

VUCO17001: BUSINESS ETHICS & CORPORATE GOVERNANCE

Hours: 30

Course Objective:

- To provide basic knowledge of business ethics and values and its relevance in modern context.

Course Outcomes:

After completing the course students will be able to:

- To enable students to know about the Ethics In Life
- To Know various aspects of Personal Ethics and Corporate Culture

Unit 1: Business Ethics

10 hrs

Introduction – Meaning – Scope – types of ethics – Characteristics – Factors influencing Business Ethics- Importance of Business Ethics – Basics of business Ethics- Corporate Social Responsibility- issues of management – Crisis Management.

Unit 2: Personal Ethics

6 hrs

Introduction – Meaning – Emotional Honesty – Virtue of Humility – Promote happiness – Karma Yoga – proactive – Flexibility and purity of mind.

Unit 3: Ethics in Management

4 hrs

Introduction – Meaning – Ethics in HRM – marketing Ethics – Ethical Aspects of Financial Management – Technology Ethics and Professional ethics.

Unit 4: Role of Corporate Culture in Business

3 hrs

Meaning – Functions- Impact of Corporate Culture – Cross Cultural Issues in Ethics.

Unit 5: Corporate Governance

7 hrs

Meaning – Scope, Compensation of BODs, Cadbury Committee, Various Committee, reports on corporate governance, scope of Corporate governance, Benefits & Limitations of Corporate Governance with living Examples.

References:

- S. Prabhakaran: *Business Ethics & Corporate Governance*. Mc.Graw Hill Education.
N.M Machiraju: *Corporate Governance*, Himalaya Publication.
Andrew Crane: *Business Ethics*, Kalyani Publications



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VUCO19001: CORPORATE GROOMING AND PERSONALITY DEVELOPMENT AND ETIQUETTE

Course Objective:

- To make the students to understand the larger issues of life & Living
- To introduce various skills needed for leading a life to the students

Course Outcomes:

After completing the course students will be able to:

- Understand the personality traits required to improve one's personality.
- Know various aspects that influence personality & strategies to manage them.

Unit 1 : Attitude & Motivation

10 hrs

Attitude - Concept - Significance - Factors affecting attitudes - Positive attitude – Advantages –Negative attitude- Disadvantages - Ways to develop positive attitude - Differences between personalities having positive and negative attitude. Concept of motivation - Significance – Internal and external motives - Importance of self- motivation- Factors leading to de-motivation

Unit 2 : Goal Setting and Creativity

6 hrs

Meaning of Goal & Goal Setting – Short, Medium & Long Term Goals – Importance of goal setting – Choices/Selection of setting goals – Steps for goal setting – SMART goals. Meaning of Creativity – Difference with Innovation – Barriers to Creativity- Understanding and importance of human values – Difference with Ethics, Ideals in life- Becoming a Role Model

Unit 3 : Time Management

4 hrs

Time as a Resource, Identify Important Time Management Wasters, Individual Time Management Styles, Techniques for better Time Management, Tools of Time Management.

Unit 4 : Stress Management

4 hrs

Meaning of Stress – Factors causing stress- Positive and Negative types of stress – Effects of stress on body and mind – Stress removal Techniques

Unit 5 : Ethics , Etiquettes and Mannerism

6hrs

Professional Etiquettes • Etiquettes At Meeting • Etiquettes At Dining • PRO(Public Relation Office) Etiquettes •Technology Etiquettes – Phone , Email • Social Media Etiquettes • Video Conferencing Etiquettes • Interview Etiquettes • Dressing Etiquettes : Interviews ,Offices ,Social Functions • Ethical Values : Importance Of Work Ethics , Problems In The Absence Of Work Ethics

References:

1. Hurlock, E.B(2007).Personality Development, Tata McGraw Hill Education
2. Omkar,R M (2008). Personality Development and Career Management,S.Chand & Co. Ltd.
3. Mitra,Barun K(2012).Personality Development and Soft Skills.,Oxford University Press.



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VUCO19002: 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:

- Understand the various Reasoning Methods
- Compute compound interest

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:

- R.S. Aggarwal. (2009). *Quantitative Aptitude for Competitive Examinations*. S. Chand Publishing.
Arun Sharma. (2018). *How to Prepare for Quantitative Aptitude for the CAT*. Mc Graw Hill Education.
Sarvesh K. Verma. (2019). *Quantitative Aptitude Quantum CAT*. Arihant.



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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.

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Course Objective:

- To familiarize the students with quantitative aptitude and its application in commerce and business.

