

ST. BEDE'S COLLEGE, SHIMLA

ADD-ON /VALUE ADDED COURSES SESSION 2020-21

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**LIST OF COURSES
OFFERED FOR FIRST
YEAR (2020-21)**

- **LIST OF COURSES OFFERED FOR FIRST YEAR (2020-21)**

- ❖ INTERNET TECHNOLOGY AND WEB PAGE DESIGNING
- ❖ COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT
- ❖ FRENCH
- ❖ TRAVEL AND TOURISM
- ❖ BEAUTY AND FITNESS
- ❖ TALLY ACE

**LIST OF COURSES
OFFERED FOR SECOND
YEAR (2020-21)**

- **LIST OF COURSES OFFERED FOR SECOND YEAR (2020-21)**

- ❖ TALLY WITH GST
- ❖ FRENCH
- ❖ ADVANCED BEAUTY AND FITNESS
- ❖ CORE JAVA
- ❖ ADVANCED WEB TECHNOLOGIES WITH PHP LANGUAGE

TIME-TABLE FOR FIRST YEAR (2020-21)

- TIME-TABLE FOR FIRST YEAR (2020-21)**

COURSE NAME	DAY	TIME	ROOM
TALLY ACE	MONDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
	TUESDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
INTERNET TECHNOLOGY & WEB PAGE DESIGNING	MONDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
	TUESDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
FRENCH	MONDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
	TUESDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
BEAUTY & FITNESS	MONDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
	TUESDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
TRAVEL & TOURISM	MONDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
	TUESDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT	MONDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
	TUESDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS

**TIME-TABLE FOR
SECOND YEAR (2020-21)**

- **TIME-TABLE FOR SECOND YEAR (2020-21)**

COURSE NAME	DAY	TIME	ROOM/ PLATFORM
TALLY GST	THURSDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
	FRIDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
WEB PAGE DESIGNING WITH PHP LANGUAGE	THURSDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
	FRIDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
FRENCH	THURSDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
	FRIDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
ADVANCED COURSE IN BEAUTY & FITNESS	THURSDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
	FRIDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
CORE JAVA	THURSDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
	FRIDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS

SYLLABUS
FOR
FIRST YEAR
(2020-21)

➤ INTERNET TECHNOLOGY AND WEB PAGE DESIGNING

SYLLABUS

Subject: IPWD (30 lectures)

Fundamentals of Html(5 lectures):- HTML, Commonly used terms, structure of html documents, creating HTML documents, tags(headings, paragraph, line break, horizontal rule tag), setting text and background color of a webpage, lists, types of lists, nested lists, advantages of HTML, limitations of HTML.

Applications of HTML(15 lectures):- Hyperlinks, types of links, URL and its types, image basics, image tag() and its attributes, image as links, creating a table(<th>, <caption>), table attributes(<tr>, <td>, colspan, rowspan), adding image and links to a table, nested tables, frames, creating frameset document, frame attributes, nested frameset, forms and its attributes, different form controls(text input, checkbox, radio button, dropdown menus, submit button, reset button, push button), role of table in form structure, adding audio and video in a web.

Cascading Style Sheets(10 lectures):- CSS, CSS Rules, including CSS in HTML Documents(inline style sheets, embedded style sheets, external style sheets, imported style sheets), CSS Properties(font properties, text properties, background properties, border properties, padding properties, margin properties, list properties, table properties, positioning properties, dimensions properties), designing web page using CSS.

Sakshi
Sakshi Sharma

➤ COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT

COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT

SYLLABUS

Communication.

Communication Skills.

Interpersonal and Intrapersonal Communication.

Personality.

Factors influencing Personality.

Personality Development.

Role of Communication in Personality Development.

Self- confidence.

Factors influencing Self-confidence.

Symptoms of positive and low Self-confidence.

Writing skills:-

1. Memo
2. Notice
3. Resume

Practical Grooming:- Dress, Etiquettes, Social skills.

