

**VUCO13001: FINANCIAL STATEMENT ANALYSIS THROUGH ACCOUNTING
SOFTWARE-TALLY**

Hours: 30

Course objectives:

- To provide technical skills for students to be industry ready
- To familiarize students with the tally software.

Course outcomes:

After completing this course, the student will be able to:

- list the importance of tally
- analyse financial statements using tally
- create accounting books and registers.

Unit 1: Getting Started with Tally

10 hrs

Meaning of Tally software – Features – Advantages - Required Hardware, Preparation for installation of tally software - installation. Items on Tally screen: Menu options, creating a New Company, Basic Currency information, Other information, Company features and Inventory features.

Unit 2: Configuring Tally

10 hrs

General Configuration, Numerical symbols, accts/inventory info – master configuration -voucher entry configuration. Working in Tally: Groups, Ledgers, writing voucher, different types of voucher, voucher entry Problem on Voucher entry -Trail Balance, Accounts books, Cash Book, Bank Books, Ledger Accounts, Group Summary, Sales Register and Purchase Register, Journal Register, Statement of Accounts, & Balance Sheet.

Unit 3: Reports in Tally

10 hrs

Generating Basic Reports in Tally – Financial Statements – Accounting Books and Registers – Inventory Books and Registers – Exception reports – printing reports – Types of Printing Configuration of Options – Printing Format.

References

NICT. (n.d.). Retrieved from nicteducation: <http://www.nicteducation.com/>



DEAN

**FACULTY OF COMMERCE AND MANAGEMENT
KRISTU JAYANTI COLLEGE AUTONOMOUS
K. Narayanapura, Kothanur PO
Bengaluru - 560077**

Course Objectives:

- To develop knowledge and skills in understanding and applying accounting standards.
- To understand the mechanism of preparation of financial statements of a single corporate entity.
- To understand current developments in financial reporting.

Course Outcomes:

After successful completion of the course, the student will be able to:

- determine the usefulness of a conceptual framework, identify the qualitative characteristics of accounting information and the basic elements of financial statements
- demonstrate an understanding of the relationship among the financial statements and preparation of balance sheet, an income statement, a statement of changes in equity and a statement of cash flows are prepared

Unit 1: Conceptual and Regulatory Framework for Financial Reporting **10 hrs**

Conceptual framework (2018) for financial reporting; regulatory framework; qualitative characteristics of financial statements (relevance, faithful representation, understandability, comparability, verifiability & timeliness; concepts of materiality & going concern; concepts of asset, liability, equity, income & expense; principles of recognition & measurement of financial elements

Unit 2: Accounting for Transactions in Financial Statements **10 hrs**

Detailed understanding of accounting standards as applicable to tangible non-current assets, intangible assets, impairment of assets, inventory & biological assets, financial instruments, leasing, borrowing costs and fair valuation. This unit will cover the principles of recognition, measurement, presentation & disclosure of these financial transactions & events.

Unit 3: Interpretation of Financial Statements **10 hrs**

Define & compute financial ratios; use of ratio analysis to assess financial performance of an entity; comparing entity's performance with another entity or industry average ratios; usefulness of cash flow statement in evaluation of entity's performance; limitations of financial statements

References:

- Kaplan, . (2018). Financial Reporting. N.p.: Kaplan publications.
BPP Learning Media, . (2018). Financial Reporting. Aldine Place, London: British Library Cataloguing-in-Publication.
M P Vijay Kumar, . (2020). Financial Reporting. Mumbai, India: Snow White Publication.



DEAN

FACULTY OF COMMERCE AND MANAGEMENT
KRISTU JAYANTI COLLEGE AUTONOMOUS
K. Narayanapura, Kothanur PO
Bengaluru - 560077

VUCO15001 : INSURANCE MANAGEMENT

Hours: 30

Course objectives:

- To familiarize the concepts of insurance
- To analyse the types of insurance
- To provide knowledge on premium calculation.

Course outcomes:

After completing this course, the student will be able to:

- assess the concept of insurance
- analyse the concept of life, fire and marine insurance.
- list the duties and rights of an insurance agent
- apply premium calculation methods to solve problems on premium calculation

Unit 1: Introduction

08 Hours

Meaning, purpose and need of insurance, evolution of insurance, Insurance as a social security tool; Fundamentals/ Principles of insurance; concept of risk and insurance as risk management tool, classification of insurance.