Course Outcomes:

- After successful completion of the course, the student will be able to:
- express problems in mathematical language
- use mathematical techniques to find solutions to problems
- develop skills in communicating results and defining problems

Unit 1 : Simple Interest (SI) and Compound Interest (CI)

6 hrs

Simple Interest; Compound Interest with a Fractional Rate; Data Sufficiency; and Difference between Compound Interest and Simple Interest.

Unit 2: Average & Percentage

6 hrs

Average; Average Speed; Data Sufficiency; and Average of Number Series. Percent to Decimal or Fraction Conversion; Percentage of Quantity; Inverse Case – Value from Percentage.

Unit 3: Profit & Loss

6 hrs

Cost Price; Fixed, Variable and Semi-variable Cost; Selling Price; Marked Price; List Price; Margin; Percentage Loss; Percentage Gain; Discounts and Marked Price.

Unit 4: Number Series

6 hrs

Perfect Square Series; Perfect Cube Series; Geometric Series; Two Stage Type Series; Mixed Series; Missing Number Series; Wrong Number Series; Simplification on BODMAS Rule.

Unit 5: Data Interpretation

6 hrs

Bar Graph, Line Chart, Tabular Form, Caselet Form, Radar/Web, Pie Chart, Missing Data Interpretation, Data Interpretation Practice Questions

References:

- R.S. Aggarwal. (2009). *Quantitative Aptitude for Competitive Examinations*. S. Chand Publishing
- Arun Sharma. (2018). *How to Prepare for Quantitative Aptitude for the CAT*. Mc Graw Hill Education.
- Sarvesh K. Verma. (2019). *Quantitative Aptitude Quantum CAT*. Arihant.



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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.

Guth



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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

Meaning of Wealth Management, Savings and Investment – Wealth Management Investment Process - Investor life cycle. 2 hrs

Unit 2: Investment Vehicles of Wealth Management

Equity - Tax saving options – Mutual Funds – Bit Coin- Crypto Currency 2 hrs

Unit 3: Securities Market in India

Primary Market and Secondary Market - Stock exchange functions, BSE-NSE – Speculators – Stock Market Indices 2 hrs

Unit 4: Trading in Stock Market

Types of orders, types of trading. 2 hrs

Unit 5: Construction of Portfolio

Objectives – Approaches – Selection of Portfolio 2 hrs

Unit 6: LIVE Practical Sessions

4 days LIVE trading sessions during market hours with Mobile Apps (Virtual trading Game), Guest Lectures, Flipped Class Room, Case Studies, Stock Market Quiz 20 hrs

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.

Wealth



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VUMG19001: PERSONALITY DEVELOPMENT

Hours: 30

Course Objective:

- To make the students to understand the larger issues of life & Living
- To introduce various skills needed for leading a life to the students

Course Outcomes:

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

- Understand the personality traits required to improve one's personality.
- Know various aspects that influence personality & strategies to manage them.

Unit 1: Self Awareness and Leadership Development

10 hrs

Meaning of self-awareness-Components-Improving Self Awareness – Benefits of understand self - Meaning and Importance – Types of Leadership Styles – Theories of Leadership

Unit 2: Goal Setting and Interpersonal Skills

6 hrs

Meaning of Goal & Goal Setting – Short, Medium & Long Term Goals – Importance of goal setting – Choices/Selection of setting goals – Steps for goal setting – SMART goals. Meaning of Creativity – Difference with Innovation – Barriers to Creativity- Understanding and importance of human values – Difference with Ethics, Ideals in life- Becoming a Role Model

Unit 3: Interpersonal Skills

4 hrs

Meaning of Interpersonal Skills – Need for Developing Interpersonal Skills – Components of interpersonal Skills – Techniques required to improve skills – Benefits of Effective Interpersonal Skills

Unit 4: Stress Management

3 hrs

Meaning of Stress – Factors causing stress- Positive and Negative types of stress – Effects of stress on body and mind – Stress removal Techniques

Unit 5: Time Management

7 hrs

What and why of Time Management – Necessity and benefits of Time Management - Tools of Time Management – How to manage time Wisely

References:

- Elizabeth B. Hurlock (2007). *Personality Development*. Tata McGraw Hill: New Delhi.
R.M. Omkar (2008). *Personality Development and Career Management*. S.Chand & Co. Ltd.
Barun K. Mitra (2012). *Personality Development and Soft Skills*. Oxford University Press.

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Course Objective:

- 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: Working with documents**10 hrs**

Opening & saving files; editing text documents; inserting; find & replace; undo; redo; using tool bars; ruler and Icons; creating tables; table settings; inserting pictures/files; page numbering; date & time; formatting; page & setting margins; font style, size, page style, paragraph style; header & footer and using keyboard shortcut keys.