P. B. Shrivastava

➤ FRENCH

FRENCH ADD ON COURSE FIRST YEAR

1st Year batch (Beginner level 1)

Prescribed Textbook : Apprenons Le Francais (Methode de Francais 0) by Mahitha Ranjit, New Saraswati House, New-Delhi, Revised Edition 2019

This French Course Outline provides a learning framework for French course as a Foreign Language designed for the 1st year batch learners starting at a Beginner level. It is framed to provide the learners with a substantial idea of what they may acquire during a period of 12 months, in terms of language skills viz Listening, Speaking, Reading and Writing. Simultaneously, the learners will get acquainted to the socio-cultural aspects of the host country – FRANCE and other Francophone countries. This learning framework includes specific themes, vocabulary and grammar lessons to meet the objectives of the course. These shall be flexible rather than prescriptive, the teacher may decide to adapt the learning plans to the specific level, aims and interests of the learners. Along with the prescribed textbook, a supplementary exercise book will also help the learners in practicing their lessons. The relevant syllabus for the French course at Beginner level 1 can be viewed as under.

French Beginner Level 1

The syllabus will be divided into three main sections :

1. Topics with specific expressions and vocabulary

- Introduction to France , French culture and prospects of learning French language
- Greetings
- Alphabet
 - letter combinations with vowels and consonants
 - spelling and pronunciation (throughout the course)
- Cardinal numbers 1- 50 and rhyme : “ un, deux...”
- Self introduction and introduction of others (name, surname, nationality, age etc.)

- Countries and their Nationalities
- Describe someone (nationality, physical appearance, clothing etc.)
- Describe something using adjectives
- Stationery used in a classroom
- Describing my family (members, profession etc.)
- Body parts
- Likes and dislikes about food and drinks, vegetables and fruits
- Colors
- Days of the week
- Months of the year
- Seasons of the year
- Time
- Giving personal details (address, telephone number, email, age)
- Filling a form
- Using a dictionary and verb conjugation book

2. Grammar :

- Nouns - feminine, masculine, singular, plural
- Pronouns and Introduction in first, second and third person - "Je", "Tu" "Il/Elle" etc.
- Auxiliary verb "etre" (to be)
- Adjectives with agreement in gender and number
- Auxiliary verb "avoir" (to have)
- Definite and indefinite articles
- Verbs of 1st group ending with "er" (Present, Past and Future tenses)

- Affirmative, negative and interrogative forms in sentences - “Il y a” , “Il n’y a pas” + “est-ce-qu’il y a?”
- Word order in affirmative, negative and interrogative sentences – subject, verb and COD or COI (direct and indirect objects)
- Key prepositions – à, dans, en, au, etc.

3. Cultural content

- Paris
- Cities of France
- French speaking countries
- French names
- Map of France

Skills enhancing works

- Listening of sounds, pronunciation of alphabets and words
- Practice of speaking by continuous spelling and dialogue activities
- Reading sessions
- Writing small sentences

N.B. Classes will be conducted in English –French medium by translating the explanations and instructions to help the learners better understand and get familiar to the topics.

➤ BEAUTY AND FITNESS

BEAUTY & FITNESS SYLLABUS

1 Introduction

- Importance of beauty care
- Sterilization and sanitation
- Professional ethics.

2 Eyebrow shaping

- Tweezing and threading
- Different types of threading
- Different types of eyebrows

3. Nail art

- Factors affecting nail growth
- Types of nail polish
- Application and their methods.
- Different methods of nail art

4. Mehendi

- Preparation of mehendi paste
- Mehendi cone preparation
- Different types & designs of mehendi

5. Bleach & Facial

- Bleaching – Types of bleach
- Procedure and application
- Its advantages & disadvantages.
- Face Massage
- Techniques & procedure of facial
- Benefits of facial
- Product knowledge according to the skin

6. Fitness:

- Health, Physical Education, Physical Training, Physical Fitness, Wellness.
- Components of Physical Fitness: Speed, Strength, Endurance, Flexibility and agility.

