

SHRI GOVIND GURU UNIVERSITY, GODHRA
Diploma in Vocation (D. Voc.) DIPLOMA IN GST, ACCOUNTING & TALLY

Semester I

	TITLE	NO. OF CREDITS	EXAM IN DURATION (H)	INTERNAL THEORY	INTERNAL PRACTICAL	EXTERNAL THEORY	EXTERNAL PRACTICAL	Total
General Education (Foundation)	Micro Economics	3	2.5	16/40	-	24/60		40/100
	Business English - I	3	2.5	16/40	-	24/60	-	40/100
	Use of ICT – I	3	1.5	8/20	8/20	12/30	12/30	40/100
	Principles of Accounting	3	2.5	16/40	-	24/60	-	40/100
Skill Component (Core)	Goods and Services Tax (GST) Account Assistant (BSC/Q0910)	18	3	-	-	-	50/100	50/100
Total Credits		30						

Note:

- Internal and External Examinations of General Education papers will be taken by University/College/Institute.
- Internal Examinations of Skill Component Paper will be taken by college/Institute whereas External Examination will be conducted by Sector Skill Council (SSC) that may include viva voce, theory, GD, Personal Interviews.

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Semester I

Title of the Paper	Micro Economics
Course Code	

Unit	Title and Descriptions	Weightage
I	Introduction to Economics Concept and Definition of Economics, The Economic Problems: Scarcity and Choice, Basic Principles of Economics – introduced an overview of what Economics is all about.	25%
II	Nature and Scope of Economics Positive and Normative Economics, The role of Assumptions in Economics, Economic Models: The Circular-Flow Diagram, The Production Possibilities Frontier, Micro, and Macro Economics.	25%
III	Product Pricing Demand: Concept and Meaning, Law of Demand, Change and Shift in Demand, Supply: Concept and Meaning, Law of Supply, Change and Shift in Supply, Supply and Demand Together: The Equilibrium price Concept or Price Determination by the forces of Demand and Supply Curves.	25%
IV	Factor Pricing Marginal Productivity theory, Concept of Wage, Profit, Rent and Interest Theory of Rent and Profit.	25%

Reference Books:

- Principles of Micro Economics - N. Gregory Mankiw - Thomson South-Western
- Micro Economics – Ellen Miller – Tata McGraw-Hill
- Micro Economics – Robert S. Pindyck, Daniel L. Rubinfeld, Prem L. Mehta
- Economics – Paul. A Samuelson, William D. Nordhaus – Mc Graw Hill Education, New Delhi
- Economics – Lipsey & Chrystal - Oxford University Press
- Advanced Economic Theory – H.L.Ahuja
- Dwivedi D N (2007) Micro Economics Theory, Vikas Publishing House
- Stonier A W & Hague D C (1953), A Textbook of Economics Theory, Long Group

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Semester I

Title of the Paper	Business English I
Course Code	

Unit	Description in detail	Weightage
I	Understanding Business Communication: Nature and Scope of Communication, Non-Verbal Communication, Cross-cultural Communication, Technology- enabled Business.	25%
II	Business Correspondence I: Business Writing, Business Correspondence, Instructions, Business Reports and Proposals, Careers and Resumes	25%
III	Business Vocabulary I General Vocabulary(GSL) Business Vocabulary	25%
IV	Letter Writing 1. Letter of inquiry 2. Reply to inquiry 3. Placement of order 4. Acceptance of order 5. Cancellation of order 6. Letter of complain 7. About the damage of goods 8. A letter of complaint about delay in the execution of order	25%

Practical

Unit	Description in detail
I	Simulation I:- situational conversation/ Role play
II	Presentation Skill I: Presentation

Reference Books:-

- Business Communication (with CD) 2nd Edition by Minakshi Raman(Oxford University Press, New Delhi, 2012)
- Technical Communication ‘Principles and Practice’ by Meenakshi Raman and Sangeeta Sharma(Oxford University Press, New Delhi, 2004)
- *Intercultural Competence: Interpersonal Communication Across Culture* by Myron W Lustig, 6th Edition
- *How to Teach Business English* by Evan Frendo
- Business English the writing skills you need for Today’s workplace by Andrea B Geffner (Barron’s Educational Series, 2010)