Unit 2: Personal Etiquette**10 hrs**

Entering & deleting data; spreadsheet addressing: rows, columns & cells, referring cells & selecting cells; labeling columns & rows; formatting cell; alignment, font, hiding & unhide cells, row height & column width; sheet formatting and using shortcut keys; sorting; filtering; creating charts; setting formula; finding total in a column or row; mathematical operations (addition, subtraction, multiplication, division) and other formulas.

Unit 3: Creating Visual Presentation**10 hrs**

Introduction to Social Media, Various platforms of Social media, Follow-Up Email, Exercises, Beginning and Ending a Telephone Call, Making Arrangements, Leaving Messages, Text Messages in Meeting Arrangements. Develop job search materials using IOT, preparation of LinkedIn profiles, Facebook and Instagram profiles resumes and cover letters, outline.

Skill Development Activities:

- Prepare a word document with given specifications
- Do a mathematical operation using spreadsheet
- Prepare a project using power point presentation.

References:

- Dr.P.Rizwan Ahmed (2016). *Office Automation*. Margham Publications.
- Bittu Kumar (2017). *Mastering MS Office: Computer Skill Development*. V & S Publishers:New Delhi.
- Ramesh Bangia (2011). *Learning Microsoft Office 2007*. Khanna Book Publishing House

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VUMG18001: PERSONAL BRANDING AND NETWORKING

Hours: 30

Course Objective:

- To enable students to brand their skills, personality traits and achievements.
- To help students create a positive professional online presence and market themselves with better networking skills.

Course Outcomes:

After completing the 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 to Personal Branding

8 hrs

Introduction; purpose of personal branding; benefits, and responsibilities of branding; the process of defining your values, gifts, and goals; building personal brand.

Unit 2: Using Spreadsheet

12 hrs

Introducing in business settings; making contact; introduction (Job, company, skills etc.); E-mail etiquette; body language; importance of body language in business settings.

Unit 3: Networking through Social Media

10 hrs

Opening a new presentation; different presentation templates; setting layouts; background; presentation style and adding text to presentation; adding style; header & footer; slide background; slide layout; adding graphics; setting animation & transition effect and inserting pictures; movies; tables etc. to presentation.

Skill Development Activities:

- Create a profile in Linked and get the responses from others.
- Develop a blog of your own and share with your friends for feedback
- Identify the benefits of Facebook as a platform for promoting your personal brand.

References:

Dr.P.Rizwan Ahmed (2016). *Office Automation*. Margham Publications.

Bittu Kumar (2017). *Mastering MS Office: Computer Skill Development*. V & S Publishers:New Delhi.

Ramesh Bangia (2011). *Learning Microsoft Office 2007*. Khanna Book Publishing House

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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.



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VPMG18001 : LEADERSHIP DEVELOPMENT PROGRAMME

Course Objectives:

- To make the students awareness of themselves
- To nurture positivity and result orientation
- To teach them about the right way to approach a problem in life and in career
- To practice leadership through team activities.

Course Outcomes:

After the completion of this course, students will be able to:

- Demonstrate positivity in approaching a problem
- Set short and long term personal goals
- Lead teams with result orientated approach

Unit 1 : Self Awareness

7 Hours

Knowing self, knowing others and knowing us – Johari window, SWOT analysis.

Unit 2 : Goal Setting

7 Hours

Creating a personal vision statement, Goals setting (Short and Long term), Focus and Result Orientation. SMART approach to Goal setting.

Unit 3 : Overcoming Problems

7 Hours

The trickiest way to the Goals, problems and obstacles, the right approach to deal with and overcome problems and obstacles.

Unit 4 : Leader and the team

9 Hours

Team building activities and Leadership games and reflection

References:

- Covey, S. R. (1992). *Principle-Centered Leadership*. Simon & Schuster.
- McGrawth, S. J. (2011). *Training for Life and Leadership in Industry* (4th Edition). Prentice Hall of India Private Limited.



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VPMG18002 : SIX SIGMA

Course Objectives:

The following are the objectives of this Value Added Course:

- To prepare the students towards the Green Belt Lean Six Sigma certification
- To expose the students to the statistical process control and quality control concepts
- To train the students on minitab software.