➤ TALLY ACE

Chapter 1: Fundamentals of Accounting

1.1	Introduction.....
1.2	Accounting Terms.....
1.3	Accounting Assumptions, Concepts and Principles
1.3.1	Assumptions.....
1.3.2	Concepts.....
1.3.3	Principles.....
1.4	Double Entry System of Accounting
1.5	Types of Accounts.....
1.6	The Golden Rules of Accounting.....
1.7	Source Documents for Accounting.....
1.8	Recording of Business Transactions.....
1.8.1	The Accounting Equation
1.8.2	Recording of Transactions in Books of Original Entry/Journal
1.8.2.1	Use of Debit and Credit
1.8.2.2	Rules of Debit and Credit.....
1.8.2.3	Recording of Business Transactions in Journal
1.9	Ledger.....
1.9.1	Need for Ledger.....
1.9.2	Differences between a Journal and a Ledger
1.9.3	Classification of Ledger Accounts
1.9.4	Posting from Journal.....
1.10	Trial Balance
1.10.1	Methods of Preparation
1.11	Subsidiary Books & Control Accounts
1.11.1	Cash Book.....
1.11.1.1	Single Column Cash Book
1.11.1.2	Double Column Cash Book
1.11.1.3	Three Column Cash Book
1.11.2	Petty Cash Book.....
1.11.3	Purchase (Journal) Book.....
1.11.4	Purchases Return (Journal) Book.....
1.11.5	Sales (Journal) Book.....
1.11.6	Sales Return (Journal) Book.....
1.11.7	Journal Proper
1.11.8	Control Accounts.....

1.12	Financial Statements.....	11
1.12.1	Trading and Profit & Loss Account.....	12
1.12.1.1	Trading Account.....	12
1.12.1.2	Profit & Loss Account.....	13
1.12.2	Balance Sheet.....	14
1.12.2.1	Types of Assets and Liabilities included in a Balance Sheet.....	14
	Key Takeaways.....	15
	Practice Exercises.....	16

Chapter 2: Maintaining Chart of Accounts in Tally.ERP 9

2.1	Introduction.....	17
2.1.1	Getting Started with Tally.ERP 9.....	17
2.1.2	Mouse/Keyboard Conventions.....	18
2.2	Company Creation.....	19
2.2.1	Shut a Company.....	19
2.2.2	Select a Company.....	20
2.2.3	Alter Company Details.....	21
2.3	Company Features and Configurations.....	22
2.3.1	F11: Company Features.....	22
2.3.2	F12: Configuration.....	23
2.4	Chart of Accounts.....	24
	Ledger.....	24
	Group.....	25
2.5	Ledger Creation.....	26
2.5.1	Single Ledger Creation.....	26
2.5.2	Multi Ledger Creation.....	27
2.5.3	Altering and Displaying Ledgers.....	28
2.6	Group Creation.....	29
2.6.1	Single Group Creation.....	29
2.6.2	Multiple Group Creation.....	30
2.7	Displaying Groups and Ledgers.....	31
2.7.1	Displaying Groups.....	31
2.7.2	Display of Ledgers.....	32
2.8	Deletion of Groups and Ledgers.....	33
	Key Takeaways.....	34
	Shortcut Keys.....	35

Chapter 3: Maintaining Stock Keeping Units (SKU)

3.1	Introduction.....	
3.2	Inventory Masters in Tally.ERP 9	
3.3	Creating Inventory Masters.....	
3.3.1	Creation of Stock Group	
3.3.2	Creation of Units of Measure	
3.3.3	Creation of Stock Item.....	
3.3.4	Creation of Godown.....	
3.3.5	Defining of Stock Opening Balance in Tally.ERP 9.....	
3.3.6	Stock Category	
3.4	Reports	
	Key Takeaways	
	Shortcut Keys.....	
	Practice Exercises.....	

Chapter 4: Recording Day-to-Day Transactions in Tally.ERP 9

4.1	Introduction.....	
4.2	Business Transactions.....	
4.2.1	Source Document or Voucher	
4.2.2	Recording Transactions in Tally.ERP 9	
4.3	Accounting Vouchers	
4.3.1	Receipt Voucher (F6)	
4.3.2	Contra Voucher (F4).....	
4.3.3	Payment Voucher (F5)	
4.3.4	Purchase Voucher (F9).....	1
4.3.5	Sales Voucher (F8).....	1
4.3.6	Debit Note Voucher.....	1
4.3.7	Credit Note (Ctrl+F8).....	1
4.3.8	Journal Voucher (F7)	1
	Key Takeaways.....	1
	Shortcut Keys.....	1
	Practice Exercises.....	1

Chapter 5: Accounts Receivable and Payable Management

5.1	Introduction.....	13
5.1.1	Accounts Payables and Receivables.....	13
5.2	Maintaining Bill-wise Details	13
5.3	Activation of Maintain Bill-wise Details Feature	13

TallyACE

- 5.4 New Reference.....
- 5.5 Against Reference.....
- 5.6 Advance.....
- 5.7 On Account.....
- 5.8 Stock Category Report.....
- 5.9 Changing the Financial Year in Tally.ERP 9 (while continuing to work in the same Company).....

