



ST. DOMINIC'S COLLEGE, KANJIRAPALLY

AFFILIATED TO MAHATMA GANDHI UNIVERSITY KOTTAYAM

RE-ACCREDITED WITH A GRADE BY NAAC

ABSORB & RADIATE



ADD-ON COURSES 2019-20 BROCHURES AND SYLLABUS



Department of Commerce(SF)
St.Dominic's College
Kanjirappally

**ADD-ON
COURSE**

TALLY ERP 9.0

**FOR
3RD YEAR
B.COM COMPUTER APPLICATION
STUDENTS**

FACULTY IN CHARGE

MS.REEMA ABRAHAM

Employability enhancement programme



ST.DOMINIC'S COLLEGE KANJIRAPPALLY

Affiliated to MAHATMA GANDHI UNIVERSITY KOTTAYAM

Reaccredited by NAAC with A grade

CERTIFICATE OF COMPLETION

This is to certify that Mr./Ms..... has successfully completed the certificate course in TALLY ERP 9 conducted by the Department of Commerce (SF) with grade .

Awarded on ____/____/____

MS.MANJUSHA SG
HEAD OF THE DEPARTMENT

DR.JOJO GEORGE
DIRECTOR

DR.SEEMON THOMAS
PRINCIPAL



St. Dominic's College Kanjirappally

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Certificate of Completion

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Awarded on

Ms. Manjusha S.G.
Head of the Department

Dr. JoJo George
Director

Dr. Seemon Thomas
Principal

Department of Commerce (SF)

Add on course- Tally ERP.9

Course: Tally ERP.9

Batch: Model 2&3

Held on: July-October

**Mode of Learning: Classroom,Google Meet,
Computer lab**

Corse duration: 30 Hours

Course objective:

- *To equip the students to meet the demands of the industry by mastering them with industry sought after computerised accounting packages.*
- *To expose the students to computer applications in the field of accounting.*
- *To develop practical skills in the application of Tally accounting package.*

SYLLABUS

Tally ERP.9

MODULE – 1 Introduction to computerised accounting: Computerised accounting Vs. Manual accounting- merits of computerised accounting – Tally 9 - Features of Tally – Screen components- Creation of Company- selecting a company – altering/ modifying company creation details – Deleting a company – F 11 Features – F 12 Configuration.

MODULE - 2 Accounts and Vouchers – account groups – pre-defined groups – creating single & multiple groups – creation of primary account groups – creating ledger accounts in single & multiple – displaying, altering and deleting account groups and ledgers – Accounting vouchers- entering transactions in accounting vouchers – bill wise details - altering and deleting a voucher entry – creating new voucher types – modifying an existing voucher – duplicating a voucher – optional vouchers – post-dated vouchers – reverse journal – bank reconciliation statement - creating budget - generating reports – configuring reports balance sheet – profit and loss account – trial balance – day books – account books – statement of accounts – ratio analysis - cash flow - fund flow – list of accounts – exception reports.

MODULE - 3 Accounts with inventory – enabling F 11 and F 12 - stock category – stock group – single/multiple creation of stock category and stock group – creation of units of measurement – creating single/multiple stock items – creating godowns - displaying, altering and deleting stock groups, units, items and godowns – cost categories- cost centres – creating cost categories and cost centres - displaying, altering and deleting cost categories and cost centres – purchase / sales orders - Inventory vouchers - using inventory vouchers – using accounting vouchers with inventory details (invoice mode) - Tally Security - Tally vault – Tally audit – advanced security control – back-up and restore – inventory reports - stock summary - inventory books – statement of inventory.

Module 4- Manufacturing in Tally, stock clearness, delivery note and receipts notes, purchase & sales Voucher, Inventory Management in Tally, Employees salary creation bill and batch wise details. Rejection In and Rejection Out, Reversing Journal, entering petty cash in tally.

MODULE - 5 Accounting with GST – F 11 & F 12 settings for taxation – TDS - ledgers related to TDS – creating TDS voucher types - TDS reports – TCS – service tax - GST – GST terminologies – purchase and sales bills with GST, computing GSTT – ledgers and vouchers pertaining to GST – GST reports – GST forms.

Part I¹

PERSONALITY DEVELOPMENT

Content:

1. Self I- Esteem
2. Understanding & Managing Emotions – Anger
3. Self Acceptance
4. Positive Thinking & Positive Attitude
5. The Gift You Are

1. SELF-ESTEEM

INTRODUCTION

A young man was discouraged with his life. He found no meaning in living. He sat at the bank of a river. He started picking up pebbles and throwing them into the river. At one moment, he looked at the pebble in his hand and he realized that it was a precious stone!!

