



# CHRISTIAN EMINENT COLLEGE, INDORE

(Academy of Management, Professional Education & Research)

**An Autonomous Institution Established in 1996**

*NAAC (UGC) Accredited WITH GRADE "A"*

F-Sector, H.I.G., Ravi Shankar Shukla Nagar Main Road, Indore (M.P.) – 452011

2022-23

## *Syllabus*

### **VAAC–P101- VALUE ADDITION COURSE BASIC COMPUTER AND ACCOUNTING SOFTWARE**

**MAX. MARKS: 100**

**MIN. PASS MARKS: 40**

**No. of Lectures per week : 06 Hours**

**Total Lectures: 96**

The objective of this course is to create IT Skills in accounting so that students can work as accountant in business organizations. The content are, practical manual accounting, any financial accounting software. The software to be installed in computer Lab and Software to be taught in computer Labs only. There shall be following assignments to be submitted by students.

1. MS Excel: Features and Formula.
2. Comprehensive problem covering all type of financial transactions. Developing Primary books, trail balance final accounts manually on any financial accounting software.
3. Generating Summarized and detailed reports through any financial accounting software.
4. Rectification of errors of all types through manually, any financial accounting software.
5. Adjustments in final accounts

**The above work is to be submitted as Report .This Report will carry 50 marks. A Test on the work shall be of 30 Marks and Viva Voce of 20 Marks.**

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## Syllabus

### VAAC –P102- VALUE ADDITION COURSE

#### COMMUNICATION LAB

MAX. MARKS: 100

MIN. PASS MARKS: 40

No. of Lectures per week: 06 Hours

Total Lectures: 96

The objective of this course is to develop communication skills so that students can communicate effectively in business organizations.

#### Communication Skills

1. Listening skills
2. Presentation skills
3. Telephonic Skills
4. Writing skills
5. Interview Skills
6. Pronunciation Skills- Word Accent, Intonation, Voice Modulation, Phonetic Symbols

#### Software to be used apart from training in Class Room

1. English Standard: Complete language learning system BPB Multimedia
2. Improve your spoken English : TBC Education Series
3. British and American English : Accent trainers program: TBC education series
4. Mastering English Build success in higher level English by V3 interactive Pvt Limited
5. Oxford Talking Dictionary BPB multimedia
6. Elegant English Listening : The language series by Pebbles

The above work is to be submitted in the form of a Report .This Presentation will be of 50 marks. Report will be of 30 Marks and Viva Voce of 20 Marks.

#### BOOKS:

1. Essentials of Business Communication by Rajendra Pal and J. S. Korlahalli
  2. Business Communication Strategy and Skill, Prentice Hall New Jersey.
  3. Business Communication, ICMR Publication.
  4. Business Communication by Asha Kaul.
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## *Syllabus*

### VAAC –P103- VALUE ADDITION COURSE

#### PUBLIC SPEAKING

**MAX. MARKS: 100**

**MIN. PASS MARKS: 40**

**No. of Lectures per week: 06 Hours**

**Total Lectures: 96**

1. Public Speaking – Introduction, Importance, Need & History.
2. Seven principles of Public Speaking.
3. How to become a better Public Speaker.
4. Public Speaking Techniques.
5. Ethics & Public Speaking.
6. Types of Speeches (Informative, Demonstrative, Persuasive, Special Occasion etc).
7. Managing anxiety & fear while speaking.
8. Confidence Building – Improvement of posture, voice, diction etc.
9. Speech Preparation – Researching the topic, Presentation aids, Rough draft and Final draft.
10. Group Discussion – Features, Nature & Scope.
11. Difference in Public Speaking & Group Discussion.
12. Desirable Attitudes & Group Discussion.

**The above work is to be submitted in a form of Report. This Report will carry 30 marks. A presentation will be of 50 Marks and Viva Voce of 20 Marks.**

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