Key Takeaways.....

Shortcut Keys.....

Practice Exercises.....

Chapter 6: MIS Reports

- 6.1 Introduction.....
- 6.2 Advantages of Management Information Systems.....
- 6.3 MIS Reports in Tally.ERP 9.....
 - 6.3.1 Trial Balance.....
 - 6.3.2 Balance Sheet.....
 - 6.3.3 Profit and Loss Account.....
 - 6.3.4 Cash Flow Statement.....
 - 6.3.5 Ratio Analysis.....
 - 6.3.6 Books and Reports.....
 - 6.3.6.1 Day Book.....
 - 6.3.6.2 Receipts and Payments.....
 - 6.3.6.3 Purchase Register.....
 - 6.3.6.4 Sales Register.....
 - 6.3.6.5 Bills Receivable and Bills Payable.....

Key Takeaways.....

Shortcut Keys.....

Practice Exercises.....

Chapter 7: Getting Started with GST

- 7.1 Introduction.....
- 7.2 Enabling GST and Defining Tax Details.....
- 7.3 Transferring Input Tax credit to GST.....
- 7.4 Intrastate Supply of Goods.....
 - 7.4.1 Intrastate Inward Supply.....
 - 7.4.2 Intrastate Outward Supply.....
- 7.5 Interstate Supply.....

7.5.1	Interstate Inward Supply	
7.5.2	Interstate Outward Supply	
7.6	Return of Goods	
7.6.1	Purchase Returns	
7.6.2	Sales Returns	
7.7	Supplies Inclusive of Tax	
7.8	Defining Tax Rates at Master and Transaction Levels	
7.8.1	Defining GST Rates at Stock Group Level	
7.8.2	Defining GST Rates at Stock Item Level	
7.8.3	Defining GST Rate at Transaction Level	
7.8.4	Hierarchy of Applying Tax Rate Details	
7.9	GST Reports	
7.9.1	Generating GSTR-1 Report in Tally.ERP 9	
7.9.2	Generating GSTR-2 Report in Tally.ERP 9	
7.10	Input Tax Credit Set Off	
7.11	GST Tax Payment	
7.11.1	Time line for payment of GST tax	
7.11.2	Modes of Payment	
7.11.3	Challan Reconciliation	
7.12	Exporting GSTR-1 return and uploading in GST portal	
7.13	Accounting of Supply of Services	
7.14	Accounting Exempted Services	
	Key Takeaways	
	Shortcut Keys	
	Practice Exercises	
	Chapter 8: Recording Vouchers with TDS (Tax Deducted at Source)	
8.1	Introduction	2
8.2	Basic Concepts of TDS	2
8.3	TDS in Tally.ERP 9	2
8.4	Activation of TDS Feature in Tally.ERP 9	2
8.5	TDS Statutory Masters	2
8.6	Configuring TDS at Group Level	2
8.7	Configuring TDS at Ledger Level	2
8.8	Booking of Expenses in Purchase Voucher	2
8.9	TDS Report	2
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	Tally.ERP 9 Release 6.1 (Annexure)	21

**SYLLABUS FOR
SECOND YEAR
(2020-21)**

➤ **TALLY WITH GST**

Lesson 1: Introduction to GST	
1.1 Introduction	
1.2 Indirect Taxation prior GST	
1.3 GST Implementation in India	
1.3.1 Why GST was introduced in India?	
1.3.2 Understanding GST Taxation System	
1.3.2.1 Dual GST	
1.3.2.2 Structure of GST	
1.3.2.3 Determination of Tax	
1.4 Registration	
1.4.1 GSTIN Structure	
1.4.2 Business Liable to Register under GST	
1.4.3 Mandatory Registration	
1.5 Process of Registration under GST	
1.5.1 Existing Registration	
1.5.2 New Registration	
1.5.2.1 New Registration as a Regular Dealer	
1.5.2.2 Composition Tax Payer	
1.5.2.3 Amendment, cancellation and renovation of registration	
1.6 Supply of Goods and Services	
1.6.1 Scope of Supply	
1.6.2 Place of Supply	
1.6.2.1 Determining the Place of Supply of Goods	
1.6.2.2 Determining the Place of Supply of Services	