Course Outcomes:

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

- demonstrate statistical process control techniques
- assess the quality control process
- analyze production data using minitab software

Unit 1: Introduction to Six Sigma

6 hours

Introduction to Six Sigma, Six Sigma Approaches, DMAIC Vs. DMADV, Kano Model

Unit 2: Project Management

6 hours

Drivers of Project Selection, Problems or Opportunity Statements, Project Charter, Creating Project Charter

Unit 3: Process Control

9 hours

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

9 hours

Hands on learning using Minitab software

Reference Books

- Bass, I. & Lawton, B. (2009). *Lean Six Sigma Using SigmaXL and Minitab*. Tata Mcgraw Hill Education P Ltd.
- Jay, Heizer. Barry, Render. And 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.
- Pyzdek, T. and Keller, P. (2009). *Six Sigma Handbook*. Mcgraw Hill Education P Ltd.



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VPMG18003: TALLY ERP

Tally ERP is an Enterprise Resource Planning software (ERP) that is specially designed for Small Medium Enterprises (SMEs). Moreover, with the introduction of GST, Tally has become very prominent since then among the SMEs. Hence, the Tally ERP is being offered as a Value Added Course to the MBA students. The total duration of this course is 30 hours. This VAC is offered in the first year of MBA.

Course Objectives:

The following are the objectives of this course:

1. To provide a hands on experience to the Tally ERP software
2. To make the students how the Tally software supports the accounting and finance function
3. To elaborate on the application of Tally ERP in taxation.

Course Outcomes:

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

- differentiate the features of Tally.ERP 9
- set up a trading and service organization in Tally.ERP 9
- prepare general and statutory reports in Tally.ERP 9

Unit 1: Features of Tally.ERP 9

3 hours

Introduction Features of Tally.ERP 9, Getting Started with Tally.ERP 9, Creating Company, Select, Shut & Alter Company & company details, Features & Configuration: Voucher Entry, Invoice, Payroll, Banking, Licensing.

Unit 2: Business Organization

2 hours

What is Business Organization? Process of Accounting on Computers

Unit 3: Introduction to Tally.ERP 9

5 hours

Introduction to Tally, Tally.ERP 9 Start-up, Setting up of a Company in Tally.ERP 9, Creating & Altering Company, Company Features: F1: Accounting Features, F2: Inventory Features, F3: Statutory & Taxation, F4: Tally.net Features, F5: Audit Features, F6: Add-on Features F12: Configuration:- General, Numeric, Accounts, Inventory & Voucher Configuration, Setting up Account Heads, Groups & Ledgers, Voucher types (Predefined voucher types) Accounting Vouchers:- Contra Voucher, Payment Voucher, Receipt Voucher, Journal Voucher, Sales Voucher & Purchase Voucher.

Unit 4: Introduction to Trading Organization

6 hours

Introduction to Trading Organization, Nature of Trading Organizations, Difference between Trading & Service Organizations, Activities in a Trading Organization, Accounting &

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Commercial Terms: - Cash & Credit Purchases, Cash & Credit Sales, Returns. Allowances, Purchase Returns, Sales Returns, Credit Period, Trade Discount & Cash Discount, Bills of Exchange, Price Levels, Cost of Goods available for sale, cost of goods sold, Gross Profit, Operating Expenses, Operating Profit (PBIT), Nett Profit, Meaning of Inventory, Inventory Valuation: - FIFO, LIFO, Weighed Average Cost, Standard Cost, Inventory Systems

Unit 5: Setting up a Trading Organization

2.5 hours

Setup of a Trading Organization, create a new company, Enabling VAT (Value Added Tax), Recording Transactions for Trading Organizations

Unit 6: Generating reports for Trading Company

4.5 hours

Generating & Printing of Reports in Tally.ERP 9, Financial Statements, Accounting Books & Registers, Inventory Books & Reports, Statement of Accounts, Statements of Inventory, MIS Reports in Tally.ERP9, Budgeting & Controls, Scenario Management, Bank Reconciliation Statement, Exception Reports, Printing of the same. Generating Statutory Reports in Tally.ERP 9, VAT Reports, CST Reports, TDS Reports

Unit 7: Setting up of Service Organization in Tally.ERP 9

2.5 hours

Introduction to Service Organization. Accounting for Service Organization, setting of a new Company, Recording Transactions for Service Organizations

Unit 8: Generating Reports for Service Organization

4.5 hours

Generating & Printing of Reports in Service Organization. Generating Statutory Reports in Tally.ERP 9 for Service Organizations: - Service Tax Computation, Service Tax Payables, Input Credit Summary, ST-3 Returns, E-Filing, Exception Reports

Reference Books:

- Chedda, Rajesh. U. (2015). *Learn Tally ERP 9*. ANE Books.
- Nadhani, A. K. (2003). *Tally Tutorial Vol 1*. BPB Publication.



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