



**K.L.E. SOCIETY'S
BASAVAPRABHU KORE
ARTS, SCIENCE AND COMMERCE COLLEGE, CHIKODI**
[Accredited at 'A' grade by NAAC with CGPA of 3.26 during third cycle]

**UG Department of Commerce
CERTIFICATE COURSE IN TALLY ACCOUNTING [2017-18]**

OBJECTIVES

- To enable the learners to gain an in-depth knowledge in Accounting Tally Software and its allied subjects.
- To enable the learners to acquire necessary competencies by imparting knowledge of various concepts, methods and approaches to analyze complex business issues.
- To improve their competitive position through practical methods and up-date the changes in the subject areas

Faculty of the department involved in the preparation of syllabus

| Sl. No | Name | Designation |
|--------|--------------------|---------------------|
| 1 | Prof.M.C.Bakanetti | Associate Professor |
| 2 | Prof.B.S.Mali | Associate Professor |
| 4 | Miss.S.C.Hitni | Lecturer |
| 5 | Miss.S.M.Mirje | Lecturer |

Subject Expert:

| Sl. No | Name | Designation | Address |
|--------|-----------------------|-------------|--|
| 1 | Shri. Sudarshan Patil | Lecturer | KLE' Society's SSMS College, Athani |

MODULE

| Unit | Topics | Components | Hours |
|------|-------------------------------|---|-------|
| 1 | Accounting Information System | Introduction, Basics of Accounting, and Introduction to Computerized Accounting Information Systems. Difference between Manual and Computerized Accounting Information Systems, | 10 |
| 2 | Tally 9 | Introduction, features of tally 9.1 versions, configuration of tally, tally screens and menus, creation of company, creation of group, Editing and deleting groups, creation of ledgers, Editing and deleting ledgers. Introduction to vouchers, voucher entry, payment voucher, receipt voucher, contra voucher, journal voucher, Editing and deleting vouchers. Problems on Accounts only method and Balance Sheet | 11 |
| 3 | Introduction to Inventories: | Creation of stock categories, Creation of stock groups, Creation of stock items, configuration and features of stock items, Editing and deleting stocks, usage of stocks in voucher entry. Purchase order- stock vouchers, sales order. Introduction to cost, creation of cost category, Problems on Accounts with Inventory method and Balance Sheet | 10 |
| 4 | Introduction to cost | Creation of cost category, creation of cost centers, Editing and deleting cost centers & categories, usage of cost category & cost, centers in voucher entry, budget & control, Editing and deleting budgets, generating & printing reports in detail & condensed format. Problems on Accounts with Inventory method and Balance Sheet | 11 |
| 5 | Generation of Reports: | Day books- Balance sheet, Trial balance, Profit & loss account, ratio analysis, cash flow statement, fund flow statement, cost center report, inventory report, and bank reconciliation statement. | 10 |

| Session | Hours |
|--------------------|--------|
| Theory sessions | 26 hrs |
| practical sessions | 26 hrs |
| Total | 52 hrs |

EXAMINATION: After the completion of the teaching (both theory and practical sessions), an examination will be conducted for 2 Hours. The question paper is for 40 marks. Result will announced after the evaluation and the certificate will be issued to each student after successful completion of the course.

Assessment Components:

| Sl. No. | Internal Components | Remarks |
|---------|---------------------|----------|
| 1 | Internal Assessment | 40 Marks |

COURSE OUTCOMES:

- At the end of the certificate course, students were found confident towards using Tally ERP-9 software while solving practical problems.
- Students were found trained in creating/selecting any company/group creating.
- Enter the accounting transactions in computerized format and find the financial result of a concern. Acquire the skill of financial decision making in a systemized manner

