CHRIST COLLEGE-PUNE

(Affiliated to Savitribai Phule Pune University)

CRITERIA I
Curricular Aspects

1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc(Where the students of the institution have enrollrd and successfully completed during the last five years)

LEARNING OUTCOMES

NOTICE

SYLLABUS

BROCHURES, NOTICES, MODULES & OUTCOMES

CARMEL VIDYA BHAVAN TRUST'S

CHRIST COLLEGE-PUNE

(Affiliated to Savitribai Phule Pune University)
Accredited by NAAC with 'B+' Grade

1.2 ACADEMIC FLEXIBILITY

1.2.1 Notice/Brochure/Modules with Outcomes of Certificate/Value Added Course(2020-21)

INDEX

6.	**Personality & Softskill Development** • **Brochure** • **Notice** • **Module**
7.	**Basic Managerial Skills** • **Brochure** • **Notice** • **Module**
8.	**Communication Skills for Managers** • **Brochure** • **Notice** • **Module**
9.	**Tally & Computer Based Accounting** • **Brochure** • **Notice** • **Module**
10.	**Employability Skill Development** • **Brochure** • **Notice** • **Module**

CHRIST COLLEGE - PUNE

Affiliated to the Savitribai Phule Pune University

Accredited by NAAC with ' B+' Grade

Course Objectives & Course Outcomes

Year 2020 - 21		
Sr.NO / **Name of Certificate/ Value added Add on course offered**	**Course Objectives**	**Course Outcome**
1 Programming Basics for Logic Development	Students will be introduce to the fundamental concepts of programming, including variables, data types, and control structures. Develop strong logical thinking and problem-solving skills.	Students should be able to write, edit, and execute simple programs in the chosen programming language. Develop strong logical thinking and problem-solving skills that extend beyond programming.
	Students will be familiarize with a specific programming language or environment commonly used for introductory programming, such as Python, Java, or C++.	Understand and create algorithms to solve a variety of problems. Gain proficiency in the syntax and semantics of the selected programming language.
	Students with the skills to identify and fix common programming errors,bugs and to apply programming concepts to solve real-world problems and tasks.	Collaborate effectively with peers on coding assignments and projects.Build a strong foundation for more advanced programming courses.Develop critical thinking skills through analyzing and solving programming challenges.
2 Imperative Programming using 'C'	Students will be provided with a comprehensive introduction to the C programming language, its history, and its importance in systems programming and software development.	Gain proficiency in writing, compiling, and running C programs. Develop the ability to solve a wide range of computational problems using C programming constructs.
	Develop students' problem-solving skills by teaching them how to break down complex problems into smaller, manageable steps and solve them using C programming constructs.	Understand memory allocation, deallocation, and pointer manipulation in C . Design and implement modular and reusable code using functions and libraries.Debug and troubleshoot C programs using tools and techniques.
	Introduce students to input and output operations in C, including file handling, standard input/output, and formatted I/O. Familiarize students with the C Standard Library and its functions .	Optimize code for performance and efficiency. Adhere to coding standards and write well-documented code. Build a strong foundation for more advanced topics in computer science and programming.

3	Unlocking Web magic: Fundamentals of Jquery	Provide an introduction to jQuery as a JavaScript library, explaining its purpose, history, and significance in web development. Ensure students have a basic understanding of JavaScript since jQuery builds upon JavaScript.	Develop a strong understanding of jQuery syntax, methods, and concepts. Be able to select, manipulate, and traverse HTML elements in the DOM using jQuery. Understand how to handle user interactions and events effectively using jQuery.
		Students will learn how to select and manipulate HTML elements in the Document Object Model (DOM) using jQuery, including basic operations like adding, modifying, and removing elements.	Create engaging and dynamic web elements with jQuery's animation and effects capabilities. Know how to find, integrate, and use jQuery plugins to extend functionality.
		Familiarize students with jQuery's Ajax methods to retrieve and manipulate data from a server asynchronously, enabling the creation of responsive web applications.	Be able to complete web development projects that utilize jQuery for enhanced functionality and interactivity.Create a portfolio of web projects that showcase jQuery skills to potential employers or clients.
4	Introduction to Information Security	Provide students with a fundamental understanding of what information security is and why it is important in today's digital world.Introduce students to essential terminology and concepts in information security.	Develop a solid understanding of the core concepts and principles of information security. Be able to assess and evaluate risks to information security within an organization.
		Teach students about the development and implementation of security policies and procedures within organizations. Explain various security models and frameworks, such as the CIAand how they apply to information security.	Recognize common threats and vulnerabilities in information security and understand how they can be mitigated. Gain knowledge of security controls and the ability to apply them effectively to protect information and systems.
		Introduce students to security controls and countermeasures that can be used to mitigate risks, such as firewalls, encryption, and access control. Discuss the legal and ethical aspects of information security.	Develop critical thinking skills to analyze and solve information security problems. Prepare students for more advanced courses and certifications in the field of information security.
5	Personality & Soft skill Development	Teach students effective verbal and non-verbal communication skills, including active listening, body language, and articulation.	Build students' self-confidence and self-esteem to tackle challenges with a positive mindset and Improve communication skills, making them better listeners, speakers, and writers.
		Introduce students to leadership principles and practices, including decision-making, motivation, and team building.	Enhance students' ability to work collaboratively in diverse teams and contribute positively to group dynamics.Develop critical thinking and problem-solving skills to address complex issues effectively.
		Teach conflict resolution techniques and strategies for addressing disagreements and disputes. Develop adaptability and flexibility in students to thrive in changing environments.	Prepare students for the job market by improving their interview and presentation skills. Instill a mindset of continuous learning and personal development.