Do you have a similar experience in your life? Discuss.

CONTENT

What is self esteem?

It is how you feel about yourself. It is made up of thoughts and feelings you have about yourself.

People with self esteem:

Hold themselves as worthy to be loved and to love others,
to be cared for and to care for others,
to be listened to and to listen to others,
to be recognized and to recognize others,
to be encouraged and to encourage others.

- ✓ Are capable of being creative, imaginative problem solvers; of being risk takers, optimistic in their approach to life.

¹ Prepared by Mathew Michael SDB, Benny Niliara SDB, Joffie Puthuva SDB.

- ✓ Are leaders and are skilful in dealing with people.
- ✓ Are able to state clearly who they are, what their future potential is, and to what they are committed in life. They are able to declare what they deserve to receive in their lifetime.
- ✓ Are able to accept the responsibility and consequences of their actions. They do not resort to shifting the blame or using others for actions that have resulted in a negative outcome.
- ✓ Are altruistic. They have concern for the welfare of others. They are always ready to help anyone who needs assistance or guidance.
- ✓ Have healthy coping skills. They are able to handle the problems, concerns, issues, and conflicts that come their way. They have a good sense of humour and are able to keep a balance of work and fun in their lives.
- ✓ Look to the future with excitement, a sense of adventure and optimism. They recognize their potential for success and visualize their success in the future. They have dreams, aspirations, and hopes for the future.
- ✓ Are goal oriented with a sense of balance in working toward their goals. They know from where they have come, where they are now, and where they are going.

What are the signs of low self esteem?

Persons with low self esteem:

- ✓ Are poor risk takers.
- ✓ Are typically unassertive in their behaviour with others.
- ✓ Are fearful of conflict with others.
- ✓ Are hungry for the approval of others.
- ✓ Are poor problem solvers.
- ✓ Consider themselves lost, unworthy of being cared for.
- ✓ Operate out of a fear of rejection.
- ✓ Are unable to affirm or to reinforce themselves positively.
- ✓ Are easily overcome with despair and depression when they experience a setback or loss in their lives.
- ✓ Are unable to make an honest assessment of their strengths, qualities, and good points; they find it difficult to accept compliments or recognition from others.
- ✓ Are insecure, anxious, and nervous when they are with others.
- ✓ Often become overcome with anger about their status in life and are likely to have chronic hostility or depression.
- ✓ Have a tendency to become emotionally stuck and immobilized.

- ✓ Have a poor "track record" in school or on the job; conversely, they sometimes over compensate and become over achievers.
- ✓ Fulfil roles in their families of origin that are counter productive.

Where does healthy self esteem originate?

Healthy self esteem originates in the environment found in the family, school, peer group, work place, and community. For healthy self esteem individuals need to receive nurturing from the people in their environment.

♠ It includes unconditional warmth, love, and caring; to realize that other people recognize them as deserving to be nurtured, reinforced, rewarded, and bonded to. The environment transmits messages of warmth, loving, and caring by physical touch, meeting the survival needs of food, clothing and shelter, and providing a sense of stability and order in life.

♠ Acceptance for who they are; to recognize that other people see them as worthy individuals who have a unique set of personality characteristics, skills, abilities, and competencies making them special. Acceptance helps individuals recognize that differences among and between people are ok, and this encourages the development of a sense of personal mastery and autonomy. Acceptance enables people to develop relationships with others, yet maintain healthy boundaries of individuality within themselves.

♠ Good communication; being listened to and responded to in a healthy way so that healthy problem solving is possible. Appropriate giving and receiving of feedback is encouraged and rewarded. Communicating at a "feelings" level is a mode of operation for these people, allowing them to be in touch with their emotions in a productive manner.

♠ For the environment to support the development of healthy self esteem it must contain:

Recognition and acceptance of people for who they are.

Unconditional recognition and acceptance given in the form of support allows individuals to reach their ultimate potential.

Clearly defined and enforced limits known to individuals with no manipulation. Limits set the structure for the lives of individuals, allowing appropriate and inappropriate behaviour. Limits enable individuals to recognize their responsibilities and to chart their course of behaviour in a rational way.

Respect and attitude for individual action within the defined limits of the environment. This encourages individuals to use their creativity, ingenuity, and imagination to be productive within the established structure. Restrictions that suppress individuality can lead to a narrow focus, with people becoming stunted and handicapped in the use of their personal skills, abilities, and resources.

