

Programme Project Report (PPR)
for
Distance Learning Programme under School of Distance Education

Certificate in Business Data Analysis using Tally ERP and MS- Excel
(CBDA)

Course Co-ordinator: Dr.Sajimon Abraham

Academic support by
School of Management and Business Studies (SMBS)
Mahatma Gandhi University
Kottayam, Kerala

**CERTIFICATE IN BUSINESS DATA ANALYSIS USING TALLY ERP AND MS-
EXCEL (CBDA)**
(Distance Learning Programme - Certificate Programme)

Programme Project Report

Mahatma Gandhi University started the School of Distance Education in 1989 with the vision of providing the opportunity for quality education to all realms of society. Since the beginning, thousands of students have availed themselves of this opportunity for higher education to a great extent throughout Kerala. Many students outside the State have also benefited from this. But after the new directions of the UGC in 2014, the University had stopped all the Off-Campus Centres of the School of Distance Education both inside and outside the State.

Now it is the new endeavour of the School to revamp its functioning by offering different types of Diploma and Certificate programmes very relevant to contemporary society, in addition to the conventional Graduate and Post Graduate programmes. This is being done with the academic and infrastructural support of the eminent Schools and Interdisciplinary Interuniversity Centres of the University. All these Schools/ Centres have already conducted similar Programmes or Post Graduate Programmes in the same area. This Certificate Programme has been designed by the School of Management and Business Studies and is to be conducted by the School of Distance Education with the academic support of the School.

School of Management and Business Studies is a regular statutory Department for Management studies in Mahatma Gandhi University. The School had a humble beginning on 25th March 1999 with a two year full-time MBA program for the management aspirants with the objective of molding enterprising youth into career oriented and competent management professionals. With dedicated and high calibre professional expertise and state-of-art infrastructure, the institution imparts the best of theory and practical knowledge to carve a niche for itself in the challenging two year MBA, MPhil and PhD programmes on Management and Business Studies. Ours is one of the prominent Management Institutes in South India. The MBA program offered by SMBS is aimed at creating business leaders and entrepreneurs by leveraging on its strength in technology, computing and social sciences. The department is currently engaged in a diverse set of activities including teaching,

academic research, management development programs, and public sector projects. The department places heavy emphasis on experiential and process oriented learning, and the pedagogical tools include extensive use of case studies, simulation exercises, industry oriented project works to facilitate the same. Besides honing up the skills of individual decision making, enough emphasis is laid on developing team skills and value focused decision making. Continuous industry interaction, seminars and live projects are a regular part of the curriculum. Organizational environments are simulated to sharpen the skills of decision making, leadership and team building. Teamwork, group assignments, case studies, participation in class discussions and real business issues are strong features of the management program at SMBS.

(a) Programme's mission & objectives :

The job-oriented certificate programme are knowledge enrichment courses which provide students an opportunity to enhance their knowledge in selected areas and acquire additional skills which benefits them in the professional world and industry. The objective of the Certificate Programmes is to provide a wide spectrum of knowledge, skills and technological advances while fostering literacy in the broadest sense. They help to create a learner centric environment by maximizing academic learning for diverse learners with industry orientation. The courses create a flexible path to earn a specialized credential along with the Graduate Programme. These short duration knowledge enrichment courses provide students to build up skills in a specific area that relates to their field of interest. This course provides expert level training in Tally and Microsoft Excel for data analysis in professional business. **A certificate holder in this course can move to the second semester of the programme “Diploma in Computerised Financial Accounting and Taxation” if he/she desires to get a related diploma.**

(b) Relevance of the program with HEI's Mission and Goals :

The course aim to improve the knowledge and expertise in the interested field and prepare a leaner in meeting local and ever changing demand of the market with industry required skills which go in-line with the mission of the Institution - To provide skilled manpower to the professional, industrial and service sectors to meet global demands.

(c) Nature of prospective target group of learners:

The course is designed to for candidates who passed plus two programme in any subject group currently studying in a graduate programme or engaged in some job or un-employed or those who stopped their studies after plus two due to some reason.

(d) Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence :

As the programme is targeting for working people and those engaged in regular studies the only way to deliver the programme is through week end contact classes and through distance learning mode like on-line lectures and sharing of video and audio files. Today's internet and networking availability is strong in our country which is reachable to most of the common man we can effectively utilize this facility as a medium for course delivery, evaluation and for other administrative requirements. On completion of this course the students can work as

- Data Analyser
- Excel Programmer
- Business Analyst
- Tally Consultant

(e) Instructional Design :

- i. Duration of the Programme: Six Months –One Semester
- ii. Eligibility: Plus Two
- iii. Number of Courses : 4