Date:06/10/2017



B. ntlb
 (Prof M.C.Bakanetti)
 Course Coordinator & HOD
HEAD
 Department of Commerce



Department of Mathematics

Certificate Course on Reasoning and Quantitative Aptitude (2017-18)

| COURSE OUTCOMES | |
|--|--|
| <i>On Successful completion of the certificate course students will be able to:</i> | |
| Develops their logical thinking ability and problem solving techniques | |
| Understand the basic concepts of Logical Reasoning | |
| Understand the basic concepts of Quantitative Aptitude | |
| Participate with confidence in various competitive exams like JAM, GATE, CAT, CMAT, UPSC, SSC, SDA, FDA, Army etc. | |
| Solve aptitude papers of campus placement | |

| Syllabus | | | |
|--------------|----------------------|--|--------------|
| Sl. No | UNIT | COMPONENTS | HOURS |
| 1 | Series Completion | Completing given series by finding missing terms, Triangular pattern series, Elementary idea of progression, finding wrong term in the given series. | 07 |
| 2 | Decimal Fractions | Conversion of decimal into fractions, Operations on decimal fractions, Comparison of fractions, Recurring decimal | 06 |
| 3 | Problems on Ages | Various problems to find the ages based on the given data | 06 |
| 4 | Ratio and Proportion | Fourth proportional, Third proportional, Mean proportional, Comparison ratio, Compound ratio, Variation. | 06 |
| 5 | Simplification | BODMAS rule, Modulus of Real numbers, Vinculum (or bar) | 05 |
| Total | | | 30hrs |

REFERENCE BOOKS

| | |
|---------------------------------|---|
| Title: Author: | Quantitative abilities Arun Sharma |
| Title: Author: | Quantitative Aptitude for Competitive Examinations R. S. Agarwal |
| Title: Author: | Verbal and Non-Verbal reasoning R. S. Agarwal |

List of Faculty involved in designing and developing the syllabus

| Sl. No | Name of the Faculty | Designation |
|--------|----------------------|---------------------|
| 1 | Shri M. B. Rotti | H O D |
| 2 | Shri. B.S. Hanchinal | Associate Professor |
| 3 | Smt. Vidya Bastawade | Lecturer |
| 4 | Miss. P. A. Patil | Lecturer |

COURSE COORDINATOR: Shri B. S. Hanchinal

- ✦ Conducted the exam for 50 marks.
- ✦ Certificate has been provided for the students who have scored above 40% in the examination.

Date: 04-01-2018


H O D
H. O. D.
MATHEMATICS
R. K. College, CHIKODI



K.L.E. Society's
BASAVAPRABHU KORE ARTS, SCIENCE AND COMMERCE COLLEGE, CHIKODI
(Accredited at 'A' Grade by NAAC with CGPA of 3.26 in 3rd Cycle)
College with Potential for Excellence (CPE)

DEPARTMENT OF COMPUTER SCIENCE

COURSE STRUCTURE AND SYLLABUS
OF
CERTIFICATE COURSE

Certificate course

on

"VB.NET PROGRAMMING"

With effect from academic year 2017-18 onwards

List of Staff Members:

| Sl. No. | Name | Designation | Qualification |
|---------|----------------------|-------------|---------------|
| 1 | Miss. Sunanda Hegale | H.O.D | M.Sc, B.Ed |
| 2 | Shri. Vinayak Bagi | Lecturer | M.C.A |
| 3 | Miss G. B. Kustigar | Lecturer | M.Sc |
| 4 | Miss T. R Patil | Lecturer | M.Sc, B.Ed |

Subject Expert:

| SL. No | Name | Designation | Address |
|--------|----------------------|-------------|--------------------------|
| 1 | Miss. Sunanda Hegale | Lecturer | B.K. College, Chikodi |
| 2 | Prof. Vinayak Bagi | Lecturer | B.K. College, Chikodi |

Preamble:

This intensive training course has been specifically designed to address the requirements of developers who want to become experts in .NET environment. Delegates will learn to develop applications using C# and VB.NET. They will also learn to apply these languages to develop server-side applications which make use of ADO.NET, ASP.NET, Web Services etc.

