

**GOVERNMENT COLLEGE KATTAPPANA**  
**ADD-ON COURSE**  
**POST GRADUATE DEPARTMENT OF COMMERCE**  
**CENTRE FOR EXTENSION ACTIVITIES**  
**ADD-ON COURSE**

The add-on program in Commerce is designed with the objective of equipping the students to cope with the emerging trends and challenges in the industrial and business world. The program is designed with three major subjects so that a successful candidate can pursue skill development and employment in any one of the major subjects of his/ her choice. The program also aims at making the students fit for taking up various jobs and initiating and running self-employment ventures.

**The three major subjects offered under this program are**

- I. Course I: GCK - SPSS23 - SOFTWARE PACKAGE FOR SOCIAL SCIENCE**
- II. Course II: GCK-WD23 - WEB DESIGNING**
- III. Course III: GCK- CAT23 - COMPUTERISED ACCOUNTING WITH TALLY**

**Eligibility for admission**

Eligibility for admissions and reservation of seats for the program shall be according to rules framed by Government College Kattappana from time to time. No student shall be eligible for admission to the program unless he/she has successfully completed the examination conducted by a Board at the +2 level of schooling or its equivalent.

**Registration:**

Each student shall register for the courses in the prescribed form in consultation with the faculty advisor within two weeks from the commencement of each course.

**Duration**

The normal duration of the program shall be one year, consisting of 50 hours (including practical). The duration of each course shall be five months, inclusive of the days of examinations.

**Program Structure The program shall include:**

- 1. Skill Development Course
- 2. Information Technology Enabled Course
- 3. Accounting Package Courses

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**STATISTICAL PACKAGE FOR SOCIAL SCIENCE (SPSS)**

***COURSE COORDINATOR: Dr. JOBIN SAHADEVAN***

**SYLLABUS**

**Course I: GCK - SPSS23 - SOFTWARE PACKAGE FOR SOCIAL SCIENCE**

No. of instructional hours per week: 5 (2 hours theory and 3 hours practical)

**The aim of the course:** is to update and develop theoretical and technical expertise in applying software for SPSS.

**Course objectives:**

1. To familiarise the students with the basics of Software for SPSS
2. To equip the students to meet the demands of the industry.
3. To develop practical skills in statistical software

**MODULE - I**

Software Package in Social Sciences (SPSS)- Starting SPSS -Terminology –Case, Variables, and levels- System missing and user-defined missing values -Identification numbers and case numbers – Procedure- Fundamental definitions– sample, descriptive statistics, nominal scales, ordinal scales, interval scales, ratio scales, quantitative data, categorical data, or frequency data. Dependent and Independent variables. Parametric and non-parametric data and tests (overview of few tests like chi-square test, ANOVA, etc.) (50hrs)

**Recommended Practical:** 1. SPSS – basic skills to input data and taking statistical values like averages and prepare cross tabs and creating charts using SPSS 3. Familiarise with database, primary field, view, query etc. Create database for your educational institution for the purpose of preparing merit list and waiting list for admission of degree students.

**Books Recommended:**

1. Cox et.al. , 2007. MS Office step by step, PHI, New Delhi.
2. Jeremy: SPSS for windows, Sage Publications, New Delhi.

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**WEB DESIGNING**

***COURSE COORDINATOR: Dr.SHANIMON S***

**SYLLABUS**

**Course II: GCK-WD23 - WEB DESIGNING**

**No. of instructional hours per week: 5 (2 hours theory and 3 hours practical)**

**The aim of the course: Is to expose students to an environment for web design and develop programming skills for it.**

**Course objectives:**

1. To impart functional knowledge in the field of Web design
2. To equip the students to meet the demands of the industry.
3. To develop practical skills in web design and production for business organizations.