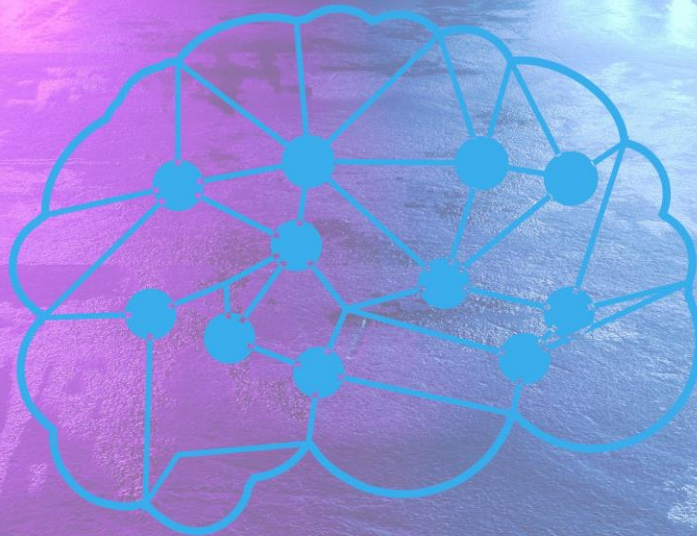|			
6	Basic Managerial Skills	Provide students with an understanding of the role and importance of management in organizations. Develop leadership skills by exploring various leadership styles, traits, and behaviors.	Gain a foundational understanding of management principles and concepts. Develop leadership skills and behaviors that are essential for effective managerial roles.
		Enhance students' ability to communicate effectively in a managerial context, including written and verbal communication.	Make informed decisions using critical thinking and problem-solving techniques. Work effectively in teams, understand team dynamics, and contribute positively to group outcomes.
		Introduce basic project management concepts, including project planning, scheduling, and risk management. Explore strategies for managing organizational change and adapting to evolving business environments.	Conduct performance evaluations and provide feedback to help employees improve. Develop adaptability and flexibility to respond to changing business environments.
7	Communication Skills for Managers	Provide an understanding of the importance of effective communication in managerial roles. Develop verbal communication skills, including clarity, articulation, and persuasive speaking.	Students will gain competence in various aspects of communication, including verbal, written, and non-verbal communication.
		Enhance active listening skills, enabling managers to better understand and respond to employee concerns and feedback. impact of non-verbal cues such as body language, tone of voice.	Navigate cross-cultural differences in communication effectively. Conduct meetings that are focused, efficient, and conducive to decision-making and problem-solving.
		Improve meeting facilitation skills, ensuring meetings are productive and result-oriented. Develop negotiation and persuasion skills for achieving consensus and buy-in from stakeholders.	Adapt communication style to different situations, audiences, and contexts. Apply communication skills to prevent conflicts and promote a harmonious work environment.
8	Tally & Computer Based Accounting	Provide students with an overview of accounting principles, concepts, and terminology. Familiarize students with the Tally software interface, its features, and its applications in accounting.	Develop proficiency in using Tally accounting software for various financial tasks. Enter financial transactions accurately, minimizing errors in accounting records.
		Teach students how to enter financial transactions accurately into the Tally software, including sales, purchases, and expenses. Guide students in setting up and managing accounts in Tally.	Manage inventory effectively, including tracking stock levels and valuations. Understand and comply with tax regulations using Tally, particularly with respect to GST.
		Explain best practices for data security and backup when using accounting software. Provide an overview of customizing reports and financial statements in Tally to meet specific business needs.	Prepare students for apply learned skills to real-world accounting scenarios, such as recording business transactions and preparing financial statements.