Established freedom within the structure. This enables individuals to develop a sense of personal autonomy. If they are too tied down and inhibited they could become resentful and eventually rebellious against the prescribed structures in their environment. Being given the freedom of self expression within the established rules and norms allows individuals to explore their potential to its fullest; thus there is a greater possibility of becoming successful, healthy achievers.

Bonding, which is the physical/emotional phenomenon between individuals and the others in their environment is necessary for the development of healthy self esteem.

Steps that can be taken to improve self esteem

Step1: Determine if your self esteem is at a healthy level by completing this questionnaire:

Self Esteem Assessment

Directions: Circle T if the statement is true for you. Circle F if the statement is false for you.

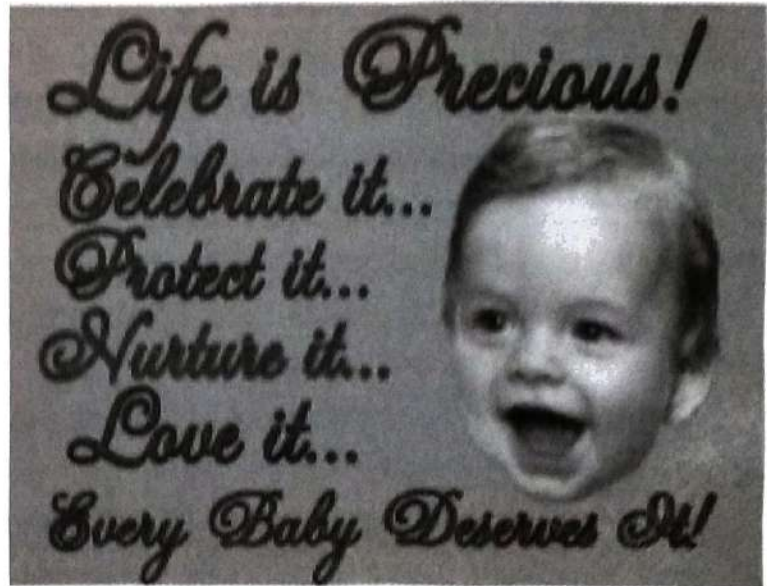
- T F I am able to discuss my good points, skills, abilities, achievements, and successes with others.
- T F I assert myself with someone whom I believe is violating or ignoring my rights.
- T F I am content with who I am, how I act, and what I do in life.
- T F I am not bothered by feelings of insecurity or anxiety when I meet people for the first time.
- T F My life is balanced between work, family life, social life, recreation/leisure, and spiritual life.
- T F I am aware of the roles I played in my family of origin and have usually been able to make these behaviour patterns work for me in my current life.
- T F I am bonded with the significant others in my environment at home, work, school, at play, or in the community.
- T F I am able to perform the developmental tasks necessary to ensure my ongoing healthy self esteem.
- T F I am satisfied with my level of achievement at school, work, home, and in the community.
- T F I am a good problem solver; my thinking is not clouded by irrational beliefs or fears.
- T F I am willing to experience conflict, if necessary to protect my rights.

Part II

VALUE OF LIFE

INTRODUCTION

"Life is not ours to give nor is it ours to take. We leave our lives in the hands of the one who has the power to lay down His life and to take it up again. This calls us to make decisions that have as their aim the care of life and not the taking of life"¹. The value of a human life is only determined by oneself regardless of how others feel about the individual. If one does believe that there is value in oneself there will be value or it is vice versa.



The value of human life begins from the moment of conception. The value and dignity of human life is an irrefutable and wonderful truth. Values are inseparable from life of the individual. It permeates the whole life, since education is an essential requirement and an integral point of personality. Human development cannot be conceived in the absence of values. Here in this section, we speak about the value of life and its challenges to family and life, such as sexuality, abortion, chemical dependency, suicide, murder and mercy killing.

I. FAMILY –THE SPHERE OF LIFE

INTRODUCTION

The family is the first and basic human community. It is a sphere of life; it is a sphere of love. The life of every society, nation and state depends on the family, on whether the family is a true sphere of life and love in their midst.² The family is the first and vital cell of Society, on which depend the fortunes or misfortunes of the society



¹ www.ValueOrientationinTeacherEducation-SynopsisoftheguestSpeakers.html, accessed 1.5.2008.

² John Paul II, *In the Image of God Marriage and Family: A Vocation*, Vatican City, 1980. pp. 28-29.

of the future. It has, in fact, continual and determining influence in the lives of the children both in a negative and in a positive sense.