Unit 2: Life Insurance

06 Hours

Meaning, Principles of life insurance. Life insurance contracts, their nature and characteristics, Parties to the contract and their rights and duties. Conditions and terms of policy and effects of non-compliance thereof.

Unit 3: Fire Insurance

05 Hours

Meaning, principles of fire insurance contracts, types of fire policy, parties to the contract and their rights and duties, Fire Policy, conditions, Assignment of Policy, Claim procedure under various circumstances.

Unit 4: Marine Insurance

04 Hours

Meaning, Principles of marine insurance contracts–Marine Policy and their conditions, Premium; double insurance; assignment of policy' warranties' the voyage

Unit 5: Agency in Insurance

03 Hours

Types of agent, qualification, duties and rights, services provided by insurance agent. Underwriting of insurance.

Unit 6: Premium Calculation

04 Hours

IRDA Act- objectives, role and functions. Calculation of premium and valuation of claim under various classification of insurance (simple problems only).

References:

- Gupta, P. K. (n.d.). *Insurance & Risk Management*. Himalaya Publishers.
IRDA, G. P. (n.d.).
Kumar, G. (n.d.). *Handbook of Insurance Laws*. Allahabad: Law Publishers.
Mishra, M. N. (2018). *Insurance, Principles and Practices*. S Chand Publications.

DEAN
FACULTY OF COMMERCE AND MANAGEMENT
KRISTU JAYANTI COLLEGE AUTONOMOUS
K. Narayanapura, Kothanur PO
Bengaluru - 560077

VUCO15002 : PRINCIPLES AND PRACTICES OF INSURANCE

Hours: 30

Course objectives:

- To acquaint the concepts of insurance
- To analyse the types of insurance
- To familiarize the concept of risk

Course outcomes:

After completing this course, the student will be able to:

- discuss the evolution and of insurance and examine its regulatory framework.
- analyse the principles of an insurance contract.
- apply the various concepts of risks and analyse the risk management process

Unit 1: Insurance

15 Hours

Meaning, purpose and need of insurance, evolution of insurance, Insurance as a social security tool; Fundamentals; Principles of insurance contract in detail, Nature, characteristics of insurance, Regulatory framework- IRDA- its roles and responsibilities, Insurance contract, History of insurance in India, classification of insurance, types of insurance- General, life, marine and fire insurance- meaning and types.

Unit 2: Actuary

04 Hours

Meaning, roles and responsibilities of an actuary, services provided by actuaries, traits of an actuary

Unit 3: Risk Management

11 Hours

Introduction to risk management-elements of uncertainty peril, hazards; features of risk management, methods of handling risk, Sources of risk and exposure, pure risk and speculative risk, acceptable and non-acceptable risks, static and dynamic risk, various elements of cost of risk. Risk management process-definition, types and various means of managing risk –limitations of risk management

References:

- Berman B, & Evans J R. (2003). *Retail Management*. Pearson Education.
- Cullen, & Education, N. (2002). *Retailing Cengage Learning*. EMEA.
- Gupta, P. K. (n.d.). *Insurance & Risk Management*. Himalaya Publishers.
- IRDA, G. P. (n.d.).
- Kumar, G. (n.d.). *Handbook of Insurance Laws*. Allahabad: Law Publishers.
- Levy M, M., & BW, W. (2004). *Retailing Management*. Tata McGraw Hill.
- Mishra, M. N. (2018). *Insurance, Principles and Practices*. S Chand Publications.
- Newman A J, E., & P, C. (2002). *Retailing Environment & Operations*. Vikas Publishing House.



DEAN

FACULTY OF COMMERCE AND MANAGEMENT
KRISTU JAYANTI COLLEGE AUTONOMOUS
K. Narayanapura, Kothanur PO
Bengaluru - 560077

VUCO16001: PERFORMANCE MANAGEMENT

Hours: 30

Course objectives:

- To familiarize concept of performance management
- develop knowledge and skills in the application of management accounting techniques to quantitative and qualitative information for planning decision making, performance evaluation, and control.

Course outcomes:

After completing this course, the student will be able to:

- assess the different cost and management accounting techniques
- apply the concept of relevant cost analysis - cost volume profit analysis for decision making
- develop a firm's future financial condition by applying budgeting and control techniques.