9	Employability Skill Development Course	Help students identify and explore various career options and industries based on their interests, skills, and goals, create effective resumes that highlight their qualifications, experiences, and achievements.	Gain a clearer understanding of career goals and suitable career paths. Create well-crafted resumes that stand out to potential employers.
		Prepare students for job interviews by conducting mock interviews, teaching interview etiquette, and providing strategies for answering common interview questions.	Manage time efficiently to meet work obligations and personal responsibilities. Collaborate effectively in a team environment and resolve conflicts constructively.
		Foster critical thinking and decision-making skills to evaluate complex situations and make informed choices. Provide strategies for managing workplace stress and maintaining a healthy work-life balance.	Become more attractive to employers and better prepared for job opportunities. Cultivate a mindset of continuous learning and personal development.

Dr(Fr) Sony Chundattu,CMI

(Principal/Director)

PROGRAMMING BASICS FOR LOGIC DEVELOPMENT

Commencement Date
02/11/2020

PROGRAMMING BASICS FOR

LOGIC DEVELOPMENT

Ref. No. CCP/

Date: 4th February 2020

Notice

Department of Science

All Students registered for the course **"Programming Basics for Logic Development"** are hereby informed that classes for the same will be held from 11th February 2020 onwards at 1.30 pm to 3.30pm.

Mrs. Kirti Nikam

(Co-ordinator)

Dr (Fr) Sony J. Chundattu CMI

(Principal/Director)

Module Title: Programming Basics for Logic Development

Module Duration: 30 hours

Module Description: This module aims to provide a foundational understanding of programming concepts and logic development, targeting beginners who want to learn how to think logically and write simple programs.

Module Outline:

Week 1: Introduction to Programming and Logic (4 hours)

1.1. What is Programming?

1.2. Role of Logic in Programming

1.3. Problem-Solving Techniques

1.4. Setting up a Development Environment

Week 2: Variables, Data Types, and Operators (4 hours)

2.1. Variables and Memory Storage

2.2. Data Types (int, float, char, etc.)

2.3. Arithmetic and Logical Operators

2.4. Expressions and Assignment Statements

Week 3: Control Structures (4 hours)

3.1. Conditional Statements (if, else, switch)

3.2. Looping Structures (for, while, do-while)

3.3. Control Flow and Nesting

3.4. Handling User Input

Week 4: Functions and Modular Programming (4 hours)

4.1. Introduction to Functions

4.2. Function Parameters and Return Values

4.3. Scope and Lifetime of Variables

4.4. Modular Programming and Code Reusability

Week 5: Arrays and Data Structures (4 hours)

5.1. Arrays and Lists

5.2. Working with Arrays (Accessing, Modifying)

5.3. Introduction to Data Structures (e.g., structs)

5.4. Basic Data Manipulation

Week 6: File Input and Output (4 hours)

6.1. Reading from and Writing to Files

6.2. File Handling in Programs

6.3. Error Handling for File Operations

6.4. Basic File Processing

IMPERATIVE PROGRAMMING USING 'C'

CARMEL VIDYA BHAVAN TRUST'S

CHRIST COLLEGE - PUNE

Affiliated to Savitribai Phule Pune University
Accredited by NAAC with B+ Grade

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2020 - 2021

DEPARTMENT OF SCIENCE

Commencement Date
02/11/2020

IMPERATIVE PROGRAMMING

USING C

Ref. No. CCP/

Date: 5th February 2020

Notice

Department of Science

All Students registered for the **" Imperative Programming using C "** are hereby informed that classes for the same will be held from 11th February 2020 onwards at 1.30 pm to 3.30pm.

