Best Practice

Best Practice 1: Certificate Course in Computers for BCom Programme

Objectives of the Practice:

- To provide the students with computer literacy along with its certification in order to help them meet the demand of the professional world that has been heavily digitized.

- To help the students get through the basic skill development of programmes like Microsoft Office such as Excel Spreadsheets, MS Word, PowerPoint Presentation, etc. and their business applications.

- To help the students manifest their knowledge by making them adept in data tabulation and analysis, helping them express their thoughts, and educating them on assimilating Visual aids to their presentations.

- To walk the students through concepts like Loop, Arrays, Strings, Control, Branching, and Decision Making in C and help them cope with the advent of Artificial Intelligence and Machine Learning.

- To make the students aware of E Commerce, E Market, and E Business whereby enabling them to understand and practice online business, global marketing, global trading, marketing strategies, pricing strategies, and data collection.

- To familiarize the students with Computerized Accounting by teaching Tally ERP 9 and Tally Prime and its components like Accounting with GST, Bill by bill details, Batch-wise details, TDS Concepts, Backup and Restoring, etc. which can in turn churn professional accountants from the institution.

- To provide the society with skill-laden professionals that will contribute to the national economic machinery and alleviating the onus off the government by generating employment.

The Context

The recent decade witnessed the economic upheaval with the surfacing of the Company Act 2013, Demonetization, Goods and Services Tax, Digital Transactions, etc. Resultantly, the importance of techno savvy accountants, analysts, finance managers, bankers, finance advisors,

retail managers, marketing managers, etc. was deemed necessary by the chaotic economic market. The students of the institute are a congregation of various socio-economic classes much like the rest of India. Most of them are not privileged enough to have been accustomed to ICT hardware or software. This turns out to be a major hurdle in their holistic development despite having the learning acumen. On the other hand, most of the applications of the concepts in Commerce and Management Science entail digital tabulation, drafting, or presentation. This leaves a rift between students' theoretical knowledge and contemporary pragmatics. The focal challenge was to tailor the training process keeping in mind the technological lacuna of the students.

The Practice

Computer Literacy courses in the Indian higher education system have seldom been a part of the mainstream curriculum. It is expected of the individual to pick these skills on their own. Students belonging to different socioeconomic backgrounds have a myriad of limitations in doing so. SBES is one of those rare institutes that own up to this responsibility of helping its students overcome all the peripherals of their curricular learning. Computer literacy is a skill that, apart from a seasoned trainer, relies heavily on a setup of equipment like CPU, Monitor, Keyboard, Mouse, Software Licenses, Internet, etc. Resultantly, this becomes one of the most expensive skills to master. The Institute, being arrayed with over 268 computers, 23 laptops, and a state-of-the-art Internet facility, made sure that the students are granted full access to the equipment for their learning and practice.

Most of the students in the institute, who were not privileged enough to have access to electronic gadgets, found themselves in a fix while handling the computers at the onset. The intricacies of the technical knowhow were a tad too much for the rookie learners.

Keeping this backdrop in mind, the institute decided to employ experts in the field. A proper Memorandum of Understanding was signed with the parties to ensure the quality of professionalism in the teaching-learning process.

The certificates offered by the institute on the completion of the programmes had a pragmatic value as the courses were tailored pertaining to the contemporary requisites of the business world. Detailed courses were designed by the institute for a nominal fee so that students from all economic strata could benefit from the courses. The pedagogy used while conducting the courses included Hybrid classroom teaching and Practice Sessions. The basics of the concepts were imparted using projectors. Students were provided a simulation of work scenarios through various case studies. The trainers, demonstrating diligence and patience, made sure to walk the students through the very basics of the concepts. The students were given enough practice to get acquainted with the ins and outs of these programmes. The details of the courses are as follows:

1)   Certificate Course in MS-Office

The course consisted of four units, namely Spreadsheet and its Business Application, Creating Business Spreadsheet, MS Word, and PowerPoint Presentation. The details of which are as

follows:

- **Spreadsheet and its Business Application:**

Spreadsheet concepts, managing worksheets, Formatting, Data Entry, Editing and Printing a Worksheet, Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts, and graphs, generally used Spreadsheet functions, Mathematical, Statistical, Financial, Logical, Date and time, Lookup and reference, Database and Text functions.