Unit 1- Specialist cost and management accounting techniques

10 Hours

Activity-based costing - Target costing - Life cycle costing - Throughput accounting - Environmental accounting

Unit 2: Decision making techniques

04 Hours

Relevant cost analysis - Cost volume profit analysis - Limiting Factors Pricing decisions - Make-or-buy and other short-term decisions - Dealing with risk and uncertainty in decision making

Unit 3- Budgeting and control

04 Hours

Budgetary systems and types of budget - Quantitative analysis in budgeting Standard costing - Material mix and yield variances - Sales mix and quantity variances - Planning and operational variances

Unit 4- Performance Measurement and control

12 Hours

Performance management information systems - Sources of management Information - Management reports - Performance analysis in private sector organizations - Divisional performance and transfer pricing - Performance analysis in not-for-profit organizations and the public sector - External considerations and behavioural aspects

References

- Audit & Assurance INT (ACCA)*. (n.d.). Kaplan Publishers.
Audit & Assurance INT (ACCA), ISDC. (n.d.). Becker Publishing.
Berman B, & Evans J R. (2003). *Retail Management*. Pearson Education.
Chandha, P. (n.d.). *Performance Management: It's About Performing - Not Just Appraising*.
Cullen, & Education, N. (2002). *Retailing Cengage Learning*. EMEA.
Levy M, M., & BW, W. (2004). *Retailing Management*. Tata McGraw Hill.
Newman A J, E., & P, C. (2002). *Retailing Environment & Operations*. Vikas Publishing House.
Rao, T. V. (n.d.). *Performance Management: Toward Organizational Excellence*.
Sahu, R. K. (n.d.). *Performance Management System*.

DEAN

FACULTY OF COMMERCE AND MANAGEMENT
KRISTU JAYANTI COLLEGE AUTONOMOUS
K. Narayanapura, Kothanur PO
Bengaluru - 560077

VPCO15001 : Life Skills Education

Hours: 30

Course Objectives:

- To understand the art of living.
- To gain self confidence and maintain interpersonal relationship.

Course Outcomes:

After successful completion of the course, the student will be able to:

- analyze the emotional competence at work place
- design the empathy map for the people

Unit I: Introduction to Life Skills & Personal Skills

06 hrs

Need & Importance; Self Awareness: Concept, Components of Self Techniques of Self Awareness; Empathy: Definition, concept & Empathy Map

Unit II: Thinking Skills

06 hrs

Characteristics & Stages; Critical Thinking: Definition, Characteristics & Effective critical thinking strategies

Unit III: Problem Solving Skills

06 hrs

Types of Problem, Methods of Problem Solving & Obstacles in Problem solving; Decision Making: Risk Factor on Decisions, Types of Decision Making & Safe Decision Making

Unit IV: Inter Personal Skills

06 hrs

Definition, Communication Cycle & Communication skill; Interpersonal Relationship: Types of Relationship & Factors contributing for healthy relationship

Unit V: Coping Skills

06 hrs

ABC of Emotion & Managing the emotion; Coping with Stress: Meaning of stress, Types & Techniques to control stress

References:

Richard Nelson-Jones (1993) You Can Help!: Introducing Lifeskills Helping. Allen & Unwin Australia.

World Health Organization. Life skills education: planning for research. Geneva, WHO, 1996.72p.

Handwritten signature

Handwritten signature

DEAN

FACULTY OF COMMERCE AND MANAGEMENT
KRISTU JAYANTI COLLEGE AUTONOMOUS
K. Narayanapura, Kothanur PO
Bengaluru - 560077

Course objectives:

- To familiarize students with the tally software.
- Student will learn to create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally

Course outcome:

After completing this course, the student will be able to:

- describe the importance of tally
- develop to create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally
- create accounting books and registers

Unit 1: Fundamentals of Tally**10 hrs**

Introduction to Tally- History of tally - Meaning of Tally software – Features – Advantages - Required Hardware, Preparation for installation of tally software - installation. Items on Tally screen: Menu options, creating a New Company, Basic Currency information, Other information, Company features and Inventory features.

Unit 2: Creating Groups, and Ledger Accounts**5 hrs**

General Configuration, Numerical symbols, accts/inventory info – master configuration -voucher entry configuration. Working in Tally: Groups,Charts of Groups, Multiple Groups, Ledgers, Multiple Ledgers.