Mr. Sushil Sawant

(Co-ordinator)

Dr (Fr) Sony J. Chundattu CMI

(Principal/Director)

CHRIST COLLEGE-PUNE
ADD ON COURSE
Course Name: Imperative Programming using 'C'

Syllabus

Objectives:
- To study advanced concepts of programming using the 'C' language.
- To understand code organization with complex data types and structures.
- To work with files

Unit No.	Contents
1	Union and Enumeration 1.1 Union 1.1.2. Def, Syntax. 1.2 Working with union 1.3 Initializing union 1.4 Advantages of union 1.3 Structures versus union 1.5 Advantages of union Enumeration 1.6 Enum keyword 1.7 typedef keyword 1.8 Working with Enum

2	File handling:
	2.1 File
	    2.1.1 Def
	    2.1.2 File Opening Modes
	    2.1.3 Types of files - text and binary,
	
	2.2 Functions: fopen(), fclose(), fgetc(), fputc(), fgets(), fputs(), fscanf(), fprintf(), getw(), putw(), fread(), fwrite(), fseek(),ftell() etc
	
	2.3 File Management
	
	    2.3.1 Opening/Closing a File
	    2.3.2. Input/Output operations on Files
	
	    2.3.3. Error Handling During I/O Operations
	    2.3.4. Command Line Arguments
	
	2.4. Random Access File

References:

1. C: the Complete Reference, Schildt Herbert, 4 th edition, McGraw Hill
2. A Structured Programming Approach Using C, Behrouz A. Forouzan, Richard F. Gilberg, Cengage Learning India
3. The 'C' programming language, Brian Kernighan, Dennis Ritchie, PHI
4. Programming in C ,A Practical Approach, Ajay Mittal , Pearson
5. Programming with C, B. Gottfried, 3rd edition, Schaum's outline Series, Tata McGraw Hill.
6. Programming in ANSI C, E. Balagurusamy, 7th Edition, McGraw Hill
7. Let Us C by Yashwant Kanetkar

UNLOCKING WEB MAGIC: FUNDAMENTALS OF JQUERY

http://

DEPARTMENT OF SCIENCE

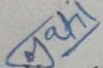**Commencement Date**
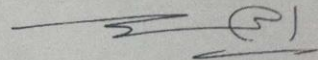02/07/2020

J QUERY

Ref. No. CCP/

Date: 27ᵗʰ January 2020

Notice

Department of Science

All Students registered for the **"Unlocking Web Magic: Fundamentals of Jquery"** are hereby informed that classes for the same will be held from 7ᵗʰ February 2020 onwards at 1.30 pm to 3.30pm.

Mr. Yogesh Patil

(Co-ordinator)

Dr (Fr) Sony J. Chundattu CMI

(Principal/Director)

