



(A Div. of Raj Software Technology (INDIA) Ltd.)

AN ISO 9001 : 2008 CERTIFIED COMPANY

Ground floor, Sharad kunj, Derasar lane, Behind Gurukul College Ghatkopar East  
Mumbai 400077- 0225015043 / 8097509493

## MEMORANDUM OF UNDERSTANDING

Duration of MOU – Academic Year 2019-20

Name of College	St.Andrew's College of Arts, Science and Commerce College.
Name of Learning Provider	Mr. Chintan Indravadan Gor (Cheques to be issued in this name)
GST Number	27BGVPG6793C1ZV

### Subject of the MOU:

To deliver certified course to students for the following topics:

1. Ms Office with Advance Excel
2. Tally.erp9 with GST

### Revenue Share:

- For Ms-Office with Advance Excel:  
Total fees Rs.4000/-  
College share Rs.1000/-  
Learning Provider Share Rs.3000/-
- For Tally.ERP9 with GST  
Total fees Rs.5000/-  
College share Rs.1250/-  
Learning Provider Share Rs.3750/-

### Course Timings:

**For Ms-Office & Advance Excel-** Course duration of 30 hours is divided into 15 sessions of 2 hours each Wednesday and Friday from 1 pm to 3 pm.

**For Tally.ERP9 with GST -** Course duration of 44 hours is divided into 22 sessions of 2 hours each. Monday and Tuesday from 1pm to 3 pm.

### Raj Computers Academy Responsibility:

- Arrangement of faculties and training the students as per the course.

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- The payment of salary to the faculties will be the responsibility of the learning provider
- Study material (if provided), the cost will be borne by the learning provider.
- Setting of test papers, conducting practical or taking presentations shall be carried out by the Learning Provider.
- Certificates to be provided by the Learning Provider and it will have the College name on it.

**St. Andrew's College Responsibility:**

- To provide one rent-free computer lab with projector facility to conduct the course.
- Recurring maintenance expenses of electricity, water etc. will be borne by the college.
- To register students for the course and form batch.
- Not to initiate any course with the same stream/ topic with any institution within the period mentioned above
- Fees will be collected by the College on behalf of the Learning Provider out of which 50% will be remitted to the Learning Provider once the lectures start and balance 50% on the completion of course.

**Mutual Responsibility:**

- All discrepancies / disputes arising with the terms of the MOU would be solved through mutual consent as far as possible
- A notice period of 3 months would be given by either party so that necessary steps can be taken in case of termination.
- The agreement is subject to the jurisdiction of Mumbai only.

*C. I. Gor*

For Raj Computers Academy  
Mr. Chintan Gor



*Fernandes*

For St. Andrew's College

Dr. Marie Fernandes

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## Tally.Erp9 with GST

Beginner Level	Intermediate Level	Advance Level	Expert Level
Basics of Accounting Accounting Principles Golden Rules of Accounting Tally Fundamentals Chart of Accounts Accounting Masters Inventory Masters Units of Measures Accounting Vouchers Purchase / Sale Receipt / Payment Contra / Journal Debit Note / Credit Note Inventory Vouchers Stock Journal / Physical Stock Stock Summary Trial Balance Profit & Loss Account Balance Sheet	Interest Calculations Stock Categories Order Processing Batchwise Details Manufacturing Journal Additional Cost of Purchase Multiple BOM Voucher Class Budgets and Controls Credit Limit Cost Centre & Cost Category Multiple Currencies Stock Valuation Methods Bank Reconciliation Statement F11 - Features / F12 - Configuration Security Controls and Tally Vault Tally Audit Financial / Inventory Reporting Printing from Tally	Scenario Management Optional / Post Dated Vouchers Reversing Journal Price List Re Order Levels Alternate / Compound UOM Export of Data Import of Data Export Formats ODBC in Tally Consolidation / Split of Accounts Company Logo Printing Using Phonetic Keyboard Layout Bill Settlement Receipt and Payment Statement Web Browser E-mail & Uploading Backup & Restore Multi Linguistic Features	Statutory Info Exception Reports Statistics Cash Flow and Funds Flow Intro. to GST / Model of GST GST Classification GST Master / Stock Creation GST Different Tax Rate GST Invoice / GST Report GST Challans / Returns TDS (Tax Deducted at Source) TCS (Tax Collected at Source) POS (Point of Sale) Payroll Income Tax Advance Banking Features Setting up of Tally Migrating Data Advance Configurations in Tally
Level wise practical examination			

## Ms-Office with Adv excel course contents

Ms-Office	
Computer Fundamentals How to use Windows Efficiently Working with Ms-Word Working with Ms-PowerPoint Adv. Presentation Techniques Ms-Outlook Ms-Access	Various ways to connect Internet Using Internet efficiently Networking Use of e-commerce Online Banking





# RAJ COMPUTERS ACADEMY

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## Advance Excel

Introduction to Excel	Pivot Charts with Report
Basic Functions	Date and Time Functions
Tabs and Ribbons	Text Functions
Home Tab	Mathematical Functions
Number Formatting	Statistical Functions
Advance Conditional Formatting	Financial Functions
Paste Special	Logical Functions
Insert Tab	Conditional Functions
Page Layout Tab	Lookup Functions
Data Tab Sub Total / Consolidation	Database Functions
Working with Charts	Array Functions
Pivot Table	Debugging Formulas
Data Filtrations	Working with Macros
Data Sorting / Validation	
Whatif Analysis	
Goal Seek Scenario	
MIS Reporting	
Setting up Formulas Practically	
Advance Level Shortcut Keys	
Page and Margin Setup	
Protection and Security	
Advance Printing Features	

Examination : 50 marks Practical & 50 marks Mcq's