Unit 3: Voucher Types, and Voucher Entry**5 hrs**

Voucher, Different types of voucher, voucher entry Problem on Voucher entry -Trail Balance, Accounts books, Cash Book, Bank Books, Ledger Accounts, Group Summary, Sales Register and Purchase Register, Journal Register, Statement of Accounts, & Balance Sheet.

Unit 4: Reports in Tally**10 hrs**

Generating Basic Reports in Tally – Financial Statements – Accounting Books and Registers – Inventory Books and Registers – Exception reports – printing reports – Types of Printing Configuration of Options – Printing Format.

References:

NICT. (n.d.). Retrieved from nicteducation: <http://www.nicteducation.com/>



DEAN

FACULTY OF COMMERCE AND MANAGEMENT
KRISTU JAYANTI COLLEGE AUTONOMOUS
K. Narayanapura, Kothanur PO
Bengaluru - 560077

VECO15001 : LIFE SKILLS

Hours: 30

Course Objectives:

- To understand the art of living.
- To gain self confidence and maintain interpersonal relationship.

Course Outcomes:

After successful completion of the course, the student will be able to:

- analyze the emotional competence at work place
- design the empathy map for the people

Unit I: Introduction to Life Skills & Personal Skills

06 hrs

Need & Importance; Self Awareness: Concept, Components of Self Techniques of Self Awareness; Empathy: Definition, concept & Empathy Map

Unit II: Thinking Skills

06 hrs

Characteristics & Stages; Critical Thinking: Definition, Characteristics & Effective critical thinking strategies

Unit III: Problem Solving Skills

06 hrs

Types of Problem, Methods of Problem Solving & Obstacles in Problem solving; Decision Making: Risk Factor on Decisions, Types of Decision Making & Safe Decision Making

Unit IV: Interpersonal Skills

06 hrs

Definition, Communication Cycle & Communication skill; Interpersonal Relationship: Types of Relationship & Factors contributing for healthy relationship

Unit V: Coping Skills

06 hrs

ABC of Emotion & Managing the emotion; Coping with Stress: Meaning of stress, Types & Techniques to control stress

References:

- Richard Nelson-Jones (1993) You Can Help!: Introducing Lifeskills Helping. Allen & Unwin Australia.
- World Health Organization. Life skills education: planning for research. Geneva, WHO, 1996.72p.

Weth



DEAN

FACULTY OF COMMERCE AND MANAGEMENT
KRISTU JAYANTI COLLEGE AUTONOMOUS
K. Narayanapura, Kothanur PO
Bengaluru - 560077

VECO16001: WEALTH MANAGEMENT

Hours: 30

Course Objectives:

- To understand the concepts and theories of Wealth Management.
- To apply theoretical knowledge and skills in practical situations.

Course Outcomes:

After completing the course students will be able to:

- Understand the investment opportunities and wealth management.
- Apply their knowledge in stock market trading.

Unit 1: Concept of Wealth Management

2 hrs

Meaning of Wealth Management, Savings and Investment – Wealth Management Investment Process - Investor life cycle.

Unit 2: Investment Vehicles of Wealth Management

2 hrs

Equity - Tax saving options – Mutual Funds – Bit Coin- Crypto Currency

Unit 3: Securities Market in India

2 hrs

Primary Market and Secondary Market - Stock exchange functions, BSE-NSE – Speculators – Stock Market Indices

Unit 4: Trading in Stock Market

2 hrs

Types of orders, types of trading.

Unit 5: Construction of Portfolio

2 hrs

Objectives – Approaches – Selection of Portfolio

Unit 6: LIVE Practical Sessions

20 hrs

4 days LIVE trading sessions during market hours with Mobile Apps (Virtual trading Game), Guest Lectures, Flipped Class Room, Case Studies, Stock Market Quiz

References:

Financial Management- M.Y. Khan, P.K.Jain- Tata Mcgraw-Hill Publication.

Financial Wealth Management- Prasanna Chandra- Tata Mcgraw-Hill Publication.

Wealth Management- I.M. Pandey-Vikas Publication.

GA 12



DEAN

FACULTY OF COMMERCE AND MANAGEMENT
KRISTU JAYANTI COLLEGE AUTONOMOUS
K. Narayanapura, Kothanur PQ
Bengaluru - 560077

VUMG13001 : PERSONAL BRANDING

Hours: 30

Course Objectives:

- To equip students with skills of creating personal brand.
- To impart the knowledge of networking for promoting personal brand.