- **Creating Business Spreadsheet:**

Creating spreadsheet in the area of: Loan and Lease statement, Ratio Analysis, Payroll statements, Capital Budgeting, Depreciation Accounting, Graphical representation of data, Frequency distribution and its statistical parameters, Correlation and Regression

- **MS Word:**

Introduction, Merge of file, Insert of Table, Picture, Shapes, Icons, Insert of Header, Footer & Page no., Inserting Symbol, Highlighting the text, Margin Setting, Page Orientation, Addition or removal of column, Insert Footnote, Captions, Mail Merge, Envelop, Spell Check, Print Layout, Web Layout, Split Window, Switch Windows, View Gridlines, Insert or remove row or column, Split cell, Split Table

- **Power Point Presentation:**

Insert Slide, Layout, Inserting Shapes, Arranging Objects, Shape Fill, Shape Outline, Shape Effects, Insert Table, Picture, Photo Album, Header, Footer, Equation, Symbol, Insert Designs, Insert Transition & giving effect to it, Making Animation, Making Slide Show, Making Record, Check accessibility, Normal View, Outline View, Reading view, Slide Master, Handout Master, Notes Master.

2)   Certificate Course in E-Banking

The course consisted of four units, namely E-Commerce and Internet, Electronic Market, Electronic Business, Business to Business Ecommerce. The details of which are as follows:

- **E-Commerce and Internet:**

Introduction, Main Activities of Electronic Commerce - Definition of Electronic Commerce Broad Goals of E-Commerce- Electronic Commerce Technical Components- Functions of E Commerce- Advantages and Disadvantages of E-Commerce- Scope of E-Commerce- Progress of E Commerce in India- Two faces of E-Commerce- Electronic Commerce essentials-ecommerce's applications- Electronic Commerce and Electronic Business- Electronic Commerce and Internet.

- **Electronic Market:**

Online Shopping – Online Purchasing- Electronic Market- Three Models of Electronic Market, Market Category- Interactive Marketing-One –to – One Marketing- Pull and Push TechnologiesB2B Hubs- B2B Market Places.

- **Electronic Business:**

Introduction-Definition- Application of E-Business- Emerging Application – Electronic Business Architecture- Electronic Business Initiatives- Dotcom Companies-Opening the doors of Virtual Business- Success of Electronic Business.

- **Business to Business Ecommerce:**

Business to Business Applications- B2B Electronic Commerce- B2C Electronic Commerce- B2B Implementation problems- Future Trends in B2B Market Places.

3)   Certificate Course in Tally ERP and Tally Prime:

Students were provided with a Tally Module to assist them in grasping the concepts quickly. The course consisted of four units, namely Introduction to Tally, Accounting with Tally, Tally Inventory Management, GST Functionality, MIS Reports. The details of which are as follows:

- **Introduction to Tally:**

Fundamentals of Computerized Accounting, Computerized Accounting Vs. Manual Accounting, Architecture and Customization of Tally, Features of Tally, Configuration of Tally- Accounting groups.

- **Accounting with Tally:**

Creation of new Company, Creation of groups, Ledger, Vouchers, Voucher entry, Payment voucher, Receipt voucher, Sales voucher, Purchase voucher, Contra voucher, Journal voucher, Editing and deleting vouchers, Bank reconciliations, Bill wise details, Order processing, accounting reports, Export and import of data, Printing of vouchers, bills and reports, web-enabled reporting and online support.

- **Tally Inventory Management:**

Introduction to inventory, Creation of stock category, Creation of stock group, Creation of stock items, Editing and deletion of stock items, Usage of stock in voucher entry, Stock vouchers or purchase orders, Purchase and sales orders, stock valuation methods, Inventory reports.