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Semester I

Title of the Paper	Use of ICT- I (Theory)
Course Code	

Unit	Description in Detail	Weightage
I	Fundamentals of computers Characteristics of a computer Block Diagram of a computer, Terms Hardware, software, Firmware, Liveware Different types of software: System Software, Application software, Operating system and different types of Operating system: DOS, WINDOWS 98/7.0, Overview of a computer system, Types of computers Applications of computers, Configuration for buying a computer. Input and Output Devices of the computer	50%
II	Windows Operating system and Introduction to Word processor Difference between Dos and windows operating systems. Advantages of the windows operating system Introduction to Ms-office What is word processing Applications of word processor Advanced MS-Word Creating Hypertext links with drag-and drop Using Hyperlinks between word documents Using spelling and grammar Tool Autotext and Autocorrect entries. Formating options like bold italic, subscript, superscript, character and Animation effects Change case, Drop Cap options, Header and footer option, formating indents Table creation, deletion, selection and formatting, Insert Picture, word art and drawing facilities. Converting text to tables, Importance of mail merge, Creating a mail merge docs document and source, Inserting mail merge fields, merge with main document, previewing merged data	50%

Practical
LABORATORY: Theory Exercise + Practical Exercise on units I/II/III/IV
Practical examination shall be held in the computer lab and evaluation shall be made by the concerned teacher.

Reference Books:

- Computer Today – Suresh K Basandra
- A First Course In Computers –S –Jaiswal - Galgotia publications
- ✓ P.C. Software For Windows 98 Made Simple – R.K. Taxali

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Semester I

Title of the Paper	Principles of Accounting
Course Code	

Unit 1	Accounting- Definition-function-single entry and double entry system of accounting- Accounting Equation- Types of Accounts – rules of Accounting	25%
Unit 2	Accounting concepts- conventions- Phases of Accounting: Journal, Ledger, Trial Balance.- Preparation of Cash Book- Preparation of BRS	25%
Unit 3	Preparations of Final Statement of Accounts	25%
Unit 4	Manual Accounting system- meaning – advantages and limitations- computerized accounting system – Accounting as a system of recording.	25%

Basic Text & Reference Books:

- Principles of Accounting – T S Reddy & A S Murthy, Margan Publications, Chennai

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Semester I

Title of the Paper	Goods and Services Tax (GST) Account Assistant (NSQF Level 4) QP Code: BSC/Q0910
Course Code	

Unit	Description in Details
1.	Organizational Context (Knowledge of the company / organization and its processes) The user/individual on the job needs to know and understand: KA1. Company's reporting structure KA2. Individual's role in process flow KA3. Company's policies, standard operating procedures and governance structure KA4. Action taken in case of breach of defined procedures/work instructions KA5. Company's personnel management and incentive rules KA6. Clients and suppliers of the company KA7. The products/services the company deals in. KA8. Different accounting system/procedure/processes that are followed by the company KA9. Organizational guidelines for dealing with different types of receipts and payments. KA10. Company's policies regarding the mode of receipts. KA11. Processes and methods of collections and payments to different customers/suppliers .
2.	Technical Knowledge The user/individual on the job needs to know and understand: KB1. Basic Accounting principles KB2. Accounting concepts and techniques for recording transactions KB3. Financial concepts such as calculation of interest KB4. Concept of GST KB5. How different taxes will subsume under GST. KB6. Applicability of GST KB7. Invoice and particulars thereof KB8. Accounting processes and procedures to record the details of invoice KB9. The difference between invoice and other supported documents (like KB10. Purchase order, delivery challan, etc.). KB11. It skills and operating procedures of computers and other electronic devices. Use of computers and have working knowledge of Ms Excel, Ms Word, etc

