

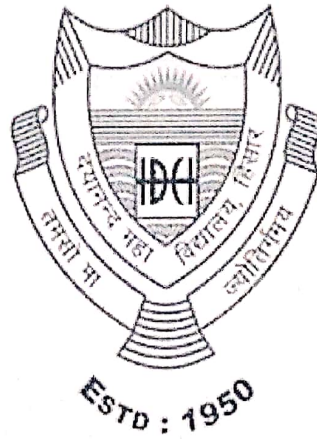
# DAYANAND COLLEGE, HISAR

Department of commerce

A Proposal For Diploma Course in  
“Communication and Presentation Skills”

Course Code: CCCAPS23

Course coordinator: Dr. Renu Rathee



- Duration of Course:30 Hours
- Registration: Free of Cost
- W.e.f. Session:2022-23



# Communication and Presentation Skills

Course Code: CCCAPS23

**Course Title:** Communication and Presentation Skills

**Course Duration:** 30 Contact hours

**Target group:** 12<sup>th</sup> pass students of any stream

**Department:** Commerce

## **Introduction:**

Effective communication and interpersonal skills underpin everything, whether in the workplace or elsewhere. Poor communication in a work environment can lead to misunderstandings, time being wasted or mistakes being made, all of which have the potential to be very costly to an organisation. Solid knowledge of communication skills develop self-confidence, they also increase the individual's employment opportunities. A person without these skills finds it difficult to face the challenges of the current-day scenario. This course aims to develop the communication skills of the students and to enhance the ability of the students to participate in Group Discussions and Personal Interviews. This course attempts to demystify the stress and nerves surrounding a presentation. The Intent is to provide a methodology for participants to prepare and deliver an effective, high impact presentation that meets the objectives and brings results.

## **Aims and Objectives:**

- To create a powerful first impression.
- To communicate in a clear, objective & systematic manner.
- To deliver different types of presentations confidently.
- The students will be able to perform well on social ground.
- To help the student to be creative, and analytical.
- To develop their own specific skills. 4. Polishing manners to behave appropriately in professional circles.
- Developing and maintaining optimistic nature.
- Understanding the art of entertaining.

## **Course Outcome:**

- To know the process of communication and its components.
- To understand how to make effective presentations.
- To understand the concept of Personality.

- To learn what personal grooming pertains.
- To learn to make good resume and prepare effectively for interview.
- To learn to perform effectively in group discussions.
- To explore communication beyond language.
- To learn to manage one while communicating.

### Structure of the Course:

#### Unit I

Communication: Barriers in Communication, principles of Communication, 7Cs of Effective Communication, Importance of Effective Communication, Types of communication: Verbal & Non-Verbal Communication, Types of Body Language, Functions of Body Language, Role of Body Language, Proxemics

#### Unit II

Presentation Skills – Defining Purpose of Presentation, Importance of Presentation, Planning of Presentation, Making effective presentations, Delivering Presentation, Tools that enhance the effect of the presentation. Group Discussion: Do's and Don't, Procedure of Group Discussion.

#### Unit III

Interview Skills: Importance and Factors Involving Interview; Characteristics of Interview; Interview Process; Interview Techniques- Manners and etiquettes to be maintained during an interview; Sample Questions Commonly asked During Interview, Dress Code, Mock Interview.

#### Unit IV

Stress Management: Factors causing stress, Types of stress, effects of stress on body and mind, stress removal techniques. Time Management: Necessity and benefits, tools of time management.

#### Assessment : 100 Marks

Written: 60%

Practical (if any): 40%

Or

Two Assignments/ Projects: 20 marks each

#### Grading & Award of Certificate:

A+ Grade-90% & above

A Grade – 70% & above but less than 90%

B Grade – 60% & above but less than 70%

C Grade – 50% & above but less than 60%

D Grade – 35% & above but less than 50%

The candidate scoring less than 35% will have to re-appear in this paper as per rules.

**Course Content developed by:**

1. Ms. Smriti
2. Ms. Anshul Maggu
3. Ms. Shalu
4. Ms. Monika



Course coordinator: Dr. Renu Rathee

Associate Professor, Incharge of Commerce

Department: Psychology



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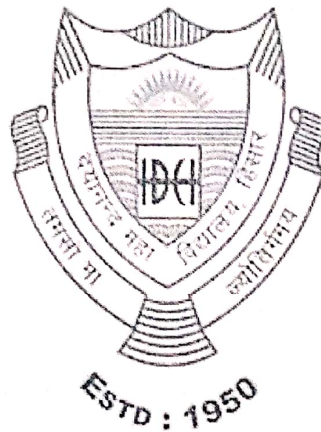
Department of commerce

A Proposal For Diploma Course in

“Research Methodology”

Course Code: CC-RM-23

Course coordinator: Dr. Renu Rathee



- Duration of Course:30 Hours
- Registration: Free of Cost
- W.e.f. Session:2022-23





# Research Methodology

**Course Code: CC-RM-23**

**Course Title:** Research Methodology

**Course Duration:** 30 Contact hours

**Target group:** Graduation pass students of any stream

**Department:** Commerce

## **Introduction:**

Research Methodology enable students to develop understanding of basic concepts of research and to provide them with an opportunity to develop research skills. This course aims to lay a foundation for your empirical research.

## **Aims and Objectives of Course :**

- Identify and discuss the complex issues inherent in selecting a research problem, selecting an appropriate research design, and implementing a research project.
- Identify and discuss the concepts and procedures of sampling, data collection, analysis and reporting.

## **Course Outcomes**

- To update with latest development in research.
- Students who complete this course will be able to understand and comprehend the basics in research methodology and applying them in research/ project work.
- This course will help them to select an appropriate research design.