1.7	Mixed Supply and Composition Supply	
1.7.1	Mixed Supply	
1.7.2	Composite Supply	
1.8	Transition to GST	
1.8.1	Registered Business.....	
1.8.1.1	Availed Input Tax Credit.....	
1.8.1.2	Unavailed CENVAT Credit and Input VAT on capital goods	
1.8.2	Availing the input credit held in closing stock	
1.9	Invoicing	
1.9.1	Tax Invoice	
1.9.2	Bill of Supply	
1.9.3	Credit Note, Debit Note and Supplementary Invoice	
1.9.4	Transportation of goods without issue of Invoice	
1.10	Input Credit Mechanism	
1.10.1	Entitlement of Input Tax Credit	
1.10.2	Non-Entitlement of Input Tax Credit.....	
1.10.3	Input Tax Credit Set Off	
1.10.4	Input Tax Credit Claim	
1.11	GST Returns	
1.11.1	Regular Dealer	
1.11.2	Composition Tax Payer.....	
1.11.3	Payment of Tax	
	Conclusion	
	Key Takeaways	
	Lesson 2: Getting Started with GST (Goods)	
2.1	Introduction	
2.2	Enabling GST and Defining Tax Details	
2.3	Intrastate Supply of Goods.....	
2.3.1	Intrastate Inward Supply	
2.3.2	Intrastate Outward Supply.....	

2.4	Interstate Supply of Goods
2.4.1	Interstate Inward Supply
2.4.2	Interstate Outward Supply
2.5	Return of Goods (Purchase and Sales Returns)
2.5.1	Purchase Returns
2.5.2	Sales Returns
2.6	E-Way Bill
2.6.1	Components of e-Way Bills
2.6.2	Who must generate e-Way Bills
2.6.3	Conditions for generating e-Way Bills
2.6.4	Validity of e-Way Bill
2.6.5	E-Way Bill Setup in Tally.ERP 9
2.6.5.1	Recording of Invoice with e-Way Bill
2.6.5.1.1	Interstate Supply of goods to a Registered Dealer.
2.7	Supplies Inclusive of Tax
2.8	Defining Tax Rates at Master and Transaction Levels
2.8.1	Defining GST Rates at Stock Group Level
2.8.2	Defining GST Rates at Stock Item Level
2.8.3	Defining GST Rate at Transaction Level
2.9	Hierarchy of Applying Tax Rate Details
2.10	GST Reports
2.10.1	Generating GSTR-1 Report in Tally.ERP 9
2.10.2	Generating GSTR-2 Report in Tally.ERP 9
2.10.3	Generating GSTR-3B Report in Tally.ERP 9
2.11	Input Tax Credit Set Off
2.12	GST Tax Payment
2.12.1	Timelines for payment of GST
2.12.2	Modes of Payment
2.12.3	Challan Reconciliation
	Conclusion
	Key Takeaways

GST using Tally.ERP 9

Lesson 3: Recording Advanced Entries (Goods)

3.1	Introduction	1
3.2	Purchases from Composition Dealer	2
3.3	Purchases from Unregistered Dealer	3
3.4	Exports	4
3.4.1	Exports through LUT/Bond	4
3.4.2	Exports Taxable	5
3.5	Imports	6
3.6	Supply of Goods to SEZ	7
3.7	Supply of Exempted Goods	8
3.8	Advance Receipts and Payments	9
3.8.1	Advance Receipts if Turnover is Less than ₹ 1.5 Crores	9
3.8.2	Advance Receipts if Turnover is More than ₹ 1.5 Crores	10
3.8.2.1	Accounting Advance Receipt and Sales Invoice in the same month	10
3.8.2.2	Accounting Advance Receipt and Sales Invoice in different months	11
3.8.2.3	Accounting Advance Receipt and Cancellation of Order in same month	12
3.8.3	Accounting Advance Payments for Purchase under Reverse Charge	13
3.9	Mixed Supply and Composite Supply under GST	14
3.9.1	Mixed Supply of Goods	14
3.9.2	Composite Supply of Goods	15
	Conclusion	16