- **GST Functionality:**

Activating GST in tally, setting up GST, Company Level, Ledger Level or Inventory Level, Creating GST Masters, CGST, SGST, IGST. Recording GST Transactions: Purchase, Sales, Printing GST Tax invoice, GST Returns, Payment of GST.

- **MIS Reports:**

Introduction, Advantages of Management Information Systems, MIS Reports in Tally ERP 9, Trial Balance, Balance Sheet, Profit and Loss Account, Cash Flow Statement, Ratio Analysis, Books and Reports, Day Book, Receipts and Payments, Purchase Register, Sales Register, Bills Receivable and Bills Payable, Key Takeaways.

4)   Certificate Course in C-Programming

The course consisted of four units, namely C- Language; Operators, Expressions, and Decision Making; Control, Branching, and Decision Making in C; Loop; and Arrays and Strings. The details of which are as follows:

- **C- Language:**

Introduction, Types of Languages, History of C Language, Basic Structure, Creating, Compiling, Linking and Executing the C Program, Pre-Processors in C, Token, Constants, Keywords & Identifiers, Variables, Data types, declaration and assignment of variables defining symbolic constants

- **Operators, Expressions, and Decision Making:**

Operator, Types of Operators, Arithmetic, Relational and Logical Operators, Assignment, Increment and Decrement of operators, Conditional, bitwise and special operator, arithmetic expression and its evaluation, hierarchy of arithmetic operations, evaluations

- **Control, Branching and Decision Making in C:**

Decision Making in C, Introduction, if statement, if-else statement, Nested if statement, if else if Ladder switch case, GOTO Statement.

- **Loop:**

Loop Introduction in C, While Loop, do while Loop, for Loop with variation, Nested Loops, Loop Interruption Statement – Break and continue

- **Arrays and Strings:**

Arrays, Introduction, defining an array, Initializing an array, One dimensional array, Two-dimensional array, Dynamic array.

Strings: Introduction, Declaring and initializing string variables, Reading and Writing strings, String handling functions.

Evidence of Success

During the last 5 academic years, over 5642 students benefitted from the course. This phenomenal number speaks for itself while gauging the success of this practice.

Students' progress was continuously assessed by the trainer. The target of the practice was to make the students comfortable with the programmes along with the basics and nuances of MS Office. Students were encouraged to actively partici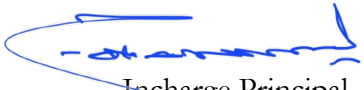pate in the training process and were given unrestricted access to the equipment. As a result of the motivation of the Institute's faculty members and the expertise of the professional trainers, the students made the most of the opportunity and received the certification. The students were pretty much at ease with the use of the computer equipment thenceforth and became resourceful self-learners. It was further reflected in their subsequent vocations where they were able to focus on the job at hand rather than worrying about the computer proficiency needed for it.

The unprecedented success of this practice beacons that the students, who are already brimming with inquisitiveness and fervour for learning, simply need due assistance and guidance from their alma mater in overcoming the outlying skill development.

Problems Encountered and Resources Required

The primary problem encountered by the institute while undertaking this Practice was the want for professional trainers who would mould the teaching-learning process keeping in mind the magnitude of the number of students as well as their socioeconomic diversity. To alleviate the students off the economic burden, the Institute bore the major cost and deployed a professional trainer to overcome this challenge, who in turn, adopted a pedagogical process that made the syllabus palatable for the students. The institute made sure that the professional trainers were provided with an assembly of computer hardware and software such as CPUs, Monitors, Keyboards, Mouses, Internet, Wi-Fi, Software licenses, etc. The ginormous response from the students imposed the Institution with the question of accommodating the number against the available ICT resources. Thus, the student strength was divided into batches. The faculty members stood at the beck and call of the external trainers as well as the students.

Incharge Principal