

Aggarwal College Ballabgarh

A Post Graduate Co-educational College
(Affiliated to M. D. University, Rohtak)
NAAC Accredited 'A' Grade (CGPA: 3.40)

Certificate Course in Capstone Project using Tally ERP 9

Objective

This Course enables the learner to implement the tools & techniques learnt in the entire program and helps student to develop inter personal skills.

Benefit

After completing this course, student will be well versed with all contents learnt in previous semesters

Duration

48 Hours

Examination

Paper	Title of the paper
Paper-1	Professional Skill Development
Paper-2	Project Study on Taxes, Finance and Accounts

Course contents & Syllabus

Professional Skill Development –Paper 1

- Effective Conversation.
 - Identify the importance of conversation in communication
 - Explain the stages in a conversation
 - Identify the constituents of a good conversation
 - Understand the techniques to improve conversation
 - Identify common errors in speech
 - Practice conversational skills tough role play
- Assertive Communication
 - Assess your assertive communication skills
 - Identify the features of assertive communication
 - Understand the techniques for assertiveness
 - Understand types of questions
 - Practice asking quality questions
- Written Communication

- Identify the need of effective business writing
- Understand the types of business writing
- Appreciate and use five C's of effective writing
- Identify and correct mistakes in writing
- Identify how to make business writing effective
- Self-Presentation
 - Understand the concept and importance of first impressions
 - Understand the concept of 'self-brand'
 - Understand the importance of creating a visual identity
 - Understand grooming guidelines
- Working in Teams.
 - Understand teamwork and the importance of working in teams
 - Understand team roles and the responsibilities of a team member
 - Explain effective leadership
- Critical Thinking and Problem Solving
 - Apply critical thinking and problem solving techniques and processes
 - Summarise the process and conclusions derived
 - Perform project management activities to fulfil the requirement of the assigned project
- Health, Safety and Security
 - Explain the need for workplace safety
 - Explain the basic workplace safety guidelines
 - Identify the common safety signs used
 - Identify and address security teats and risks
- Planning and Prioritizing
 - Explore the various strategies of effectively utilizing the available time
 - Create an action plan to manage time
 - Identify your role and responsibilities in carrying out your work
 - Identify the need to plan and organize your work to achieve targets and deadlines
- Values and ethics concepts
 - Understand the importance of business ethics
 - Understand the importance of business values
 - Identify the role of business values on quality and business growth
 - Evaluate what is responsibility and how to become responsible
 - Apply the guidelines for showing respect and maintaining integrity
- SWOT and Self-Awareness
 - Recognize personal strengths and weaknesses
 - Understand Personal Quality Initiative (PQI)
 - Create a self-development plan
- Providing Data in Various Formats
 - Understand the importance of presenting data in professional life
 - Identify the guidelines when presenting data
 - Identify the tools used to present and report data
 - Identify the different formats and reporting types used in professional life
- Develop your knowledge, skills, and competence
 - Provide data/ information in standard formats
 - Identifying training needs
 - Understanding Organization Policies and Procedures
 - Aptitude Test practice
- Understanding Organization Policies and Procedures
 - Understand the need of organization policies and procedures
 - Identify the common policies and procedures used in organizations

Project Study on Taxes, Finance and Accounts –Paper 2

Case Study based project using the tools & techniques learnt in the entire program.

- Create the company in Tally.ERP9.
- Configure GST in Tally.ERP9.
- Creation of master for GST.
- Creation of ledgers as per opening Trial Balance.
- Create Stock Group.
- Create Stock items.
- Enter transactions for April to 1st Jul 2017.
- Enter transactions for 2nd Jul 2017 to Aug 2017.
- Configure TDS in Tally.ERP9.
- Enter transactions related to TDS.
- Generate TDS report.
- Generate GST report.
- Create Stock Summary as on 2nd Jul 2017.
- Display Trial Balance as on 2nd Sep 2017.
- Daybook Report from 1st Jul 2017 to 02nd Sep 2017.
- Clear backlog (if any).

Certification

Certificate in Capstone Project using Tally ERP 9 with GST.