Key Takeaways

Lesson 4: GST Return Filing (Goods)

4.1	Introduction	17
4.2	Filing GSTR-3B Returns	18
4.2.1	Generating the JSON file from Tally.ERP 9 and uploading the same in GST portal	18
4.2.2	Generating excel file from Tally.ERP 9 and filing returns using GSTR-3B Excel Offline Utility Tool	19
4.2.3	Filing Returns online directly on the GST portal	20

4.3	Filing GSTR-1 Returns
4.3.1	Generating the JSON file from Tally.ERP 9 and uploading the same in GST portal.....
4.3.2	Generating excel file from Tally.ERP 9 and filing returns using GSTR-1 Excel Offline Utility Tool.....
4.3.3	Filing Returns online directly on the GST portal
4.4	Filing GSTR-2 Returns
4.4.1	Downloading GSTR-2 file from the GST portal.
4.4.2	Importing JSON file in Tally.ERP 9 and reconciling the status of invoices in GSTR-2.....
4.4.3	Generating the return in JSON format and filing GSTR-2
4.5	Exporting e-Way Bill Report
4.5.1	Exporting Bulk or Consolidated e-Way Bill invoices from Tally
	Conclusion
	Key Takeaways
	Lesson 5: Getting Started with GST (Services)
5.1	Introduction
5.1.1	Determining the Supply of Services
5.1.2	Determining Place of Supply of Services.....
5.2	Activation of GST and defining tax at company level
5.3	Intrastate Supply of Services
5.3.1	Intrastate Inward Supply
5.3.2	Intrastate Outward Supply.....
5.4	Interstate Supply of Services
5.4.1	Interstate Inward Supply
5.4.2	Interstate Outward Supply.....
5.5	Cancellation of Services
5.5.1	Cancellation of Inward Supply of Services
5.5.2	Cancellation of Outward Supply of Services
5.6	Defining Tax Rates at Master and Transaction Levels.....
	Conclusion
	Key Takeaways

Lesson 6: Recording Advanced Entries (Services).....	
6.1 Introduction	
6.1.1 Accounting Multiple Services in a Single Supply.....	
6.1.2 Recording Partial Payment to Suppliers.....	
6.2 Outward Supplies	
6.2.1 Recording Outward Supply with Additional Expenses.....	
6.2.2 B2C Supply of services (Business to Consumers).....	
6.3 Time of Supply of Services.....	
6.4 Place of Supply of Services.....	
6.4.1 Determining place of supply of services.....	
6.5 Exempt Supply of Services under GST.....	
6.6 Export Supply of Services under GST.....	
6.7 Reverse Charge on Services under GST.....	
6.8 Advance Receipts from Customers under GST.....	
6.8.1 Advance Receipt and issuing Invoice on same month.....	
6.8.2 Advance Receipt and issuing Invoice on different month.....	
6.9 Generating GSTR-3B Report in Tally.ERP 9	
6.10 Generating GSTR-2 Report in Tally.ERP 9.....	
Conclusion	
Key Takeaways	
Lesson 7: Composition Dealer	
7.1 Introduction	
7.2 Conditions to be satisfied under the scheme.....	
7.3 Enabling GST and Defining Tax Details	
7.4 Recording purchase transactions for composition dealer	
7.4.1 Intrastate Inward Supply	
7.4.2 Interstate Inward Supply	
7.4.3 Intrastate Inward Supply of Services with Discount.....	
7.5 Recording sales transactions for composition dealer	
7.6 Imports	

7.6.1	Import of Goods
7.6.2	Import of Services
7.7	GST Reports
7.7.1	Generating GSTR-4 Report in Tally.ERP 9
7.7.2	E-Filing GSTR-4 from Tally.ERP 9
7.7.2.1	Filing GSTR-4 by generating JSON from Tally.ERP 9
7.7.2.2	Filing GSTR-4 using GST Offline Tool
7.7.2.3	Filing GSTR-4 directly on the GST portal
	Conclusion
	Key Takeaways