4.1. Introduction to jQuery UI Library

4.2. Implementing Widgets (Datepicker, Slider)

4.3. Interactions (Draggable, Droppable, Sortable)

4.4. Themes and Customization
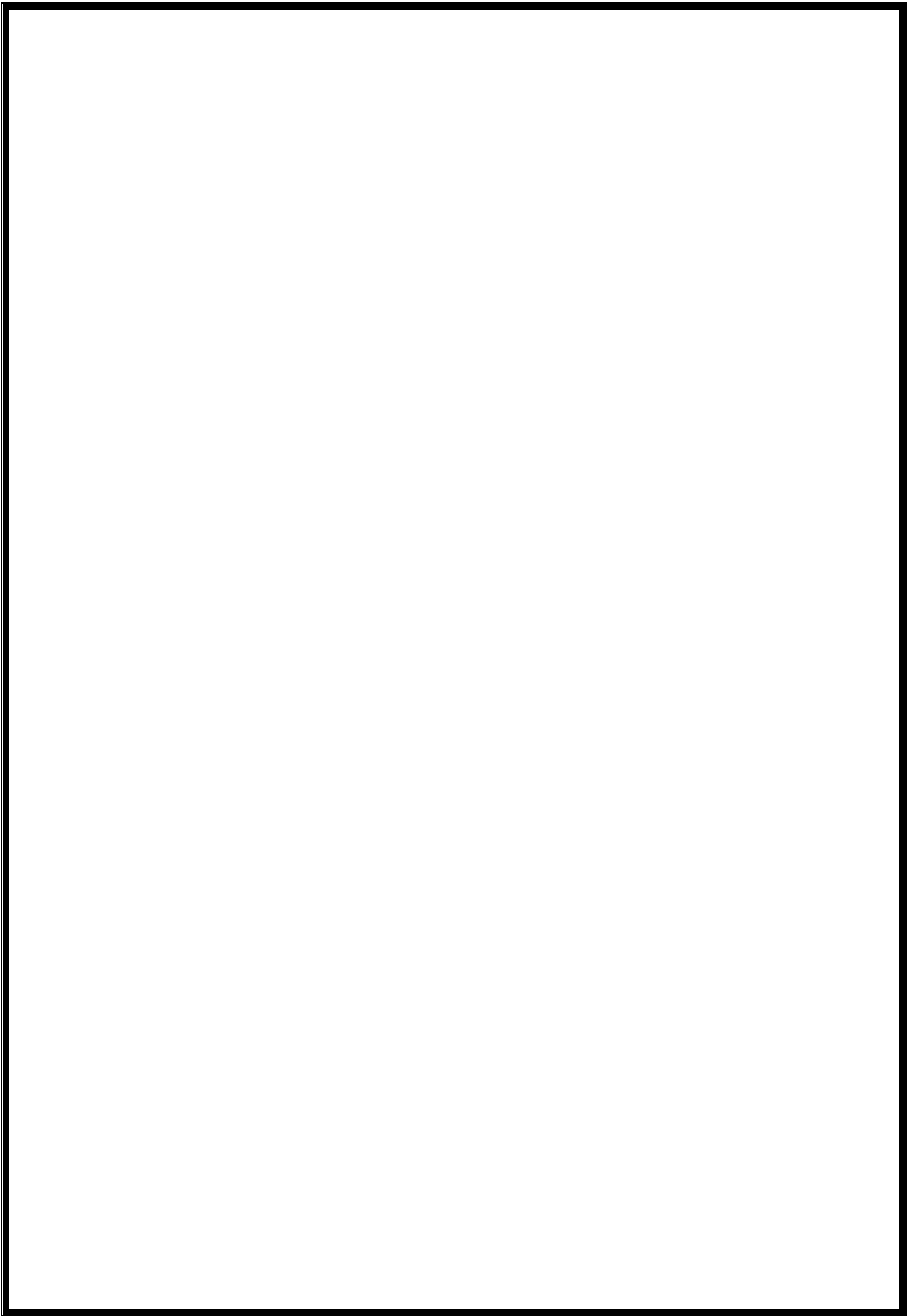
Week 5: AJAX with jQuery (4 hours)

5.1. Introduction to AJAX

5.2. Making AJAX Requests with jQuery

5.3. Handling AJAX Responses

5.4. Asynchronous Data Loading

Week 6: Form Handling and Validation (4 hours)

6.1. Form Manipulation with jQuery

6.2. Client-Side Form Validation

6.3. Submitting Forms Using AJAX

6.4. Enhancing Form User Experience

INTRODUCTION TO INFORMATION SECURITY

CARMEL VIDYA BHAVAN TRUST'S

CHRIST COLLEGE - PUNE

Affiliated to Savitribai Phule Pune University
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2020 - 2021

DEPARTMENT OF SCIENCE

Commencement Date
08/02/2021

INTRODUCTION TO INFORMATION SECURITY

CARMEL VIDYA BHAVAN TRUST'S

CHRIST COLLEGE - PUNE

(Affiliated to the Savitribai Phule Pune University)
ID-No. PU/PN/ASC/269/2007, College Code-829
26/4A, Sainikwadi, Vadgaon Sheri, Pune 411 014.
Accredited by NAAC with 'B+' Grade

Ref. No. CCP/

Date: 26th July 2021

Notice

Department of Science

All Students registered for the course **"Introduction to Information Security"**
are hereby informed that classes for the same will be held from 2th August 2021
onwards at 1.30 pm to 3.30pm.

Mrs. Priti Khandve

(Co-ordinator)

Dr (Fr) Sony J. Chundattu CMI

(Principal/Director)

Module Title: Introduction to Information Security

Module Duration: 30 hours

Module Description: This module provides a foundational understanding of information security concepts, principles, and best practices to protect digital assets and data from security threats.

Module Outline:

Week 1: Introduction to Information Security (4 hours)

1.1. What is Information Security?

1.2. Importance of Information Security

1.3. Threats, Vulnerabilities, and Attacks

1.4. Security Principles and Goals

Week 2: Information Security Policies and Standards (4 hours)

2.1. Developing Security Policies

2.2. Compliance and Regulatory Requirements

2.3. Security Standards and Frameworks

2.4. Legal and Ethical Considerations

Week 3: Access Control and Authentication (4 hours)

3.1. Access Control Models (DAC, MAC, RBAC)

3.2. Authentication Methods (Passwords, Biometrics, Tokens)

3.3. Multi-Factor Authentication (MFA)

3.4. Single Sign-On (SSO) and Identity Management

Week 4: Network Security (4 hours)