Course Outcomes:

By the end of this course, students will be able to:

- build authentic relationships from networking and use networking tools to distinguish themselves as professionals.
- develop your networking skills and Develop vocabulary related to jobs and companies.
- identify actions and materials that contribute to a personal brand in both an online and in-person environment.

Unit 1: Introduction

8 hrs

Branding; functions of branding Personal Branding; importance of developing a personal brand; process of personal branding; principles of personal branding.

Unit 2: Building Personal Brand

12 hrs

Resume building: building an effective resume; learning the art of winning in interviews; creating personal brand: personal brand vision; define target audience; create message; post the message; continue to develop.

Unit 3: Social Networking

10 hrs

Website and blogging; get a Twitter account; create a Facebook page; customise LinkedIn profile; create a YouTube channel; organise your social profiles.

References:

Peter Montoya and Tim Vandehey (2008). The Brand Called You: Create a Personal Brand that Wins Attention and Grows Your Business. Tata McGraw-Hill.

Dan Schawbel. (2009). Build a Powerful Brand to Achieve Career Success. Kaplan Publishing.

S. Naik
Ready



DEAN

FACULTY OF COMMERCE AND MANAGEMENT
KRISTU JAYANTI COLLEGE AUTONOMOUS
K. Narayanapura, Kothanur PO
Bengaluru - 560077

VUMG14002: DATA ANALYSIS USING EXCEL SPREADSHEET

Hours: 30

Course Objectives:

- To acquaint the students with process and techniques of data analysis with the use of Spreadsheet.
- To enable students to apply and take logical decisions.

Course Outcomes:

After completing this course, the student will be able to:

- analyse data and transform into information for decision making process
- use and leverage on the advanced functionalities of spreadsheet

Unit 1: Getting Acquainted with Excel

04 hrs

Excel environment, title bar, menu bar, standard toolbar, formatting toolbar, the ribbon, file tab and backstage view, Microsoft office button, quick access toolbar, scroll bars, formula bar, workbook window, status bar, task pane; Creating Basic Spreadsheets: Creating a New Workbook, Saving Workbooks, Closing Workbooks, Opening Workbooks, Selecting Cells, Entering Text Into Cells, Entering Numbers Into Cells, Pick From List, Zooming the Spreadsheet, Renaming Workbooks, Working with Excel File Formats.

Unit 2: Using Ranges

06 hrs

Using ranges, selecting ranges, entering information into a range, using auto fill (Creating Formulas) Using Formulas, Formula Functions, Using AutoSum, Inserting Functions, Editing a Range, Using the Paste Function; Copying & Pasting Formulas: Absolute References and Relative References, Cutting, Copying & Pasting, Auto Filling Cells, Drag & Drop Cutting, Copying & Pasting, Using Undo, Using Redo

Unit 3: Columns & Rows

06 hrs

Selecting columns & rows, changing column width & row height, auto fitting columns & rows, hiding/un hiding columns & rows, inserting & deleting columns & rows; formatting spreadsheets: using the formatting toolbar, using the format cells dialog box, the number tab, the alignment tab font tab, border tab, patterns tab, clearing all formatting from cells, copying all formatting from cells to another area, conditional formatting & auto formatting,

Unit 4: Setting Spreadsheet Layout

08 hrs

Working with page breaks, viewing the header and footer, the page setup dialog box; consolidating spreadsheets using data consolidation, spreadsheet charts creating charts, moving and resizing charts, the chart toolbar, formatting chart objects, changing, the chart type, showing and hiding the legend, showing and hiding the data table, choosing a chart layout, choosing a chart style, printing charts, deleting charts; editing and formatting charts; changing chart sub-types, changing the data range, changing chart titles, repositioning the legend; adding data labels, formatting a data series, chart axis formatting; pivot tables: creating pivot tables, manipulating a pivot table, using the pivot table toolbar, changing data field, properties, displaying a pivot chart, setting pivot table options, . adding subtotals to pivot tables.