Learning Objectives

After completing this chapter, you will be able to:

1. Understand the concept of GST.

2. Understand the types of GST.

3. Understand the GST structure.

4. Understand the GST flow.

5. Understand the GST impact.

6. Understand the GST compliance.

7. Understand the GST return.

8. Understand the GST audit.

9. Understand the GST dispute.

10. Understand the GST appeal.

- FRENCH

2nd Year batch (Beginner level 2)

Prescribed Textbook : Apprenons Le Francais (Methode de Francais 1) by Mahitha Ranjit, New Saraswati House, New-Delhi, Revised Edition 2019

This French Course Outline provides a learning framework for French course as a Foreign Language designed for the 2nd year batch learners starting at Beginner level 2. It is framed to provide the learners with a substantial idea of what they may further acquire during a period of 12 months, in terms of language skills viz Listening, Speaking, Reading and Writing. At this level, the learners are expected to have learnt the elementary topics, vocabulary and grammar rules in French. They are therefore trained to have better communication skills using French and also learn more interesting things about the socio-cultural aspects of the host country – FRANCE and other Francophone countries. This learning framework includes specific themes, vocabulary and grammar lessons to meet the objectives of the course. These shall be flexible rather than prescriptive, the teacher may decide to adapt the learning plans to the specific level, aims and interests of the learners. Along with the prescribed text, a supplementary exercise book shall help the learners to practice their lessons. The relevant syllabus for the French course at Beginner level 2 can be viewed as under.

French Beginner Level 2

The syllabus will be divided into three main sections :

Topics with specific expressions and vocabulary

- La France - National flag, Eiffel Tower, Monuments, National Day, Heritage, Museum etc.
- Formal and informal greetings with interrogative questions
- Counting - ordinal numbers "premier, deuxieme..."
- Countries and their Nationalities
- Sentence construction with auxiliaries "etre"(to be) and "avoir"(to have)
- Describing oneself and one's family (members, profession, age etc.)

D. Anu
12.07.19

French course outline for the academic year 2019 – 2020

2nd Year batch (Beginner level 2)

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12.07.19

- Sentence construction using days, dates and seasons
- The holidays - activities according to seasons
- Giving personal details (address, telephone number, email, age)
- Filling a form
- Using a dictionary and verb conjugation book

Grammar section :

- Relating articles with nouns (masculine, feminine, singular, plural)
- 2nd group verb conjugation ending with "ir"
- Nouns - feminine, masculine, singular, plural
- Relating adjectives with nouns (masculine, feminine, singular, plural)
- Personal pronouns for first, second and third person - "Je - mon,ma,mes", "Tu - ton,ta,tes" "Il/Elle - son,sa,ses" etc.
- Adjectives with agreement in gender and number
- Verb as gerund
- 3rd group verbs ending with "ir", "ire", "oir" (Present, Past and Future tenses)
- Affirmative, negative and interrogative forms in sentences - "je suis", "je ne suis pas" + "suis-je?"
- Demonstrative adjectives - "ce", "cet", "cette", "ces"
- Word order in affirmative, negative and interrogative sentences - subject, verb and COD or COI (direct and indirect objects)
- Key prepositions -
- **Cultural content**
 - Paris
 - Cities of France
 - National day - 14 July Journee dela Bastille

- Food and drinks

Skills enhancing works

- Listening of sounds, pronunciation of alphabets and words
- Practice of speaking by continuous spelling and dialogue activities
- Reading sessions
- Writing small sentences and letters

N.B. Classes will be conducted in English –French medium by translating the explanations and instructions to help the learners to better understand and get familiar to the topics.

➤ ADVANCED WEB TECHNOLOGIES WITH PHP LANGUAGE

SYLLABUS

Subject: PHP (30 lectures)

Fundamentals of Html(5 lectures):- Introduction to HTML,HTML Tags, creating forms, creating tables, managing home page, Introduction to CSS, ways to use CSS,CSS properties, designing webpages, working with templates.

Fundamentals of PHP(10 lectures): Difference between front end and back end languages, how PHP is helpful in html, Introduction to PHP and local host, advantages of PHP, syntax of PHP,PHP Install,PHP variables, PHP Echo / Print, PHP data types, PHP strings, PHP constants, PHP operators.

