Leadership- Team Communication- Achieving Effectiveness through Team Communication- The Components of Communication- Characteristics of Highly Cohesive Teams

Block- 4:Interview Skills and English Language

Unit-7: Interview Skills

Interview Defined- Kinds of Interviews- Preparation for a Job Interview- Telephonic Interview- Preparation for a Telephonic Interview- Speaking to Foreigners- Success in Interview-Ten Most Frequently Asked Questions- Inter Whew- Inter Phew

Unit-8: English as Spoken and Written Language

Simple Sentence- Word Order- Modals- Passive Voice- Letter Writing-An Informal Letter-Formal Letter-Personal Letters- Official Letters- Paragraph Writing- Essay Writing- Types of Essay- Prose Comprehension- Poetry Comprehension- Precise Writing- Dialogues.