Unit 5: Auto Filtering Data

06 hrs

Auto filter, using the top 10 auto filter, using the custom auto filter, turning off the auto filter; lookup and functions: lookup and functions, lookup functions, logical functions, using the and/or functions; making macros: recording macros, running macros, deleting macros. spreadsheet tools moving between spreadsheets, selecting multiple spreadsheets, inserting and deleting spreadsheets renaming spreadsheets, splitting the screen, freezing panes, copying and moving entire worksheets

 S. R. Reddy

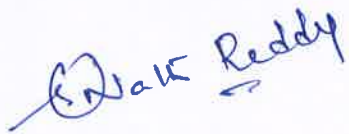
DEAN 

FACULTY OF COMMERCE AND MANAGEMENT
KRISTU JAYANTI COLLEGE AUTONOMOUS
K. Narayanapura, Kothanur PO
Bengaluru - 560077

cutting, copying and pasting data between spreadsheets, printing multiple spreadsheets, hiding spreadsheets

References

Michael Alexander, Richard Kusleika, John Walkenbach (2019). *Excel 2019 Bible*. Willey
Lan Lamont (2015). *Excel Basics in 30 Minutes (2nd Ed.)*. i30 Media Corporation.

 S. N. Reddy



DEAN
FACULTY OF COMMERCE AND MANAGEMENT
KRISTU JAYANTI COLLEGE AUTONOMOUS
K. Narayanapura, Kothanur PO
Bengaluru - 560077

VUMG15001 : APTITUDE SKILLS

Hours: 30

Course Objective:

- To equip students with basic aptitude skills.

Course Outcomes:

After successful completion of the course, the student will be able to:

- Use their analytical skills and knowledge to solve the aptitude problems.
- Connect their aptitude knowledge in various competitive exams.

Unit 1: Data Interpretation

5 hrs

Tabulation, Bar Graphs, Pie Charts, Line Graphs.

Unit 2: Arithmetic Ability

12 hrs

Numbers, Simplification, Percentage, Profit & Loss, Ratio & Proportion, Time & Work, Time * Distance, Problems on Trains, Simple Interest, Compound Interest, Calendar, Clocks.

Unit 3: Verbal Ability

5 hrs

Verbal Analogies, Word Groups, Instructions, Critical Reasoning and Verbal Deduction.

Unit 4: Reasoning

8 hrs

Logical Reasoning: Number Series, Letter Series, Coding & Decoding, Cubes & Dices, Direction Sense, Seating Arrangement, Blood Relations, Time Sequencing & Ranking.

Analytical Reasoning: Deductions, Logical Connectives, Analytical Puzzles, Non – Verbal, Binary Logic.

References:

Dr.R.S.Agarwal (2015). *Quantitative Aptitude*. S.Chand & Co. Ltd..

Dr.R.S.Agarwal (2015). A modern approach to *Logical Reasoning*. S.Chand & Co. Ltd.

S. S. Reddy



DEAN

FACULTY OF COMMERCE AND MANAGEMENT
KRISTU JAYANTI COLLEGE AUTONOMOUS
K. Narayanapura, Kothanur PO
Bengaluru - 560077

VPMG15001: GREEN BELT PROGRAM ON LEAN SIX SIGMA METHODOLOGY

Hours: 30

Course Objectives:

- To enable the students to plan and execute a six sigma project.
- To expose the students to the statistical process control and quality control concepts.
- To train the students on analyze and interpret the results in minitab software.

Course Outcomes:

After successful completion of the course, the student will be able to:

- create a project charter and plan for Six sigma implementation
- evaluate the production process using statistical techniques
- interpret the production data analysis using minitab software

Unit 1: Introduction to Six Sigma

8 hrs

Introduction to Production Management; Challenges in production process control and quality control; need of statistics in process control. Introduction to Six Sigma, Six Sigma Approaches, DMAIC Vs. DMADV, Kano Model

Unit 2: Project Management

7 hrs

Drivers of Project Selection, Problems or Opportunity Statements, Project Charter, Creating Project Charter. Defining the Six Sigma project, planning and execution.

Unit 3: Process Control

8 hrs

Pareto Charts, MUDA, Process Flow analysis, Data Collection Plan, Process Capability, Data Analysis using Statistics tools, TRIZ – concepts, FMEA, SPC – types of control charts, Problems

Unit 4: Training on Minitab

7 hrs

Hands on learning using Minitab software; data analysis, creating process control charts and interpreting the data.

References:

Jay, Heizer. Barry, Render. Jagadeesh, Rajashekhar. (2009). *Operations Management* (9th ed). New Delhi: Pearson Education Inc.