Objectives

- Analyze program requirements
- Design/develop programs with GUI interfaces
- Code programs and develop interface using Visual Basic .Net
- Perform tests, resolve defects and revise existing code

Learning Outcomes:

- Understand .NET Framework and describe some of the major enhancements to the new version of Visual Basic.
- Describe the basic structure of a Visual Basic.NET project and use main features of the integrated development environment (IDE)
- Create applications using Microsoft Windows Forms
- Create applications that use ADO.NET

Facilities Available:

- 1) Experience teaching faculty.
- 2) ICT Class rooms.
- 3) Computer Lab.

Structure:

| S.NO. | PARTICULAR | INFORMATION FURNISHED |
|-------|--|---|
| 1 | Aim Of "VB.NET Programming" Certificate Course | ➤ Visual Basic programming language designed for creating a variety of applications that run on the .NET Framework. |
| 2 | Duration | 3 Months |
| 3 | Teaching Hours | 48 hours(Theory and Practical) |
| 4 | No. of Teaching Hrs /Week | 04 |
| 5 | Intake for the Course | 60 |
| 6 | Eligibility for the Enrollment | B.Sc |
| 7 | Medium of Instruction | English |
| 8 | Fees | 300 |

Pattern of Evaluation:

- Exam Hours – 1Hour
- Marks -- 25 Marks

Theory Syllabus:**Total = 28Hours****Teachers: Miss S.M Hegale and Shri V.B Bagi**

Unit 1: Visual Basic .NET and the .NET Framework. Introduction to .net framework - Features, Common Language Runtime (CLR) , Framework Class Library(FCL), Visual Studio.Net – IDE, Languages Supported, Components. Visual Programming, VB.net- Features, IDE- Menu System, Toolbars, Code Designer, Solution Explorer, Object Browser, Toolbox, Class View Window, Properties Window, Server Explorer, Task List, Output Window, Command Window.

Unit 2: Elements of Visual Basic .net

Properties, Events and Methods of Form, Label, TextBox, ListBox, Combo Box, Radio Button, Button, Check Box, Progress Bar, Date Time Picker, Calendar, Picture Box, HScroll bar, VScroll Bar, Group Box, ToolTip, Timer.

Unit 3: Programming in Visual basic .net

Data Types, Keywords, Declaring Variables and Constants, Operators, Understanding Scope and accessibility of variables, Conditional Statements

Looping Statement

Unit 4: Built-In Dialog Boxes, Menus and Toolbar

Menus and toolbars- Menu Strip, Tool Strip, Status Strip, Built-In Dialog Boxes Open File Dialogs, Save File Dialogs, Font Dialogs, Color Dialogs, Print Dialogs, InputBox, MsgBox, Interfacing With End user- Creating MDI Parent and Child,

Unit 5: Database using SQL Server

Data Access with ADO.Net – What are Databases?, Data Access with ServerExplorer, Data Adapter and DataSets, ADO.NET Objects and Basic SQL.

Practical Syllabus:

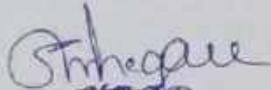
20hrs

Control box, Menus and Toolbars and Database using SQL Server.

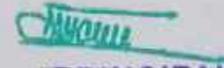
References:

Learning Visual Basic .NET: Jesse Liberty

Beginning VB.NET Databases: Thearon Willis


HOD
Dept. of Computer Science
B. K. College, Chikodi.




PRINCIPAL
B.K.Arts, Science & Commerce College
CHIKODI - 591201.



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BASAVAPRABHU KORE ARTS, SCIENCE AND COMMERCE
COLLEGE, CHIKODI – 591 201.**

(Accredited at 'A' with 3.26 CGPA in 3rd Cycle of A & A)

Website: www.klesbkcollegechikodi.edu.in

e-mail: kles_bkcc@rediffmail.com

☎ : 08338 – 272176

PG DEPARTMENT OF COMMERCE AND MANAGEMENT

Certificate Course in Research Methodology (2017-18)

Preamble: Today research is of immense importance in every field of life. Research in common parlance refers to a search for knowledge. One can also define research as a scientific and systematic search for pertinent information on a specific investigation. Dictionary definition of research is a careful investigation or enquiry especially through search for new facts in any branch of knowledge.