4.1. Network Security Fundamentals

4.2. Firewalls and Intrusion Detection Systems

4.3. Virtual Private Networks (VPNs)

4.4. Wireless Network Security

Week 5: Cryptography and Data Protection (4 hours)

5.1. Introduction to Cryptography

5.2. Encryption and Decryption

5.3. Public Key Infrastructure (PKI)

5.4. Data Encryption and Data Loss Prevention (DLP)

Week 6: Security Awareness and Training (4 hours)

6.1. Security Awareness Programs

6.2. Social Engineering Awareness

6.3. Phishing and Spear Phishing

6.4. Employee Training and Education

PERSONALITY
DEVELOPMENT

CARMEL VIDYA BHAVAN TRUST'S

CHRIST COLLEGE - PUNE

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2020 - 2021

DEPARTMENT OF COMMERCE

Commencement Date
01/03/2021

SOFT SKILLS

PERSONALITY & SOFTSKILL DEVELOPMENT
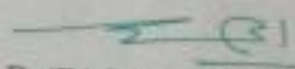
CHRIST COLLEGE - PUNE

Ref. No. CCP/ **609/A/2020**   Date: 14th Oct 2020

Notice

All the Students are here by informed that Department of Commerce is conducting following Add-on/Certificate courses in the academic year 2020-21.

Sr. No	Course Name	Class	Convener Name	Date of Introduction
1	Personality & Soft Skills Development	FY BBA	Dr (Fr) Sony J. Chundattu	04-March-2021
		FY BBA(IB)	Dr (Fr) Sony J. Chundattu	01-March-2021
2	Tally & Computer Based Accounting	FY BCom	Asst. Prof. Gilbi John	03-March-2021
3	Employability Skill Enhancement Programme	FY BCom	Dr. Jiji Johnson	22-Oct-2020
4	Basic Managerial Skills	FY BBA	Asst. Prof. Deepa Sujith	04-Nov-2020
		FY BBA(IB)	Asst. Prof. Deepa Sujith	05-Nov-2020
5	Communication Skills for Managers	SY BBA	Asst. Prof. Deepa Sujith	01-March-2021
		SY BBA(IB)	Asst. Prof. Deepa Sujith	03-March-2021

Dr (Fr) Sony J. Chundattu CMI

(Principal)

Principal
Carmel Vidya Bhavan Trust's
Christ College, Pune.

CHRIST COLLEGE-PUNE

TIME TABLE (2020-2021)

Course Name: Personality and Soft Skills Development

Class:FYBBA(Sem-2)

Time	8.45 am - 9.35 am	10.55 am - 11.45 am
MONDAY		Personality & Soft Skills Development Dr (fr) Sony J. Chundattu
THURSDAY	Personality & Soft Skills Development Dr (fr) Sony J. Chundattu	

Class: FYBBA(IB)(Sem-2)

Time	8.45 am - 9.35 am	9.50 am - 10.40 am
THURSDAY	Personality & Soft Skills Development Dr (fr) Sony J. Chundattu	
SATURDAY		Personality & Soft Skills Development Dr (fr) Sony J. Chundattu

BASIC MANAGERIAL SKILL

CARMEL VIDYA BHAVAN TRUST'S

CHRIST COLLEGE - PUNE

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2020 - 2021

DEPARTMENT OF COMMERCE

Commencement Date
04/11/2020

BASIC MANAGERIAL SKILLS

CHRIST COLLEGE - PUNE

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ID No. PUPNASC0902SF College Code 629
26/4A, Sanakwadi, Wadgaon Sheri, Pune 411 014
Accredited by NAAC with 'B+' Grade

Ref. No. CCP/ 609/A/2020   Date: 14th Oct 2020

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		SY BBA(IB)	Asst. Prof. Deepa Sujith	03-March-2021

Dr (Fr) Sony J. Chundattu CMI

(Principal)

Principal
Carmel Vidya Bhavan Trust's
Christ College, Pune.

Module Title: Basic Managerial Skills

Module Duration: 30 hours

Module Description: This module is designed to provide participants with fundamental managerial skills and knowledge required for effective leadership and supervision in various organizational settings.

