

## SYLLABUS & REFERENCES (MODULE WISE COURSE CONTENT)

### MODULE 1 :

Introduction of ERP and SAP, Overview & basic settings of organizational elements, General ledger accounting, Bank elements, General ledger accounting, Bank accounting, Accounts payables and receivables accounting

### MODULE 2:

Tax calculation and Preparing reports, Practical on job training with accounts of various companies and analyze the reports.

## REFERENCES

1. [www.sap.com](http://www.sap.com)

2.

3.

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## COURSE SCHEDULE

HOURS NEEDED				
MODULE	TOPICS/TITLE	HOURS PER WEEK		TOTAL HORS
		THEORY	PRACTICAL	
1	Introduction of ERP and SAP	5	0	5
	Overview & basic settings of organizational elements	5	0	5
	General ledger accounting	5	0	2
	Bank accounting	3	0	5
	Accounts payables accounting	6	0	6
	Accounts receivables accounting	6	0	6
2	Tax calculation	2	0	2
	Preparing reports	3	0	3
	Practical training	0	30	30
	On job training	0	15	15
	<b>OVER ALL</b>	35	45	80

## ASSESSMENT METHOD

MCQ BASED TEST WHICH IS CONDUCTED ONLINE WITH QUESTIONS INCLUDING BOTH THEORY AND PRACTICALS.

TOTAL MARKS: 100

NUMBER OF QUESTIONS WILL BE 40.

## COURSE EVALUATION AND GRADING

The course evaluation is done/coordinated entirely by the course coordinator. The following 10-point indirect grading system is used for awarding grades to students:

PERCENTAGE OF MARKS	LETTER GRADE	INTERPRETATION	CLASS
95 AND ABOVE	O	OUTSTANDING	FIRST CLASS WITH DISTINCTION
85 TO BELOW 95	A+	EXCELLENT	FIRST CLASS WITH DISTINCTION
75 TO BELOW 85	A	VERY GOOD	FIRST CLASS WITH DISTINCTION
65 TO BELOW 75	B+	GOOD	FIRST CLASS
55 TO BELOW 65	B	SATISFACTORY	FIRST CLASS
45 TO BELOW 55	C	AVERAGE	SECOND CLASS
35 TO BELOW 45	P	PASS	THIRD CLASS

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BELOW 35

F

FAILURE

FAIL

INCOMPLETE

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INCOMPLETE

FAIL

ABSENT

AB

ABSENT

FAIL

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**The grade is awarded by considering the performance of the learner in the online examination of the course.**