**Course:** Advance Diploma in Computer Application Accounting and Publishing

* Course Id :
* Candidate Eligibility: Intermediate with knowledge of Basic computer and Internet Concepts
* No. Of NOS (If QP) : **NA**
* NSQF Level : **4**
* Cost Category : **1**
* Course Duration 03 Months (06hrs per day)
  + Theory duration : **100 hrs**
  + Practical duration : **100 hrs**
  + OJT duration : **0**

**Trainer Qualification Work Experience**

|  |  |
| --- | --- |
| **Trainer Qualification** | **Work Experience** |
| **Essential Qualification:** | Atleast 1 year teaching experience in relevant field. |
| B.Com/M.Com with advance knowledge of tally software |  |
|  |  |
|  |  |

**CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE**

**Name and address of submitting body:**

National Institute of Electronics & Information Technology, Patna

Near IIT Patna, Amhara, Bihta, Patna - 801106

**Name and contact details of individual dealing with the submission**

|  |  |  |
| --- | --- | --- |
| **Name** | : | Manoj Kumar |
| **Position in the organization** | : | Joint Director |
| **Tel number(s)** | : | 0612-2219134 |
| **Mobile** | : | 9631862823 |
| **E-mail address** | : | mkumar@nielit.gov.in |

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| --- | --- |
| **Qualification Title** | Advance Diploma in Computer Application Accounting and Publishing |
| **Qualification Code** |  |
| **Nature and purpose of the qualification** | **Nature: Certification Course**  **Purpose:** Qualified learners will be able to be employed as   * Office Assistant * Desktop Publisher * Account Assistant * Technical Assistant |
| **Body/bodies which will award the qualification** | National Institute of Electronics & Information Technology (NIELIT)  Near IIT Patna, Amhara, Bihta, Patna (Bihar)-801106 |
| **Body which will accredit providers to offer courses leading to the qualification** | National Institute of Electronics & Information Technology (NIELIT)  Near IIT Patna, Amhara, Bihta, Patna (Bihar)-801106 |
| **Body/bodies which will carry out assessment of learners** | Examination Cell,  National Institute of Electronics & Information Technology (NIELIT), Near IIT Patna, Amhara, Bihta, Patna (Bihar)-801106 |
| **Occupation(s) to which the qualification gives access** | Office Assistant, Desktop Publisher, Account Assistant, Technical Assistant |
| **Licensing requirements** | **Not Applicable** |
| **Level of the qualification in the NSQF** | **4** |
| **Anticipated volume of training/learning required to complete the qualification** | **480** |
| **Entry requirements and / or recommendations** | Intermediate with knowledge of Basic computer and Internet Concepts |
| **Progression from the qualification** | Office Assistant, Desktop Publisher, Account Assistant, Technical Assistant |
| **Planned arrangements for the Recognition of Prior learning (RPL)** | * Presently only candidates who undergo training shall be assessed. * It will be incorporated once RPL strategy is finalized |
| **International comparability where known** | **N/A**  **CNC** |
| **Date of planned review of the qualification.** | **N/A** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Formal structure of the qualification** | | | |
| **Title of unit or other component**  (include any identification code used) | **Mandatory/ Optional** | **Estimated size**  **(learning hours)** | **Level** |
| Understanding Computer fundamental and office automation software | Mandatory | 50 | 4 |
| Introduction To Financial Accounting | Mandatory | 50 |
| Preparation of Account Books Using Accounting Packages | Mandatory | 50 |
| Working with Desktop Publishing Softwares | Mandatory | 50 |

**ASSESSMENT**

**Body/Bodies which will carry out assessment:**

Examination cell - National Institute of Electronics & Information Technology, Patna

**How will RPL assessment be managed and who will carry it out?**

*YES. Learners who have met the requirements of any Unit Standard that forms part of this qualification may apply for recognition of prior learning to the relevant Education body. The applicant must be assessed against the specific outcomes and with the assessment criteria for the relevant Unit Standards.*

**Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.**

**1. ASSESSMENT GUIDELINE:**

The emphasis is on practical demonstration of skills & knowledge based on the performance criteria. Each OUTCOME is assessed and marked separately. Student is required to pass in all OUTCOMEs individually and marks are allotted. Following assessment methodologies are used.

1. Written Assessment (Multiple Choice Questions)
2. Practical Assessment
3. Viva Voce Assessment

The assessment results are backed by following evidences.

1. The assessor collects a copy of the attendance for the training done under the scheme. The attendance sheets are signed and stamped by the in charge / Head of the Training Centre.
2. The assessor verifies the authenticity of the candidate by checking the photo ID card issued by the institute as well as any one Photo ID card issued by the Central Government. The same is mentioned in the attendance sheet.
3. The assessor assigns roll number.

The assessor takes photograph of all the students along with the assessor standing in the middle and with the centre name/banner at the back as evidence.

**2. ASSESSORS:**

NIELIT Patna faculty teaching the course, also assesses the students as per guidelines set by Examination cell of NIELIT Patna.

**3. ELIGIBILITY TO APPEAR IN THE EXAM:**

Minimum 75% attendance is compulsory for the students to appear for the assessments.

**4. MARKING SCHEME:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessable Outcomes** | **Assessment criteria for the outcome** | **Total**  **Mark** | **Written** | **Practic**  **al** | **Vivovoce** |
| 1.  Getting  Knowledge of  Computer fundamental and office  automation software | Learn basic concepts of Computer Fundamental | 125 | 15 | 15 | 5 |
| Identify different concepts of Operating System and its functions | 15 | 15 | 10 |
| Take necessary action how to use Office Automation Software | 20 | 20 | 10 |
|  | **Total** | **50** | **50** | **25** |
| 2.  Explain  Concepts of Financial  Accounting | Prepare and Practice Financial Accounting | 125 | 25 | 25 | 10 |
| Prepare and Practice Advance Financial Accounting | 25 | 25 | 15 |
|  | **Total** | **50** | **50** | **25** |
| 3.  To familiarize with  Preparation of  Account Books  Using  Accounting Packages | Prepare Account Books Through Accounting Package | 125 | 25 | 25 | 10 |
| Prepare Account Books Through Advance Accounting Package | 25 | 25 | 15 |
|  | **Total** | **50** | **50** | **25** |
| 4.  Develop  Concept of Desktop  Publishing  Softwares | Execute Advance Skills on Page Maker | 125 | 25 | 25 | 10 |
| Execute Advance Skills on Photo Shop and Coral Draw |  | 25 | 25 | 15 |
|  | **Total** | **50** | **50** | **25** |
|  | **Grand Total** | **500** | **200** | **200** | **100** |

**5. PASSING MARKS:**

Passing criteria is based on marks obtain in attendance record, term works , assignments, practical’s performance, viva or oral exam, module test, class test, practical exam and final exam

Minimum Marks to pass practical exam – 50%

Minimum Marks to pass theory exam – 35%

Grade Equivalents:-

>85% S

>75% & <85% A

>65% & <75% B

>50% & <65% C

>35% & <50% D

**6. RESULTS AND CERTIFICATION:**

The assessment results are backed by evidences collected by assessors. Successful trainees are awarded the certificates by NIELIT, Patna.