Module Outline:

Week 1: Introduction to Management (4 hours)

1.1. What is Management?

1.2. The Role of a Manager

1.3. Management Functions (Planning, Organizing, Leading, Controlling)

1.4. Types of Managers and Management Levels

Week 2: Communication and Interpersonal Skills (4 hours)

2.1. Effective Communication

2.2. Interpersonal Skills

2.3. Active Listening

2.4. Conflict Resolution and Negotiation

Week 3: Leadership and Motivation (4 hours)

3.1. Leadership Styles and Theories

3.2. Motivation Theories (Maslow, Herzberg, etc.)

3.3. Team Building and Employee Engagement

3.4. Setting Goals and Expectations

Week 4: Decision-Making and Problem Solving (4 hours)

4.1. The Decision-Making Process

4.2. Types of Decisions (Programmed vs. Non-Programmed)

4.3. Problem-Solving Techniques

4.4. Data-Driven Decision-Making

Week 5: Time and Stress Management (4 hours)

5.1. Time Management Strategies

5.2. Prioritization and Delegation

5.3. Stress Management Techniques

5.4. Work-Life Balance

Week 6: Planning and Organizing (4 hours)

6.1. Strategic vs. Tactical Planning

6.2. Creating Action Plans

6.3. Organizational Structure

6.4. Dealing with Change

COMMUNICATION SKILL FOR MANAGER

Commencement Date
01/03/2021

COMMUNICATION SKILLS

FOR MANAGERS

Ref. No. CCPr **609/A/2020**

Date: 14th Oct 2020

Notice

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Dr (Fr) Sony J. Chundattu CMI

(Principal)

Principal
Carmel Vidya Bhavan Trust's
Christ College, Pune.

Module Title: Communication Skills for Managers

Module Duration: 30 hours

Module Description: This module is designed to enhance communication skills for managers, focusing on effective verbal, non-verbal, and written communication in the workplace.

Module Outline:

Week 1: Introduction to Managerial Communication (4 hours)

1.1. The Role of Communication in Management

1.2. Challenges in Managerial Communication

1.3. Communication Styles and Cultural Sensitivity

1.4. Setting Communication Objectives

Week 2: Verbal Communication (4 hours)

2.1. Effective Speaking Skills

2.2. Active Listening Techniques

2.3. Communicating with Confidence

2.4. Handling Difficult Conversations

Week 3: Non-Verbal Communication (4 hours)

3.1. Understanding Body Language

3.2. Facial Expressions and Gestures

3.3. Voice Tone and Pitch

3.4. Interpreting Non-Verbal Cues

Week 4: Written Communication (4 hours)

4.1. Business Writing Essentials

4.2. Email Etiquette and Professionalism

4.3. Writing Reports and Proposals

4.4. Editing and Proofreading

Week 5: Interpersonal Communication (4 hours)

5.1. Building Positive Relationships

5.2. Conflict Resolution and Negotiation

5.3. Feedback and Constructive Criticism

5.4. Empathy and Emotional Intelligence

Week 6: Group and Team Communication (4 hours)

6.1. Leading Effective Meetings

6.2. Facilitating Group Discussions

6.3. Team Communication Strategies

6.4. Decision-Making in Teams

TALLY AND COMPUTER BASED ACCOUNTING

CARMEL VIDYA BHAVAN TRUST'S

CHRIST COLLEGE - PUNE
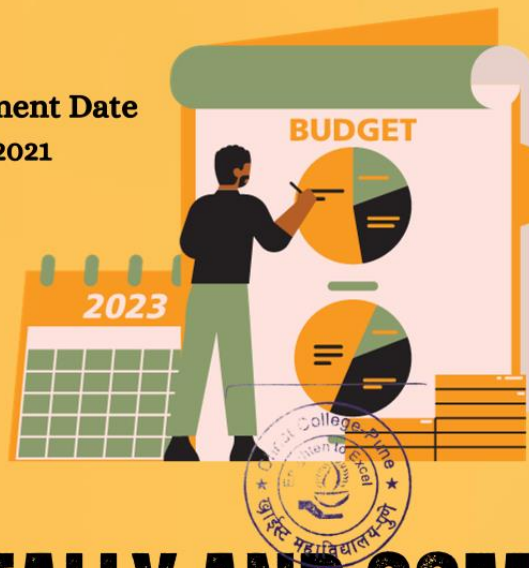
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2020 - 2021

DEPARTMENT OF COMMERCE

Commencement Date
05/03/2021

TALLY AND COMPUTER

BASED ACCOUNTING

Module Title: Tally and Computer-Based Accounting

Module Duration: 30 hours

Module Description: This module is designed to provide participants with a comprehensive understanding of Tally, a popular accounting software, and computer-based accounting principles.