Scheme & Evaluation

Course Code	Course Type	Contact Classes (Hrs)	Course Name	Credits	IA Marks	ESE Marks	Total Marks
DCFA T-101	Common Core course (Theory)	12	Introduction to Business Data & Accounting	4	20	80	100
DCFA T-102	Common Core course (Theory)	12	Accounting using Tally ERP 9	4	20	80	100
DCFA T-103	Common Core course (Theory)	12	Data Analysis Using Microsoft Excel	4	20	80	100
DCFA T-104	Common Core course (Practical)	30	Practical & Business Project	Practical -1 Project	20	80	100

				Work -3			
Total		66		16			400

(f) Procedure for admissions, Curriculum Transaction and Evaluation

Admission to the programme will be done by the University through a common procedure for all the programmes under the School of Distance Education. A pass in the Plus Two level is the minimum eligibility for the admission. Fee structure will be decided by the University. The School will prepare an academic calendar/activity planner and will be circulated among all the learners at the time of admission itself. The academic calendar will include all the significant activities, important dates, schedule of submission of assignments, schedule of contact classes, schedule of examinations, etc.

Evaluation of the courses shall be done by the faculty themselves on the basis of internal assessment and end semester examinations. 20% of the marks will be decided by the internal evaluations and the remaining 80% by the end semester examinations which will be done by the University. The performance of a student in each course is evaluated in terms of percentage of marks with a provision for conversion to grade points.

Each student shall be required to do one Assignment/Book Review/Debate/Seminar/ Presentation of case study for each course. Assignments/Book Review after valuation shall be returned to the students. The teacher shall define the expected quality of the above in terms of structure, content, presentation and the like, and inform the same to the students.

Grading System will be followed for the evaluation on a ten point scale. The details of the grading system are given in the following Table.

Percentage Equivalence of Grade:

Range of % of Marks	Grade Letter	Performance	Grade Point
95 - ≤ 100	O	Outstanding	10
85 - < 95	A plus	Excellent	9
75 - < 85	A only	Very Good	8
65 - < 75	B plus	Good	7
55 - < 65	B only	Above Average	6
45 - < 55	C	Average	5
40 - < 45	P	Pass	4
< 40	F	Fail	0
Absent	Ab	Absent	0

'P' grade is required for a minimum pass in a course. The minimum GPA required for a pass in the Certificate programme is 4.

Calculation of Grade Point Average (GPA) :

Credit Points for the Course = (No. of Credits assigned for the course x Grade Point secured for that course).

GPA indicates the performance of a student in the programme. GPA is based on the total **credit points** earned by a student in all the courses divided by the total number of credits assigned to the courses required in the programme.

Note: GPA is computed only if the candidate passes in all the required courses (gets a minimum required grade for a pass in all the required courses as per the curriculum).

GPA =

$$\frac{\text{Total credit points earned by the student from all the required courses of the programme}}{\text{Total credits of all courses required in the programme}}$$

This formula shall be printed on the Grade Card issued to the student with a note that it could be used to convert the grades into mark-percentages. (The details of the grading system as indicated above shall also be printed on the Grade Card).

Conversion of GPA to Grade

GPA	Grade
10	O
9.0 - < 10	A plus
8.0 - < 9	A only
7.0 - < 8	B plus
6.0 - < 7	B only
5.0 - < 6	C
4.0 - < 5	P
< 4	F
Absent	Ab

Conversion of GPA to percentage

$$\text{Equivalent Percentage} = (\text{GPA obtained}) \times 10$$

(g) Details of the laboratory support and Library Resources:

The computational facility available in School of Management and Business Studies shall be used. The computing facility available in the campus as well as the regional centers can also be used for this purpose. Some external computing facilities may be hired based on the number of enrolment.

Mahatma Gandhi University Library and Information System consists of University Library, libraries of the Schools and 4 study centre Libraries. The University Library was established in 1989. The University Library which is situated in the main campus occupies purpose-built accommodation, and provides a variety of facilities and has a user-friendly environment. These include individual work spaces, room for group study and teaching, audio-

visual access and online information retrieval system. The building of the University Library is 2000 sq.m in area consisting of the cellar, the ground floor and the first floor.

Academic as well as public users are given the facility to use the library. Special category membership is provided to journalists. The library is providing service from 8 am to 8 pm in three shift timings for its staff. The library functions on an average of 345 days in a year. The libraries of teaching departments are open during working hours of the Schools. Reading space is provided in all the three floors housing the various sections of the library. The library provides reading facility to the visually impaired users too. For this, an electronic lab custom made for visually and physically challenged users has been set up during 2016.

The University Library has a Library Advisory Committee. It is an 18 member committee with Vice-Chancellor as Chairman and University Librarian as Convener.

The library has a collection of 59,000 books, 232 journals, 2,135 Ph.D. theses and has access to 15000+ e-journals under E-Shodh Sindhu. The activities of the Library are comprehensively automated using open source library management software KOHA. OPAC, Journal Article Index, By monthly Bibliography compilation and Literature Search Service are also available.

