



The South Indian Association's  
**The S.I.A. College of Higher Education**  
Affiliated to University of Mumbai  
Accredited B+ by NAAC  
P-88, MIDC Residential Area Dombivli Gymkhana Road,  
Near Balaji Mandir, Dombivli (East), 421203.

### 5.1.3 Proposals for Certificate courses

## Syllabus of South Indian College Year 2017

SN	Name of Topic	Session	Theory
1	Why Accounts, Why A/c In Tally, Generation Of Tally, Scope Of Tally. Version, Licenses, Configuration, Calculator in tally etc	<b>Session 1</b>	
2	Features 11 & Configuration F - 12 Creation of Accounting and Inventory Masters, Types of Vouchers		
3	Creation of Groups, Ledgers, Inventory Items, Inventory Categories and Groups	<b>Session 2</b>	
4	Purchase, Debit Notes, Sales, Credit Notes with inventory (Without Taxes)		
5	Introduction to VAT, CST		
6	Purchase, Debit Notes, Sales, Credit Notes with inventory (With Vat /CST)	<b>Session 3</b>	
7	Preparing Cheques, Deposit Slips		<b>10 Sessions of Two Hours Each</b>
8	Payment, Receipt Contra Entries	<b>Session 4</b>	
9	Bank Reconciliation Manual and Online		
10	Generation of VAT/CST Statutory Reports	<b>Session 5</b>	
11	<b>Evaluation Test 1</b>	<b>Session 6</b>	
12	<b><u>Payroll</u></b>		
13	Introduction to Payroll	<b>Session 7</b>	
14	Manual Calculation of Salary		
15	Creation of Groups, Ledgers, for Payroll		
16	Creation of Employee Masters for Payroll and Processing of Salary Statements	<b>Session 8</b>	
17	<b>Evaluation Test 2</b>		
18	Management Information System	<b>Session 9</b>	
19	Emailing of reports, SMS facilities		
20	<b>Final Examination</b>	<b>Session 10</b>	

Fees for the above will be Rs.2250/ per session i.e Rs.22500/- (Rupees Eighteen Thousand Only) plus GST @18% extra  
 fees includes training , notes-Soft Copies, specimen copies or purchase, sales bank etc for practises(soft copy) , and certificate (physical copy) cost of printing certificates will be on account of South India College

Main Topic	Sub Topic	Objectives	Duration
<b>DAY 1</b>			<b>8</b>
Introduction	Introducing the connect with work programme	What is in it for me? Understanding the objective of the CWW programme	0.5
Interview Skills	Online image	Building a strong impression online and sustaining online credibility	0.5
	Self Awareness	To Know your personality through an MBTI	1
	Grooming	To study corporate grooming habits (The right attire)	1
	Body Language	To imbibe the right body language for a professional environment	1
	Confidence	To increase self belief and faith in one's own abilities	0.5
	Interview FAQs	Learn to face frequently asked interview questions	1
	Resume	To build a strong profiles through effective resume writing	1
	Rejections	To understand how to handle interview rejections and come back from set-backs	0.5
	Overall Break time		
<b>DAY 2</b>			<b>8</b>
Corporate Readiness	Values	An introduction to values in a corporate environment	0.5
	Ownership	To learn how to be accountable and own tasks, projects etc.	0.5
	Respect	To understand the importance of respect as a critical corporate value	0.5
	Flexibility	To learn how to be flexible while playing multiple roles	0.5
	Time Management	To improve effectiveness at work and achieve a balance	0.5
	Stress Management	To understand how stress can be managed and to lower depression	0.5
	Positive Attitude	To take the step towards positive success by adapting the right approach	0.5
	Aptitude Test	To understand one's own ability and interests	1
	LinkedIn (Profile Management)	profile	1
	SWOT Analysis	To Self evaluate and analyze strengths and areas of improvement	0.5
Overall Break time			1

DAY 3			8
Mock Interviews & Group Discussions	Learning application	Group Discussion rules	8
		Tips to handle Interviews and enhance Public Speaking skills (Group Discussion)	
DAY 4			8
Mock Interviews	in basket simulation (Learning Application)	Tips to handle interviews and be able to create the right impression	8
Aptitude Test	Assessment	<ul style="list-style-type: none"> <li>• VERBAL – Synonyms, Antonyms, Sentence completion &amp; passage writing</li> <li>• Aptitude – Quantitative and Logical reasoning</li> <li>• Analytical – Critical Reasoning</li> </ul>	8
TOTAL DURATION			40

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5<sup>th</sup> August, 2020

To,  
The Principal  
The S.I.A College of Higher Education  
Dombivli (e)

Dear madam,

The Short-term courses cell of the college is proposing to conduct a 10 days communication skills workshop for BMS, BBI, BMM, BAF courses during September 2020. The following faculty members will be part of the curriculum design and delivery team:

1. Booma V Halpeth
2. Manju Sashikumar
3. Shweta Gopalakrishnan
4. Janhavi Vidwans

We request you to kindly approve our proposal to conduct the courses.

*Noted, kindly to ahead  
write program as stated.*

Warm regards

Booma V Halpeth

*Padmaji  
7/8/2020*

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## Placement Cell

### Proposal for the Short term courses

The short term courses cell of the college is planning to organise a certificate course in communication skills:

The following are the **topics** to be covered:

- Articles
- Verbs
- Tenses
- Prepositions
- Introducing self
- Article writing
- Story and report writing
- Group discussion
- Presentation skills
- PPT preparation

**Duration of the course** - 30 hours

**Method of Delivery** – Blended mode – Lectures will be conducted via microsoft teams and also assignment and videos to be uploaded in Google classroom

**Assessment-** Assignments and presentation

Some Sample activities as shown here

- Introduction Video, group formation,
- Writing story, articles based on tenses.
- Construct a story using 4 forms of present tense.

The curriculum will be facilitated through the team of four faculty members from the teaching staff.