



GUJARAT TECHNOLOGICAL UNIVERSITY

Program Name: Bachelor of Vocation

Level: Under Graduate

Branch: Practical Accounting & Tax (DPATP) & Tally

Course / Subject Code : BV02008061

Course / Subject Name : Account Assistant

w. e. f. Academic Year:	2024-25
Semester:	2
Category of the Course:	On Job Training

Prerequisite:	Desire to learn
Rationale:	To assist in accounting

Course Outcome:

After Completion of the Course, Student will able to:

No	Course Outcomes
01	To collect, prepare and assist for the final accosts
02	To assist chief accountant in the final accounting.

Teaching and Examination Scheme:

Teaching Scheme (in Hours)			Total Credits L+T+ (PR/2)	Assessment Pattern and Marks				Total Marks
L	T	PR	C	Theory		Tutorial / Practical		
				ESE (E)	PA / CA (M)	PA/CA (I)	ESE (V)	
0	0	12	6	0	0	100	100	200

Course Content:

Unit No.	Content	No. of Hours	% of Weightage
1.	Assisting Finalization of Annual Accounts: Helping in Preparation for Final accounts Collecting Information For Final accounts	100	45
2.	Assisting Chief Accountant Using Tally: Export of Ledger, Day Books, Cash Book, Bank Book, Trading Account, Profit & loss Account and Balance Sheet	100	55
	Total	200	100



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Suggested Specification Table with Marks (Theory):

Distribution of Theory Marks					
R Level	U Level	A Level	N Level	E Level	C Level
15	30	10	5	-	-

Where R: Remember; U: Understanding; A: Application, N: Analyze and E: Evaluate C: Create (as per Revised Bloom's Taxonomy)

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