The aim of this course is to impart research skills to the students and help to improve the quality of research. It covers the series of research activities which includes problem formulation, research design, data collection, data analysis, reporting and dissemination.

Objectives

1. To develop research orientation among the students
2. To understand some basic concepts of research and its methodologies
3. To identify appropriate research topics
4. To prepare a project proposal(To undertake a project)
5. To write a research report

Expected Outcomes

At the end of this course students will be able to:

1. Understand the concepts of research, types of research, research design and formulation of research problem.
2. Acquire knowledge on different sources of data collection for research and concept of Sampling and its techniques.
3. Acquire knowledge on drafting a research report.

Course Co-ordinator

| Sl. No. | Name | Designation | Qualification |
|---------|--------------------|-------------|-------------------|
| 01 | Sri. S. M. Bhosage | Lecturer | M.Com, K-SET, NET |

Subject Expert

| Sl. No. | Name | Designation | Qualification |
|---------|----------------------|-------------|-------------------|
| 01 | Miss. P. M. Kulkarni | Lecturer | M.Com, K-SET, NET |



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COLLEGE, CHIKODI - 591 201
(Re-accredited with "A" grade by NAAC Bangalore)

P. G Department of Commerce and Management

2017-18

Certificate Course in Research Methodology

Objectives:

- To develop research orientation among the students.
- To understand some basic concepts of research and its methodologies
- To identify appropriate research topics
- To prepare a project proposal (To undertake a project)
- To write a research report.

SYLLABUS

Unit-1: Introduction

Research-Meaning and Definition, Characteristics, Nature and Scope. Types of Research-Research Methodology -Formulation of Research Problem-Major steps in Research-Hypothesis-Research Design-Review of Literature, Planning of Research, and Uses of Social Science Research.

Unit-2: Data Collection and Sampling

Data Collection: Sources of Data; Primary and Secondary Data. Procedure for Data Collection, Tool for Data Collection-Questionnaire, Interview, Schedule. Sampling: Meaning, Definition, Need and Types. Sampling Errors, Merits and Demerits of Sampling. Measurement and Scaling Techniques.

Unit-3: Data Processing and Analysis

Processing of Data: Editing, Coding and Tabulation-Problem-Use of Computer in Research, Analysis of Data: Statistical Analysis; Diagrammatic and Graphic Representation. Interpretation of Results.

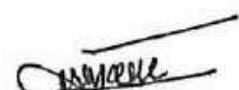
Unit-4: Ethics in Research

Meaning of Research Ethics: Clients Ethical Code; Researchers Ethical code; Ethical code related to respondents; Responsibility of Ethics in Research.

Unit-5: Research Reports

Meaning and Types of Reports- Stages in Preparation of Report- Characteristics of a Good Report- Structure and Components - Documentation: Footnotes and Bibliography- Checklist for the Report, Introduction to SPSS Package.


Coordinator


Principal
B. K. Arts, Science & Commerce College,
CHIKODI - 591 201.



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P. G Department of Commerce and Management

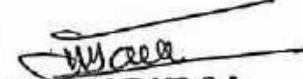
CERTIFICATE COURSE IN RESEARCH METHODOLOGY (2017-18)

Syllabus

Hours:45

| Units | Topics | No. of Hours |
|-------|--|--------------|
| I | Introduction Research-Meaning and Definition, Characteristics, Nature and Scope. Types of Research-Research Methodology – Formulation of Research Problem-Major steps in Research- Hypothesis-Research Design-Review of Literature, Planning of Research, and Uses of Social Science Research. | 10 |
| II | Data Collection and Sampling Data Collection: Sources of Data; Primary and Secondary Data. Procedure for Data Collection, Tool for Data Collection- Questionnaire, Interview, Schedule. Sampling: Meaning, Definition, Need and Types. Sampling Errors, Merits and Demerits of Sampling. Measurement and Scaling Techniques. | 10 |
| III | Data Processing and Analysis Processing of Data: Editing, Coding and Tabulation-Problem- Use of Computer in Research , Analysis of Data: Statistical Analysis; Diagrammatic and Graphic Representation. Interpretation of Results. | 08 |
| IV | Ethics in Research Meaning of Research Ethics: Clients Ethical Code; Researchers Ethical code; Ethical code related to respondents; Responsibility of Ethics in Research. | 08 |
| V | Research Reports Meaning and Types of Reports- Stages in Preparation of Report- Characteristics of a Good Report- Structure and Components – Documentation: Footnotes and Bibliography- Checklist for the Report, Introduction to SPSS Package. | 09 |

Co-Ordinator


PRINCIPAL
B. K Arts, Science & Commerce College
CHIKODI - 591 201.