Norman, Gaither. and Greg, Frazier. (2009). *Operations Management*, (9th ed) New Delhi: Cengage Learning Pvt Ltd.

Chary, S. N. (2007). *Production and Operations Management*. (3rd ed). New Delhi: Tata McGraw Hill



DEAN

FACULTY OF COMMERCE AND MANAGEMENT
KRISTU JAYANTI COLLEGE AUTONOMOUS
K. Narayanapura, Kothanur PO
Bengaluru - 560077



VPMG15002: LIFE SKILLS FOR MILLENNIAL EXECUTIVES

Hours: 30

Course Objectives:

- To inculcate the key life skills to the management students.
- To make the students understand the need for life skills at workplace and in Business.

Course Outcomes:

After successful completion of the course, the student will be able to:

- demonstrate the key life skills on a given real time situation
- assess the real life problems with self, people and machines better

Unit 1: Introduction to Life skills

4 hrs

Introduction to life skills; meaning and need. Role of life skills in the family, at the workplace and in the society. Life skills in a business setting – case studies and role plays.

Unit 2: Self-awareness

4 hrs

Introduction to self-awareness, activities to know oneself, Johari window, SWOT analysis and role of self-awareness in relationships and career. Self-awareness and a manager, Self-awareness and a leader.

Unit 3: Interpersonal Relationships, Communication and Empathy

8 hrs

Challenges in Interpersonal relationships, building relationships and activities and games. Role of communication in interpersonal relationships, barriers to communication and strategies to overcome it. Relationship with Boss, Colleague, Customer and Supplier. Empathy – meaning and role of empathy in communication and interpersonal relationships, difference between empathy and sympathy and being empathetic at work place.

Unit 4: Problem Solving and Decision Making

8 hrs

Understanding the brain, Steps in critical thinking, activities and lessons to think critically. Creativity and creative thinking, solving problems by thinking out of the box. The art of problem solving, applying critical and creative thinking to solve problems. Types of decisions, steps in decision making, decision making and problem solving. Challenges in defining a business problems, the setting, constraints and timing in Business Administration.

Unit 5: Emotions and Stress

6 hrs

Emotions and types, nature, process of handling emotions in self and in others and short term and long term strategies to manage emotions. Stress – meaning, need and types, reasons for getting stressed and strategies to handle stress in relationships and at workplace.

References:

Joseph, K. S. *Equip yourself with Life Skills*. Better yourself books. India

Kukreja, Meena. *Life Skills: What Your Schools Forgot to Teach You*. Better yourself books.



DEAN

FACULTY OF COMMERCE AND MANAGEMENT
KRISTU JAYANTI COLLEGE AUTONOMOUS
K. Narayanapura, Kothanur PO
Bengaluru - 560077



VPEN15001 : LIFE SKILLS FOR LITERATI

Hours: 30

Course Objectives:

- To understand and apply life skills in life
- To apply life skills through learning literature and success stories.

Course Outcomes:

After successful completion of the course, the student will be able to:

- Apply concept of life skills in better understanding of literature and life
- Design the empathy map for the people

Unit I: Introduction to Life Skills & Personal Skills

05 hrs

Need & Importance; Self Awareness: Concept, Components of Self Techniques of Self Awareness; Empathy: Definition, concept & Empathy Map

Unit II: Thinking Skills

05 hrs

Critical Thinking and Creative thinking: Definition, Characteristics & Effective strategies

Unit III: Problem Solving and Coping Skills

05 hrs

Types of Problem, Methods of Problem Solving & Obstacles in Problem solving; Coping with Stress: Meaning of stress, Types & Techniques to control stress

Unit IV: Effective Communication and Interpersonal skills

05 hrs

Definition, Communication Cycle & Communication, Presentation skills, Interpersonal Relationship and coping with emotions

Unit V: Life skills in Literature


10 hrs

Life skill approach in the select works of poetry, drama, fiction, and vernacular literature, Life skills through success stories, Dramatizing literature – page to the stage.

References:

Richard Nelson-Jones (1993) You Can Help!: Introducing Lifeskills Helping. Allen & Unwin Australia.

World Health Organization. Life skills education: planning for research. Geneva, WHO, 1996.72p.



DEAN
FACULTY OF HUMANITIES
KRISTU JAYANTI COLLEGE AUTONOMOUS
K. Narayanapura. Kothanur PO
Bengaluru - 560077