## **Structure of the Course:**

### **Unit I**

Introduction to research: Definition, objectives, characteristics, need for research, designing the methodology.

### **Unit II**

Types of research: qualitative and quantitative research. Literature review: Sampling techniques.

### Unit III

Data collection, Method of questionnaire, types of data: Primary and Secondary data, Interpretation of data.

### Unit IV

Basics of hypothesis testing and Report writing.

**Assessment : 100 Marks**

Written: 60%

Practical (if any): 40%

Or

Two Assignments/ Projects: 20 marks each

**Grading & Award of Certificate:**

A+ Grade-90% &above

A Grade – 70% &above but less than 90%

B Grade – 60% &above but less than 70%

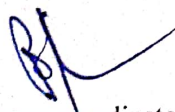
C Grade – 50% &above but less than 60%

D Grade – 35% &above but less than 50%

The candidate scoring less than 35% will have to re-appear in this paper as per rules.

**Course Content developed by:**

1. Ms.Kamal
2. Ms.Niharika
3. Ms.Smriti



Course coordinator: Dr. Renu Rathee

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Department: Psychology



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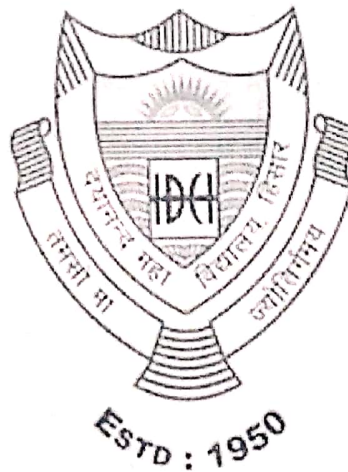
# DAYANAND COLLEGE, HISAR

Department of commerce

A Proposal For Diploma Course in  
Direct Taxation

Course Code: CCODT23

Course coordinator: Dr. Renu Rathee



- Duration of Course:30 Hours
- Registration: Free of Cost
- W.e.f. Session:2022-23



# Direct Taxation

Course Code: CCODT23

**Course Title:** Direct Taxation

**Course Duration:** 30 Contact hours

**Target group:** 12<sup>th</sup> pass students of any stream

**Department:** Commerce

## **Introduction:**

Taxation is the most important component of the financial structure of any country. Taxes are imposed upon individuals and business entities that are paid to the government or the state. Taxes are considered to be contributions made by the individuals and business entities for the economical growth and development.

## **Aims of Course:**

The overall course structure is thus designed with the aim of letting students gain the utmost knowledge of the field, and apply it in their career. When pursued after graduation, Certificate Course in Taxation program builds an added advantage for students who can select their niche areas in financial sectors, taxation, international and national tax, Indian economy and much more. Whereas, taking up this course during graduation will lend them a good base for taking up Master's degree in the field as well as start their career from the intern or junior level in financial sectors.

## **Objective of Course:**

- Students will be able to demonstrate substantial knowledge of various tax laws, cases, rulings, regulations,
- Students will be able to identify ethical and legal responsibilities related to a specific tax situation.
- Comprehend the difference between tax evasion and tax avoidance.
- students gain a deeper perspective on the course at the same time train them in the sector
- Cite the appropriate authority relating to a specific issue.
- Identify the proper role to follow regarding the client and tax authorities.
- Understand the responsibility of a tax professional.
- Demonstrate an ability to make presentations to individuals and groups. Write a report relating specific tax issues to a set of facts. Provide written analysis to support

## Course Outcome:

- To update with latest development in taxation.
- Acquire knowledge about the computation of income tax under various heads, submission of income tax return, Advance tax, TDS, Tax collection Authorities.
- Students have understood the basic knowledge of Income Tax Act, 1961
- Students are able to understand the practical knowledge required for Tax procedures and systems.
- Illustrate the concepts and features of assessment of profits and gains of Individual proprietorship, Doctor, Advocate and Chartered Accountant as individual assessee.
- Compute short term and long term capital gains of an Individual assessee
- Compute gross total income of an Individual assessee after taking into account deduction u/s 80.
- Illustrate the mechanism of carry forward and set off of an Individual assessee .
- Compute total taxable income and tax liability of an Individual assessee

## Structure of the Course:

### Unit I

Definition of Income Tax, Residential Status & Tax Liability, Exempted Income u/s 10 and permissible deduction from Gross Total Income, Heads of income

### Unit II

Heads of Income, Gross Total Income Deductions, Set Off & Carry Forward of Losses, Computation of Total Income and Determination of Tax Liability

### Unit III

Interests Payable and Receivable Under Income Tax Act, Penalties & Prosecution, Computation of Total Income and Determination of Tax Liability, Tax Audit and Agricultural income under IT Ac

### Unit IV

Computation of Income, Determination of Tax Liability relating to individual. Advance Tax- Assessment procedure and provisions, Return of Income, Provisions under TDS and TCS.

Assessment : 100 Marks

Written: 60%

Practical (if any): 40%

Or

Two Assignments/ Projects: 20 marks each

**Grading & Award of Certificate:**

A+ Grade-90% &above

A Grade – 70% &above but less than 90%

B Grade – 60% &above but less than 70%

C Grade – 50% &above but less than 60%

D Grade – 35% &above but less than 50%

The candidate scoring less than 35% will have to re-appear in this paper as per rules.

**Course Content developed by:**

1. Ms.Usha Beniwal
2. Ms.Soniya
3. Ms.Dimpal
4. Mr.Anil



Course coordinator: Dr. Renu Rathee

Associate Professor, Incharge of Commerce

Department: Psychology



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