3.	Core Skills/ Generic Skills Reading Skills The user/ individual on the job needs to know and understand how to: SA1. Read about various accounting procedures and updates SA2. Read mails and information related to various types of documents SA3. Read forms and policy directives Writing Skills The user/individual on the job needs to know and understand how to: SA4. Maintain records of work assigned as per company's policy SA5. Update information SA6. Send and reply to mails SA7. Prepare misreports as per company's accounting policy Oral Communication (Listening and Speaking skills) The user/individual on the job needs to know and understand how to: SA8. Communicate and share knowledge with peers and supervisors SA9. Inform about any work-flow concerns SA10. Seek required information from employees, management, suppliers. Regulator, etc. SA11. Handle auditor's queries
4.	Professional Skills Decision Making: The user/individual on the job needs to know and understand how to: SB1. Distinguish between what entry/ amount is taxable and what is not SB2. Determine taxes as per updated norms. Plan and Organize: The user/individual on the job needs to know and understand: SB3. Prioritize and execute tasks such that the workflow is not disrupted SB4. Organize work and time in order to maximize overall productivity Customer Centricity The user/individual on the job needs to know and understand how to: SB5. Ensure that tax deducted is correct 7 BSC/N0910 Identifying GST Taxable Event SB6. Inform about ay errors or refunds to be sought and extra taxes to be paid Problem-Solving: The user/individual on the job needs to know and understand how to: SB7. Resolve tax-related issues and concerns SB8. Avoid workflow concerns SB9. Escalate problems beyond control Analytical Thinking: The user/individual on the job needs to know and understand how to: SB10. Analyse tax norms and accounting information SB11. Prepare useful reports for management and regulator as per the company's policy Critical Thinking: The user/individual on the job needs to know and understand how to: SB12. Improve work so that there are zero errors in SB13. Avoid any penalties to the firm because of poor or inadequate reporting

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Semester II

	TITLE	NO. OF CRE DITS	EXAM IN DURATION (H)	INTERNAL THEORY	INTER NAL PRACT ICAL	EXTER NAL THEO RY	EXTER NAL PRACTI CAL	Total
General Education	Macro Economics	3	2.5	16/40	-	24/60	-	40/100
(Foundatio n)	Business English II	3	2.5	16/40	-	24/60	-	40/100
	Use of ICT – II	3	1.5	8/20	8/20	12/30	12/30	40/100
	Introduction to Tally ERP 9	3	2.5	16/40	-	24/60	-	40/100
Skill Component (Core)	Maintaining GST Records and filing GST Returns (BSC/N0911)	18	3.0	-	-	-	50/100	50/100
Total Credits		30						

Note:

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Semester II

Title of the Paper	Macro Economics
Course Code	

Unit	Title and Description	Weightage
1	Nature, Scope and Subject-matter of Macro Economics Nature and Scope of Macro Economics, Economic Activity, Macro Economics Concepts, Theories and Policies, Macro Economic Paradox, Importance of Macro Economic Studies	25%
2	Measuring Nation's Income The Economy's Income and Expenditure, Concept of National Income, Methods for Measuring National Income, Problems and Measurement of National Income, Estimation of National Income in India	25%
3	The Monetary and Credit System The Barter System and its disadvantages, Meaning of Money, Functions of Money, The Kinds of Money, Components of Money, Bank: Meaning, Central Bank: Concept, Functions, Commercial Banks: Concept, Functions, Credit Creation	25%
4	Monetary and Fiscal Policy Monetary Policy: Meaning and Content of Monetary Policy, its Objectives, Role of Monetary policy in a Developing Country, Efficacy and Limitations Of Monetary Policy. Fiscal policy: Concept of Fiscal Policy and Instruments of Fiscal Policy, its Objectives, Role of Fiscal policy in a Developing Country, Limitations of Fiscal Policy.	25%

Reference Books:

- Principles of Economics - N. Gregory Mankiw - Thomson South-Western
- Macro Economics – N. Gregory Mankiw - Thomson South-Western
- Macro Economics – Rudiger Dornbsch, Stanley Fischer - Tata McGraw-Hill Education, New Delhi
- Macro Economic Theory – Gardner Ackley – The Macmillan Company, New York
- Macro Economics – Errol D'Souza – Pearson Education, New Delhi
- Macro Economics Theory and Policy – H.L.Ahuja – S.Chand & Company Ltd., New

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Delhi

- Principles of Macro Economics – C. Rangarajan, B.H.Dholakiya – Tata McGraw Hill Publishing Company Limited, New Delhi
- Macro Economics – D.M.Mithani – Himalaya Publishing House

