

Upskilling Commerce

Course Outline - Topics

Sr.No	Topic	Mode of Delivery	Video Duration	Course Hours
1	Accounting Basics	Classroom Lecture	32 Mins	2
2	Auditing	Classroom Lecture	47 Mins	2.5
3	Banking sector in India	Classroom Lecture	1Hr 16 Mins	2.5
4	Insurance	Classroom Lecture	50 Mins	2
5	Supply Chain Management	Classroom Lecture	30 Mins	2
6	Financial Markets	Classroom Lecture	43 Mins	2
7	Employee Provident Fund (EPF)	Classroom Lecture	12 Mins	1
8	Employee State Insurance (ESI)	Classroom Lecture	10 Mins	1
9	Basics of Income Tax	Classroom Lecture	48 Mins	2
10	Goods & Service Tax (GST)	Classroom Lecture	35 Mins	2
11	Understanding ERP system	Classroom Lecture	42 Mins	2
12	Explore the world of CA firms	Virtual Industrial Tour	12 Mins	1
13	Supply chain demystified	Virtual Industrial Tour	9 Mins	1
14	Virtual walk-through of various departments in a manufacturing company	Virtual Industrial Tour	6 Mins	1
15	Finance & Accounting uncovered	Virtual Industrial Tour	6 Mins	1
16	Learning wealth management	Virtual Industrial Tour	9 Mins	1

Sr.No	Topic	Mode of Delivery	Video Duration	Course Hours
17	Basic Microsoft Excel (Introduction, Keyboard shortcuts, Navigating in spreadsheets, Autofill, Split, Freeze, Filter, Find & replace, Sort, Duplicates, Conditional formatting, Concat, Concatenate, Lower, Proper, Upper, Trim, Printing Tips and Tricks)	Practical Lecture		4
18	Advance Microsoft Excel (Functions like Text to Column , If, Vlookup, Hlookup, Xlookup, Summary functions, Graph, Pivot Table)	Practical Lecture		6
19	Tally Prime (Introduction, Shortcut keys, Company creation, Single and multiple ledger creation, Single and multiple stock item creation, Accounting features, Taxation features, Inventory features, Journal entry in all voucher formats, Reviewing statutory reports like Balance Sheet, Profit and Loss, Stock summary, Daybook, Purchase and Sale register)	Practical Lecture		10
TOTAL				46 Hours

Note :

- This course is designed for SY B.com and BBA students to create awareness among commerce students about various career and placement opportunities they can explore.
- The practical component includes hands on training in basic and advance Microsoft Excel [10 hours] and Tally Prime [10 hours] which is conducted one-on-one on laptops.