Module Outline:

Week 1: Introduction to Accounting and Tally (4 hours)

1.1. Basics of Accounting

1.2. Introduction to Tally ERP 9

1.3. Navigating the Tally Interface

1.4. Creating a Company in Tally

Week 2: Chart of Accounts and Ledger Management (4 hours)

2.1. Chart of Accounts in Tally

2.2. Creating and Modifying Ledgers

2.3. Grouping and Categorizing Ledgers

2.4. Ledger Balances and Opening Balances

Week 3: Voucher Entry and Transactions (4 hours)

3.1. Types of Vouchers in Tally (Payment, Receipt, Journal, Sales, Purchase)

3.2. Entering Transactions in Tally

3.3. Voucher Printing and Customization

3.4. Recording Expenses and Incomes

Week 4: Bank Reconciliation and Financial Statements (4 hours)
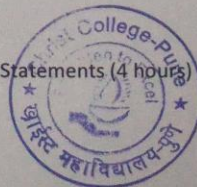
4.1. Bank Reconciliation in Tally

4.2. Generating Financial Statements (Balance Sheet, Profit and Loss)

4.3. Trial Balance and Final Accounts

4.4. Reporting and Exporting Data

Week 5: Inventory Management in Tally (4 hours)

5.1. Creating and Managing Stock Items

5.2. Stock Groups and Categories

5.3. Stock Valuation Methods

5.4. Stock Transactions and Reports

Week 6: Taxation and GST in Tally (4 hours)

6.1. Introduction to Taxation in Tally

6.2. GST Setup and Configuration

6.3. GST Computation and Filing

6.4. TDS and TCS in Tally

EMPLOYABILITY SKILL DEVELOPMENT

Ref. No. CCP: 609/A/2020   Date: 14th Oct 2020

Notice

All the Students are here by informed that Department of Commerce is conducting following Add-on/Certificate courses in the academic year 2020-21.

Sr. No	Course Name	Class	Convener Name	Date of Introduction
1	Personality & Soft Skills Development	FY BBA	Dr (Fr) Sony J. Chundattu	04-March-2021
		FY BBA(IB)	Dr (Fr) Sony J. Chundattu	01-March-2021
2	Tally & Computer Based Accounting	SY BCom	Asst. Prof. Gilhi John	05-March-2021
3	Employability Skill Enhancement Programme	FY BCom	Dr. Jiji Johnson	22-Oct-2020
4	Basic Managerial Skills	FY BBA	Asst. Prof. Deepa Sujith	04-Nov-2020
		FY BBA(IB)	Asst. Prof. Deepa Sujith	05-Nov-2020
5	Communication Skills for Managers	SY BBA	Asst. Prof. Deepa Sujith	01-March-2021
		SY BBA(IB)	Asst. Prof. Deepa Sujith	03-March-2021

Dr (Fr) Sony J. Chundattu CMI

(Principal)

Principal
Carmel Vidya Bhavan Trust's
Christ College, Pune.

Module Title: Employability Skill Development

Module Duration: 30 hours

Module Description: This module aims to equip participants with essential skills and knowledge needed to enhance their employability and succeed in the job market.

Module Outline:

Week 1: Introduction to Employability Skills (4 hours)

1.1. Understanding Employability Skills

1.2. Importance of Soft Skills

1.3. Skills Gap Analysis

1.4. Setting Personal and Career Goals

Week 2: Communication Skills (4 hours)

2.1. Effective Verbal Communication

2.2. Written Communication Skills

2.3. Listening and Feedback

2.4. Non-verbal Communication

Week 3: Presentation and Public Speaking (4 hours)

3.1. Preparing and Structuring Presentations

3.2. Overcoming Public Speaking Anxiety

3.3. Visual Aids and Multimedia

3.4. Engaging the Audience

Week 4: Teamwork and Collaboration (4 hours)

4.1. Working in Teams

4.2. Team Roles and Dynamics

4.3. Conflict Resolution

4.4. Building Effective Teams

Week 5: Problem Solving and Critical Thinking (4 hours)

5.1. Problem Identification and Analysis

5.2. Creative Problem Solving

5.3. Decision-Making Techniques

5.4. Critical Thinking Skills

Week 6: Time Management and Organization (4 hours)

6.1. Time Management Strategies

6.2. Prioritization and Goal Setting

6.3. Effective Planning and Scheduling

6.4. Productivity Techniques