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Semester II

Title of the Paper	Business English II
Course Code	

Unit	Description in detail	Weightage
I	Inter cultural Competence:- key concept, Cultural and inter cultural Communication, Cultural Diversity, Dialect, Global Village, Social network, intercultural communication, symbolic communication	25 %
II	Developing Oral Communication Skills for Business: Effective Listening, Business Presentations and Public Speaking, Conversations, Interviews, Meeting and Conferences, Group Discussions and Team Presentations, Team Briefing	25 %
III	Business Vocabulary II General Vocabulary(GSL)Business Vocabulary	25 %
IV	Banking correspondence 1. Request for opening a new account 2. Error in the passbook 3. Request to issue a new ATM / Credit / Debit Card 4. Asking for a loan 5. Complain about loss of ATM / Credit / Debit Card 6. Asking for Bank statement 7. Request to activate SMS alert service in the cell phone Asking for internet banking	25 %

Practical

Unit	Description in detail
I	Simulation II: Negotiation skill, Meeting and Conferences, , Team Briefing
II	Presentation Skill II: Interviews, Group Discussions and Team Presentations

Reference Books:-

- Business Communication (with CD) 2nd Edition by Minakshi Raman(Oxford

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University Press, New Delhi, 2012)

- Technical Communication ‘Principles and Practice’ by Meenakshi Raman and Sangeeta Sharma(Oxford University Press, New Delhi, 2004)
- *Intercultural Competence: Interpersonal Communication Across Culture* by Myron W Lustig, 6th Edition
- *How to Teach Business English* by Evan Frendo
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Title of the Paper	Use of ICT- II
Course Code	

Unit	Description in Detail	Weightage
I	Introduce Computers General Characteristics of Personal Computers Operating System Concepts (Ms Dos) Internal Commands of Ms-Dos External Commands of Ms-Dos.	25%
II	Introduction to Spreadsheet Software (Ms Excel) What is Spreadsheet or Ms-Excel? Application of MS-Excel, Naming cells Inserting, deleting, and moving Rows ,Columns ,Sheets Formatting cells Auto Format ,Number ,Alignment ,Font ,Boarder Charting Charting Wizard ,Selecting objects in a chart ,Customizing aChart Resizing a chart,Printing a chart on a whole page. Formulas,worksheet commands.	25%
III	Introduction to Presentation Software (Ms-PowerPoint) What is PowerPoint? Usefulness and advantages of PowerPointFile operation, edit operation View slide, slide show, header, footer Slide animation, custom animation, slide layout, Background	25%
IV	Introduction to MIS What is Management?What is Information? What is System? MIS Function.	25%

Practical
LABORATORY: Theory Exercise + Practical Exercise on units I/II/III/IV
Practical examination shall be held in the computer lab and evaluation shall be made by the concerned teacher.

Basic Text & Reference Books:

- Computer Today – Suresh K Basandra
- P.C. Software For Windows 98 Made Simple – R.K. Taxali.

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- ☐ Learning excel – Ramesh Bangia
- ☐ Learning powerpoint - Ramesh

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Semester II

Title of the Paper	Introduction to Tally ERP 9
Course Code	

Unit	Description in Detail	Weightage
1.	Tally- origin- general features- Accounting features- Inventory features- Starting TALLY – startup Screen component- processing icons- multilingual features of TALLY ERP 9- Quit TALLY	25%
2.	Company creation- creating, selecting, deleting, shutting a company- altering company details, changing data directory – auto selection of company.	25%
3.	Pre defined groups in TALLY – primary groups- sub groups creation of user defined as primary Groups- display- alteration of groups - Ledger Accounts creation, display, alteration, deletion.	25%
4.	Tally vouchers- Meaning Payment- Vouchers- Receipt, Voucher-entering, deleting, cancelling, Printing a voucher – post- dated vouchers. Security control- meaning, need creation, Display, alteration of security, Tally audit- features, conduct of audit.	25%

Basic Text & Reference Books:

1. TALLY ERP 9 with GST

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Semester II

Title of the Paper	Maintaining GST Records and filing GST Returns (NSQF Level 5) QP Code: BSC/N0911
Course Code	