Core PHP(15 lectures):- HTML form handling with PHP(GET & POST methods), PHP form validation, PHP form required, making decisions,doing repetitive task with looping, mixing decisions and looping with Html, PHP If...Else...Elseif, PHP Switch, PHP While Loops, PHP For Loops, what is a function, Define a function, Call by value and Call by reference, string and reverse string operations, arrays.

➤ **ADVANCED BEAUTY AND FITNESS**

ST. BEDE'S COLLEGE ,SHIMLA

**COURSE OUTLINE FOR SEMESTER 3
BEAUTY AND FITNESS**

BEAUTY –

MODULE 1: HAIR CARE	Number of lectures
1. About Hair 2. Types of Hair- Normal , Oily, Dry 3. Reasons for Hair Problems 4. Hair Treatments- Hair Fall treatment, Dandruff Treatment, Split Ends Treatment, Mehendi Conditioning, Foods for hair , Hot Oil Massage & Hair Spa 5. Hair Styles	5
MODULE 2: NAIL TREATMENT	
1. Manicure 2. Pedicure 3. French Manicure	3
MODULE 3: MAKE UP	
1. Products used in Make Up 2. Application of base 3. Eyes & Eye brows 4. Cheeks and Highlighting 5. Lip color	5
MODULE 4: SAREE DRAPING	
1. Basic Draping of Saree 2. Different Styles for Saree	3
MODULE 5: PERSONAL STYLING	
1. Knowing the Body Types: Triangle, Inverted Triangle, Hour Glass, Lean Rectangle, Wide rectangle 2. Types of Clothes according to body types 3. Colors according to Body Types	4
TOTAL NO. OF LECTURES	20

Rupa Saini

➤ **CORE JAVA**

SAI DIGITECH PROFESSIONAL INSTITUTE

Core Java Syllabus

1	JAVA INTRODUCTION
2	ENVIRONMENT SETUP IN JAVA
3	OBJECT ORIENTED PROGRAMMING
4	JAVA DATATYPES & VARIABLES
5	OPERATORS IN JAVA
6	JAVA MODIFIERS
7	JAVA CONTROL STATEMENTS
8	ARRAYS AND STRINGS IN JAVA
9	CLASS, OBJECT & CONSTRUCTOR
10	ENCAPSULATION IN JAVA
11	INHERITANCE & ABSTRACTION IN JAVA
12	POLYMORPHISM IN JAVA
13	EXCEPTION HANDLING IN JAVA
14	JAVA PACKAGES
15	THREADS IN JAVA
16	JAVA APPLETS & FRAMES

Sheetal

**DATESHEET FOR
ADD-ON COURSES
(FIRST YEAR)**

DATESHEET FOR ADD-ON COURSES (FIRST YEAR)

COURSE NAME	TIME	MODE
TALLY ACE	MAY 7, 2021	ONLINE ON MS TEAMS
INTERNET TECHNOLOGY & WEB PAGE DESIGNING	APRIL 10, 2021	ONLINE ON MS TEAMS
FRENCH	APRIL 10, 2021	ONLINE ON MS TEAMS
BEAUTY & FITNESS	APRIL 10, 2021	ONLINE ON MS TEAMS
TRAVEL & TOURISM	APRIL 10, 2021	ONLINE ON MS TEAMS
COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT	APRIL 10, 2021	ONLINE ON MS TEAMS

**DATESHEET FOR
ADD-ON COURSES
(SECOND YEAR)**

DATESHEET FOR ADD-ON COURSES (SECOND YEAR)

COURSE NAME	TIME	MODE
TALLY WITH GST	MAY 9, 2021	ONLINE ON MS TEAMS
WEB PAGE DESIGNING WITH PHP LANGUAGE	APRIL 13, 2021	ONLINE ON MS TEAMS
FRENCH	APRIL 10, 2021	ONLINE ON MS TEAMS
ADVANCED COURSE IN BEAUTY & FITNESS	APRIL 13, 2021	ONLINE ON MS TEAMS
CORE JAVA	MAY 6, 2021	ONLINE ON MS TEAMS