

**ADD ON COURSE: DEPARTMENT OF COMMERCE (2020-2021 Onwards)**

**SKILL ENHANCEMENT TRAINING PROGRAMME**

**Syllabus**

**Lecture Hours per week: 01**

**Internal: 10**

**External: 40**

**Examination: 2 Hours**

**Objectives:**

- To provide comprehensive tutorial in MS Office programs- Word, Excel and PowerPoint
- To familiarize the students with the concept of Accounting, Entrepreneurship and statistical inferences
- To impart hands on training in Accounting, Entrepreneurship and hypothesis testing

**Course Outcome:**

- Upon the completion of the course students will be able to use MS office programs- Word, Excel & PowerPoint.
- Students will be able to analyse financial statements.

Module I: **Basic applications of MS Office2010: MS Word-** Basic Editing and Formatting, Page formatting, inserting pictures and table of contents-**MS Excel-** Opening a Blank or New Workbook, Main Functions: Home, Insert, Page Layout, Formulas, Working with Data: Entering, Editing, Copy, Cut, Paste, Paste Special, Manipulating Data using Data Names and Ranges, Filters and Sort, Using and Formatting Tables, Basic Formulas and Use of Functions, Data Analysis Using Charts and Graphs, **MS PowerPoint-**Creating a Basic Presentation, Working with Text, Charts, Graphs, & Tables 08 Hours

Module II: **Analyzing financial statements of companies** – finding interpretations using IFRS – Using actual financial statements of Indian Companies (IAS 1,8, 10)(IFRS 9,32) Overview and practical analysis training- Financial statement Analysis of Banking Companies – **practical approach using actual financial statements-** Financial statement Analysis of Insurance Companies - practical approach using actual financial statements

08 Hours

Module III: **Entrepreneur and Fundamentals of entrepreneurship:** Entrepreneur & Entrepreneurship-meaning-definition-Types- Experiential learning through different entrepreneurship Groups like WEN (Women Entrepreneur Network) - Role of entrepreneur in economic development. **Entrepreneurship Practicum:** Producing and marketing of a product in collaboration with MSME , digital marketing . 08 Hours

Module IV: **Measurement of data** – variables – attributes – process of measurement- errors in measurement. **Data processing and presentation-** Editing- classification – coding-

tabulation-analysis of data- Inferential analysis- Hypothesis testing – Parametric and Non  
Parametric testing 08 Hours