Unit	Description in Details
1.	Registration under GST: PC1. List down the registration process for single or separate business PC2. Note down the details to be furnished during the registration PC3. Differentiate between taxable person versus registered person PC4. Understand the benefits of registration PC5. Register an assessment under GST independently
2.	Calculation of Tax Liability: PC6. Identify Instances for eligibility of Input Credit PC7. Identify set-offs under GST wherever applicable PC8. Identify in detail carry over credit, capital goods credit, embedded credits etc. PC9. Differentiate between consideration and valuation
3.	Maintenance of Books & Records and Filing of Returns: PC10. Maintain the different types of ledgers PC11. Prepare different types of periodic returns to be filed PC12. File returns online.
4.	Payment under GST: PC13. List the different type of payment, due date, modes of payment with rules and collection of tax, penalties etc. PC14. Differentiate on TDS versus TCS PC15. Calculate the amount of tax payable PC16. Make the payment online.
5.	Organizational Context (Knowledge of the company / organization and its processes): The user/individual on the job needs to know and understand: KA1. Company's reporting structure KA2. Company's policies, standard operating procedures and governance structure KA3. Action taken in case of breach of defined procedures/work instructions KA4. Company's personnel management and incentive rules KA5. Clients and suppliers of the company KA6. The products/services the company deals in. KA7. Different accounting system/procedure/processes that are followed by the company

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	KA8.Organizational guidelines for dealing with different types of receipts and payments. KA9.Company's policies regarding the mode of receipts KA10.Processes and methods of collections and payments to different customers/suppliers
6.	Technical Knowledge: The user/individual on the job needs to know and understand: KB1. Basic Accounting principles KB2. Accounting concepts and techniques for recording transactions KB3. Financial concepts such as calculation of interest KB4. Concept of GST KB5. How different taxes will subsume under GST. KB6. Applicability of GST KB7. Rules and regulations - GST and knowledge of tax laws and tariffs relevant to the business. KB8. Invoice and particulars thereof KB9. Accounting processes and procedures to record the details of invoice KB10.The difference between invoice and other supported documents (like KB11.Purchase order, delivery challan, etc.). KB12.Procedure s for digitally updating customer's details. KB13.IT skills and operating procedures of computers and other electronic devices. KB14.Use of computers and have working knowledge of Ms Excel, Ms Word, etc
7.	Core Skills/ Generic Skills: Reading Skills The user/ individual on the job needs to know and understand how to: SA1. Read about various accounting procedures and updates SA2. Read mails and information related to various types of documents SA3. Read forms and policy directives Writing Skills The user/individual on the job needs to know and understand how to: SA4. Maintain records of work assigned as per company's policy SA5. Update information SA6. Send and reply to mails SA7. Prepare mis reports as per company's accounting policy Oral Communication (Listening and Speaking skills) The user/individual on the job needs to know and understand how to: SA8. Communicate and share knowledge with peers and supervisors SA9. Inform about any work-flow concerns SA10. Seek required information from employee, management, suppliers. Regulator, etc. SA11. Handle auditor's queries
8.	Professional Skills: Decision Making The user/individual on the job needs to know and understand how to: SB1. Distinguish between what entry/ amount is taxable and what is not SB2. Determine taxes as per updated norms Plan and Organize The user/individual on the job needs to know and understand:

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SB3. Prioritize and execute tasks such that the work-flow is not disrupted

SB4. Organize work and time in order to maximize overall productivity

Customer Centricity The user/individual on the job needs to know and understand how to:

SB5. Ensure that tax deducted is correct SB6. Inform about any errors or refunds to be sought and extra taxes to be paid

SB7. Inform about tax savings scheme

Problem Solving The user/individual on the job needs to know and understand how to:

SB8. Resolve tax related issues and concerns SB9. Avoid work-flow concerns

SB10. Escalate problems beyond control

Analytical Thinking The user/individual on the job needs to know and understand how to:

SB11. Analyse tax norms and accounting information

SB12. Prepare useful reports for management and regulator as per company's policy

Critical Thinking The user/individual on the job needs to know and understand how to:

SB13. Improve work so that there are zero errors Avoid any penalties to firm because of poor or inadequate reporting