Definitions of Family³

Family is

- A fundamental social group in society typically consisting of one or two parents and their children.
- Two or more people who share goals and values, have long term commitments to one another and reside usually in the same dwelling place.
- The collective body of persons who live in one house, under one head or manager; a household, including parents, children, and servants, and, as the case may be, lodgers or boarders.
- The group comprising a husband and wife and their dependent children, consisting a fundamental unit in the organization of society.

The definition of family⁴ depends on the persons' point of view.

- Institutionalists focus on the presence of a biological mother and father and biological offspring to define family.
- Situationists focus on social, cultural and physical forces beyond the individual's control which compel individuals to assume family- related role behaviours. Family may be either a relatively permanent or temporary phenomenon.
- Psychoanalysts focus on the individual's stages of development and unconscious needs in defining family.
- Social psychologists focus on the self's need to belong and to achieve.
- Developmentalists focus on physical growth and maturity and the imposition of social definitions on individuals based on the individual's chronological age.
- Economists focus on production and consumption activities; the family is a production and consumption unit.
- The family has also been viewed as a form of social group, a group held together by a common purpose. Although the family is indeed a social group, it is a social group that is very distinct when compared to other social groups.

³ www. Wikipedia,the free encyclopedia.html, accessed 1.5.2008.

⁴ www. The Definition of Family. Html, accessed 1.5.2008.



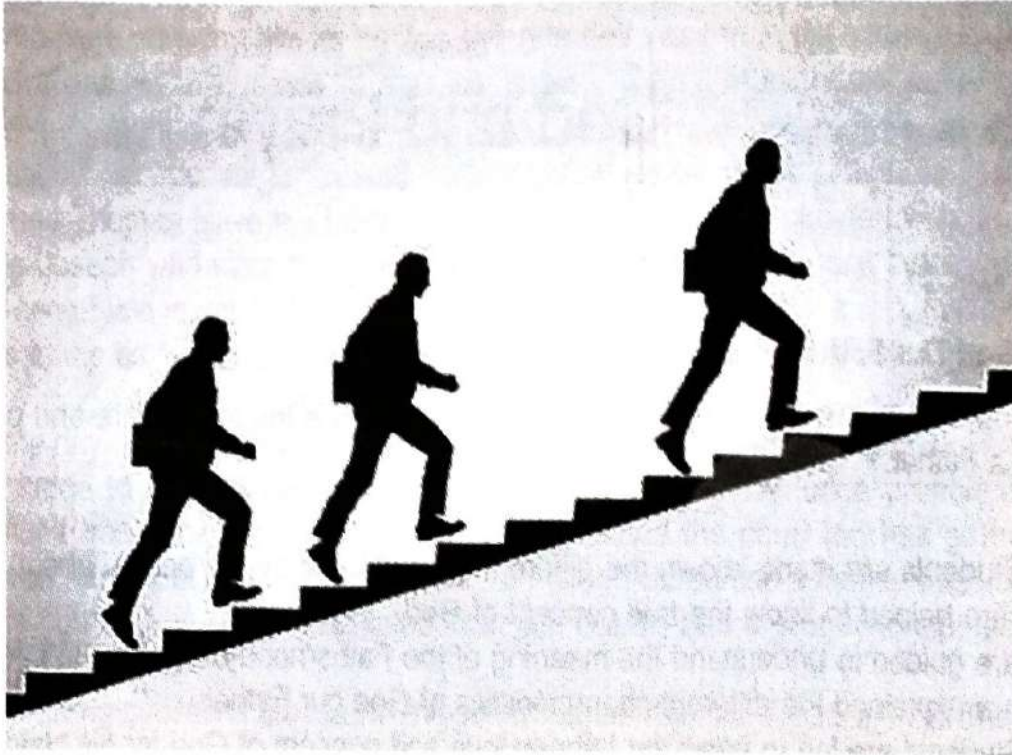
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Values For a Successful Life

Introduction

Every society is led by a set of values and a harmonious and prosperous society will always look for the upkeep of a sound value system. This year we study the values inherent in the development of the Kerala society. The well-acclaimed “Kerala Model” is a result of a convergence of different elements, both indigenous and foreign. Kerala has been a rock bud of different civilizational influences. It had trade connection and cultural contact with the West even before the 1st century AD. Many religions co-existed here side by side in rather a good harmonious relationship. From a general study of the Kerala history and culture, we choose some important values that helped - or that will help – the Kerala society to achieve greater development.