**Module I - Planning a website: -**

Web page overview –, Elements of a web page. Types of Sites – Personal sites, Small business sites, large business sites, online business sites, Educational institution sites, Government sites, Blogs Twitter, - Matching format to the audience, creating guidelines, creating a site structure, Writing for the web, downloading time, methods for creating pages, Publishing a site – Addressing a web site, Absolute & Relative addresses (8 hours)

**Module II HTML Basics:-**

Head content, adding a title, Body content, Paragraph breaks, Line breaks, Horizontal lines, Fonts and text size Text color, Headings, Aligning text, lists, and background color Editing - About HTML editors, - Net beans, Dream Viewer, and the editing Environment Effective Page design, uniform style, finding design ideas, Heading, Lists, using white space, splitting the text, colors and background Creating pages with Save As (17 hours)

**Module III Frames, Forms, Images & Navigation:-**

Frames and tables, animated effects – forms – creating forms - image formats for the web, obtaining images, image size, editing images, thumbnails, images and text, rollover images - Navigation – types of hyperlinks, navigation bars, linking to external sites, email links, creating image maps, image maps in action, site maps, three-click navigation, site linkage (25 hours)

**Recommended practical:**

1. Create a timetable for your class.
2. Create a mark list of university examinations.
3. Create a website for (a) an automobile Company, (b) AN FMCG company, and (c) a dynamic website for an educational institution
4. Create a website for computer products,
5. Create an online application form for the admissions process.
6. Create a website for online marketing.
7. Creating a Blog using XML

**Books Recommended:**

1. Mary Millhollon ,et .al. Easy Web Design, PHI, New Delhi.
2. Nick Vandome . Creating Web Pages, Dreamtech Publishers, New Delhi.
3. Mike McGrath . HTML in Easy Steps, Dreamtech Publishers, New Delhi.,
4. Ramachandran et. al Web designing and Production for Business, Green Tech Books, Thiruvananthapuram
4. NIIT . Basics of Website Design
5. Millhollon & Castrina . Faster Smarter Web Page Creation, PHI, New Delhi.

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**COMPUTERISED ACCOUNTING WITH TALLY**

***COURSE COORDINATOR: SARVY JOSEPH***

**SYLLABUS**

**Course III: GCK- CAT23 - COMPUTERISED ACCOUNTING WITH TALLY**

**No. of instructional hours per week: 5 (2 hours theory and 3 hours practical)**

**Aims of the course:**

**To update and expand the skills in the application of accounting packages. Course objectives:**

- 1. To expose the students to computer applications in the field of accounting.**
- 2. To equip the students to meet the demands of the industry.**
- 3. To develop practical skills in the application of the Tally Package.**

**Module I: Company creation and set-up of accounts in Tally**

Startup Tally, Quitting Tally, Creation of a Company, Alteration, Delete, and Shutting a company  
- Concepts of Grouping of Accounts – Predefined account groups, display, or alter groups  
Creating Ledger Accounts – Predefined ledger accounts, creation, display, altering, and deleting  
ledger accounts - Inventory – items, groups, units, creating a single stock group, creating a  
multiple stock group, stock items (10 hours)

**Module II: Accounting vouchers and its advanced usages**

Vouchers, Types of Vouchers used in Tally, Creation of Voucher type, Types of accounting  
Vouchers, Accounting Features, Maintaining Bill-wise Details, Cost center and cost category,  
interest calculation, Reversing journals and optional voucher, Memorandum Voucher - Inventory  
vouchers – delivery note, physical stock voucher, purchase order, sales order, receipt note,  
rejection in, rejection out, stock journal, Stock category, bill-wise details, multiple Godowns,  
different and actual bill quantity - Working with payroll info menu - payroll configuration and  
pay head creation - payroll vouchers- payroll reports. (30hrs)

**Module III: Books of accounts and its advanced usages**

Cash book, bank book, journal register, ledger, purchase register, sales register, stock item, stock  
group summary, movement analysis, sales order, purchase order, location-wise stock reports,

stock query, branch accounting, flexible invoicing, discount in invoicing, price list, bank reconciliation, manufacturing account (10 hours)

**Recommended Practicals:**

1. Application of Tally - the creation of companies; creation of primary and secondary groups; creation of ledgers; creation of inventory (items, groups, units, etc.).
2. Creation of different types of vouchers; bill-wise details; interest calculation; creation of godowns
3. Preparing, displaying, and altering books of accounts; preparing stock reports; stock queries; branch accounts; invoices; price lists; and bank reconciliation statements
4. Creating payroll vouchers in TALLY
5. Generating fund flow statements, ratio analysis statements, and budgets; calculation of VAT in tally; preparation of TDS return

**Books Recommended:**

1. Institute of Computer Accountants Tally, Vikas Publishing House, New Delhi.
2. Tally Academy. Tally Manual.
3. TALLY 9 Up to release 3.0, Computech Publications Ltd., New Delhi