

MAHARANI LAKSHMI AMMANI COLLEGE FOR WOMEN, AUTONOMOUS

DEPARTMENT OF COMMERCE SKILL DEVELOPMENT COURSE

Course information	
Department	Commerce
Title	Skill Development Course.
Year of commencement	2022-23
Need	Employers in the corporate world look for skilled students to take informed decisions. Skill Development courses offered by the department aids students to acquire such attributes and traits, increasing the prospects of excellent job roles. The courses are necessary to provide a competitive edge to students.
Scope	<ul style="list-style-type: none">• The certified students have ample employment opportunities in Management, Marketing, Financial Management, Banks, Human Resource Management. They are largely hired in MNC's , Financial Institutions, Banks, Production units, E-Commerce companies, etc.
Objectives	<ul style="list-style-type: none">• To enhance the student's skill sets in relevant areas as per the requirements of industries.

	<ul style="list-style-type: none"> • To increase the student's employability capacity
Subjects	<ol style="list-style-type: none"> 1. Tally. 2. Excel. 3. Power Bi. 4. Business Analytics .
Module	<p>1. Tally - Level 1</p> <p>Module 1: Fundamentals of Accounting.</p> <p>Module 2: Introduction to Tally prime.</p> <p>Module 3: Recording and maintaining Accounts transaction.</p> <p>Module 4: Banking.</p> <p>Module 5: Generating Financial statements and MIS reports.</p> <p>Module 6: Data security.</p> <p>Tally -Level 2</p> <p>Module 1: Storage and Classification of inventory.</p> <p>Module 2: Accounts receivable and payable management.</p> <p>Module 3: Purchase and Sales order management.</p> <p>Module 4: Cost/ profit centers management.</p> <p>Module 5: Generating and Printing reports.</p> <p>Tally -Level 3</p> <p>Module 1: Goods and service Tax (GST).</p> <p>Module 2: Tax deducted at source (TDS).</p> <p>Module 3: Management of Business data.</p> <p>2. MS Excel</p> <p>Module 1: The Ribbon</p> <p>Module 2: Creating a Microsoft office Excel Workbook.</p> <p>Module 3: The Backstage View.</p>

Module 4: The Quick Access Toolbar.
Module 5: Entering Data in worksheet.
Module 6: Formatting Data in worksheet.
Module 7: Editing Worksheets.
Module 8: Working with Rows and Columns.
Module 9: Introduction to formulas.
Module 10: Introduction to Tables
Module 11: Introduction to Charts
Module 12: Introduction to Printing.

Advance MS Excel - Level -2

Module 1: Excel Formula Basics.
Module 2: Logical Formulas in Excel.
Module 3: Math Formulas in Excel.
Module 4: Lookup and Reference Formulas in Excel.
Module 5: Date and Time Formulas in Excel.
Module 6: Introduction to Excel Charting.
Module 7: Advanced Excel Charting Examples.
Module 8: Stats Formulas in Excel.
Module 9: Text Formulas in Excel.

3. Power Bi -Level 1

Module 1: Introduction to Power BI.
Module 2: Power BI Desktop and Data Transformation.
Module 3: Connectivity Modes.
Module 4: Power BI Report Server.

4. Business Analytics using adv excel and Chat GPT.

Module 1: Introduction to Business Analytics
Module 2: Excel Basics for Analytics.
Module 3: Data Import and Cleansing.
Module 4: Data Cleansing.

	Module 5: Data Transformation. Module 6: Introduction to Data Visualization. Module 7: Case Studies and Practical Applications.
About the Company	<p>Quantum Learning is a training program identified by NASSCOM foundation's Future Skills Prime Initiative.</p> <p>The Future Skills Prime emphasis on Digital India Initiative, preparing students for digital teach roles like: Data Analyst, Information Security Analyst, Business Intelligence Analyst and Digital Accounts for Managers.</p>
No of Batches and students	<p>Batch- I – Completed</p> <p>Batch – II – Completed</p> <p>Batch – III – Completed</p> <p>I B. Com Students – 303 students.</p> <p>II B. Com Students – 203 Students.</p> <p>III B. Com Students – 264 Students.</p>
Certification	MEITY- NASSCOM FSP- Microsoft, Tally.
Quantum Feedback	

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Principal
 Maharani Lakshmi Ammanni College
 for Women, Autonomous
 Science Post, Bangalore - 560 012.



QUANTUM LEARNINGS

CENTRE OF EXCELLENCE FOR SKILL DEVELOPMENT

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MEITY - NASSCOM FSP^{*}**

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