The library is a member of the INFLIBNET Centre, Ahmedabad as well as DELNET (Developing Library Network). As a member of these networks, the library provides access to the resources of other major libraries in the country. In addition to the access to UGC INFONET consortium, it has access to major online databases, such as EBSCO, ProQuest dissertations and theses, Oxford Scholarship Online, IEEE All Society Periodicals Package etc. Mahatma Gandhi University had won the State IT Award during the year 2009 in the e-learning category for its university online theses digital library. The various department libraries have a good collection of subject specific books and journals.

A. MAHATMA GANDHI UNIVERSITY LIBRARY	
Category	No.
Books	59000
Journals	232
Bound Journals	7500
Ph.D Theses	2135
E-Journals (in UGC-Infonet, renamed as E-ShodhSindhu)	15000
Online databases (in UGC Infonet)	11
Online Archives subscribed	185 Titles
Online databases subscribed	4
E-books	7338
DVDs: Educational Videos	293

B	Name of School/Centre	Total No. of books
	School of Management and Business Studies	7549

h) Cost estimate of the programme and the provisions:

Budget estimate (for 100 students)

S.No.	Item	Amount (Rs. in Lakhs)
1.	Manpower	2
2.	Study material	1.5
3.	Laboratory/Library	1
4.	Internal assessment	0.5
5.	End semester examination	1
	Total	6.00

Total Programme fee: Rs.6000/-

(i) Quality assurance mechanism and expected programme outcomes

The quality of the programme will be ensured through strict monitoring by an executive committee including the Co-ordinator of the programme, the subject experts, Director, School of Distance Education and Head of the School of Management and Business Studies. The Co-ordinator of the programme shall ensure the regular student feedback of courses, teachers and programme in the prescribed format towards the end of the semester and the same shall be analysed to draw conclusions for effecting improvement. Periodical review meetings on the programme efficacy will be held in which the remarks of teachers on curriculum, syllabi and methods of teaching and evaluation will be given due importance. Moreover, the progress and the quality of the programme will be monitored by the Internal Quality Assurance Cell of the University from the outcome and feedback of the learners as well as the proper documentation maintained in the Centre.

Syllabus

Certificate In Business Data Analysis Using Tally Erp And Ms-Excel

CPBDA-101. Introduction to Business Data & Accounting

Business Data, Types of Business data, Managing business data for Decision Making, Introduction to Accountancy, Accounting system-need and benefits of Computerized Accounting-transition from Manual Accounting to Computerized Accounting- list of Accounting softwares, Rules of Accountancy, Advance Concept of Accounting, Journal and Ledger, P& L Account and Balance Sheet, Ledger Scrutiny, Bank Reconciliation, Accruals and Provisioning.

CPBDA-102. Accounting Using Tally ERP 9

Introduction Business functions, Accounting terms, Accounting statements, Tally Start Up • Company Creation • Creation of Group and Ledger • Security Control, Back -up & Restore Process • Inventory Master • Accounting entries and Inventory entries (Sales, Purchase, Returns & Stock) • Invoicing • Cost Centre & Cost Categories • Recording of expenses • Interest Calculations, Projects on Accounting and Tally -Accounting Writing • Reconciliation of Debtors & Creditors • Ledger Scrutiny • Developing a complete Company project in Tally, Business data analysis case studies.

CPBDA-103 Data Analysis Using Microsoft Excel

Introduction to Excel, Worksheet basics, data entry cells, entry of numbers, text and formulae, moving data in a worksheet, Moving around the worksheet, selecting data range, using the interface (tool bars, Menus), Editing basics, working with workbooks, saving and quitting, cell referencing, formatting and calculations, calculations and worksheet- using auto fill, working with formulae, efficient data display with data formatting (number formatting, date formatting etc.), working with ranges, worksheet printing, working with graphics and charts, adding formatting text data with auto format, creating embedded chart using chart wizard, sizing and moving parts, updating charts, changing chart types, creating separate chart sheets, adding titles, legends and grid lines, printing charts, introduction to Macro: Business data analysis case studies.

CPBDA-104. Practical & Business Project

A business accounting Problem of typical business organization has to be identified and have to be implemented using Tally and Excel. A project report has to be given.

Books Recommended:

1. Gupta R. L. and Radhaswamy .M. Advanced Accounting , Sultan Chand & Sons , New Delhi.
2. Shukla M. C .Grewal .T. S. and S.C. Gupta. Advanced Accounts S. Chand &Co. Ltd. New Delhi.

3. Cox et.al. , 2007. MS Office step by step, PHI, New Delhi.
 4. Tally, Vikas Publishing House, New Delhi.
 5. Tally Academy . Tally Manual.
 6. TALLY 9 Upto release 3.0, Computech Publications Ltd., New Delhi
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