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COLLEGE, CHIKODI – 591 201.**

(Accredited at 'A' with 3.26 CGPA in 3rd Cycle of A & A)

Department of English

Detailed Syllabus for Short-Term Certificate Course in

COMMUNICATION SKILLS 2017-18

Duration: 34 Hours
Teaching Hours: 02/Week

23 – Theory
11 – Practical

UNIT – I

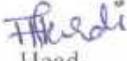
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|----------------------------|----|
| 1. What is Communication? | 03 |
| 2. Communication as an Art | 04 |
| 3. Communication Skills | 04 |

UNIT – II

- | | |
|---------------------|----|
| 1. Listening Skills | 04 |
| 2. Speaking Skills | 04 |
| 3. Body Language | 04 |

UNIT – III

- | | |
|--|----|
| 1. Practical Sessions | |
| a. Self Introduction | 02 |
| b. Introducing others at various occasions | 05 |
| c. Welcome Address | 02 |
| d. Vote of Thanks | 02 |


Head,
Department of English

**Head
Department of English**


Course Coordinator
Mr. Umesh Neelappanavar


Principal
PRINCIPAL
K.Arts, Science & Commerce College
CHIKODI - 591201.



KLE Society's
**BASAVAPRABHU KORE ARTS, SCIENCE AND COMMERCE
COLLEGE, CHIKODI – 591 201.**

(Accredited at 'A' with 3.26 CGPA in 3rd Cycle of A & A)

Department of English

Detailed Syllabus for Short-Term Certificate Course in

SPOKEN ENGLISH

2017-18

Duration: 30 Hours
Teaching Hours: 02/Week

Marks: 30 – Theory

UNIT – I

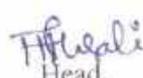
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|----|---------------|----|
| 1. | Speech Organs | 02 |
| 2. | Vowels | 01 |
| 3. | Consonants | 02 |

UNIT – II

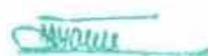
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|----|-----------------|----|
| 1. | Word Stress | 02 |
| 2. | Accent & Rhythm | 05 |
| 3. | Intonation | 05 |

UNIT – III

- | | | |
|----|------------------------------|----|
| 1. | Pronunciation Patterns | 05 |
| 2. | Recognition of Speech Sounds | 05 |
| 3. | Dialogue Practice Sessions | 03 |


Head,
Department of English
Head
Department of English


Course Coordinator
Miss Soumyashri Desai


Principal
PRINCIPAL
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KLE Society's
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Department of English

Detailed Syllabus for Short-Term Certificate Course in

TRANSLATION

2017-18

Duration: 32 Hours

Teaching Hours: 02/Week

22– Theory

10 – Practical

UNIT – I

- | | |
|--------------------------|----|
| 1. What is Translation? | 02 |
| 2. Translation as an Art | 03 |
| 3. Types of Translation | 02 |

UNIT – II

- | | |
|-------------------------------------|----|
| 1. Translation of Cultural Elements | 05 |
| 2. Translation of Images | 05 |
| 3. Qualities of a Good Translator | 05 |

UNIT – III

- | | |
|--|----|
| 1. Translation from Kannada to English | 05 |
| 2. Translation from English to Kannada | 05 |

H. H. H. H. H.
Head,
Department of English
Head
Department of English

Sujata
Course Coordinator
Miss Sujata Kadapure

Principle
Principal
PRINCIPAL
B.K.Arts, Science & Commerce College
CHIKODI - 591201.