

SCHEME AND SYLLABUS OF DIPLOMA IN INDUSTRIAL COOPERATIVE MANAGEMENT (12 WEEKS DURATION)

1.	Title of the Course	Diploma in Industrial Cooperative Management		
2.	Duration	12 Weeks		
3.	Intake Capacity	40 Participants		
4.	Objective	1.	To Develop conceptual and applied knowledge relevant to Industrial Cooperatives.	
		2.	To Develop decision making skills of supervision of Industrial Cooperatives.	
		3.	To Prepare retiring defence personnel for taking up Industrial cooperative as a career.	
5.	Course Curriculum			
Sl. No	Course Title	Units	No. of Sessions	Marks
	First Term			
1.	Organizational Structure & Business Development	1.0	25	100
2.	Financial & Cost Accounting	1.0	25	100
3.	Legal Structure	1.0	25	100
	Second Term			
1	Communication & Organizational Behaviour	1.0	25	100
2	Marketing Management	0.5	12	50
3	Financial Analysis	0.5	13	50
4	Project Product & Management	0.5	13	50
5	Computer & Information Application	0.5	12	50
	Total	6	150	600
6.	Interpersonal	12 Weeks		
	A) First Term (Class room training)	05		
	B) Observation Study Tour & Assignment	02		
	C) Second Term (Class room training)	05		
	Utilization			
	Total training weeks	12		
	Practical Training	02		
	Total in Class room training	10		
	Approx working days (10 weeks x 5 days)	50 days		
	Available (50-15)	35 days		
	Joining/relieving	02 days		
	Examination	08 days		
	Holidays	05 days		
	Total	15 days		
	Total session per day of	90 minutes		
	Available Sessions (35x4)	140 sessions		
7.	Eligibility	<ol style="list-style-type: none"> 1. Graduate or Matriculate with three years experience (Employees and working Members) 2. Supervisors/Inspectors of Industrial Coop's and allied organizations. 3. Executive and Supervisors of Industrial cooperatives and allied organizations. 4. Supervisors from Banks/KVIB and Defence service personnel sponsored by DGR 		

8.	Pedagogy	<p>As the focus of the course is on improving decision making skills, experiential method, role plays, in basket exercises, group discussions and presentations are used.</p> <p>The focus of class sessions is on developing skills and attitudes through active student participation rather than on summarizing the reading materials through lectures. The participants are expected to study the recommended literature, cases and discuss within small groups outside the class room.</p>	
9.	Practical Training	<p>To Sharpen the Industrial's learning and to motivate him to work for Industrial cooperatives, the practical training of 2 weeks duration has been planned as under:</p>	
	Home State	<ol style="list-style-type: none"> 1. State Cooperative Bank 2. State Apex Industrial Coop Federation 3. Two good working Industrial Cooperative Societies. 	
	Other Cooperative Advanced State	<ol style="list-style-type: none"> 1. District central Coop Banks. 2. District Industries Centre. 3. State Khadi Board/District Officer of Khadi Board. 4. ISI 5. Industrial Coop Bank or Some good working Industrial Cooperatives. 6. To good working societies selected by DIC/ARCS/KVIB 	
10	Assessment and Evaluation :	Class Participation	10 Marks
		Assignment	15 Marks
		Final Exams	75 Marks
		Practical Training	50 Marks
		(a) Notes	50 Marks
		(b) Viva-Voce	50 Marks
		<p>(Paper setting and evaluation at the end of each term will be external examiner HDCM pattern)</p> <p>Minimum pass marks in every subject are 40% but aggregate in all subjects should not be less than 45%</p> <p>Grading: As per HDCM pattern of NCCT.</p>	
11.	Categorization	70% and above	Distinction
		60% but below 70%	First Class
		50% but below 60%	Second Class
		45% but below 50%	Third Class
		Less than 45%	Failed
		<p>For Participant of the Resettlement Course categorization is as per the DGR Guideline.</p>	
		80% and Above	O
		70% but below 80%	A
		60% but below 70%	B
		50% but below 60%	C
		40% but below 50%	D
		Below Average	E

SUBJECT-1	<u>Organizational Structure & Business Development</u>
Unit	One
Sessions 1	Twenty five (25)
OBJECTIVES	<ol style="list-style-type: none"> 1. To familiarize the participants with broad socioeconomic features of Indian economy and infrastructure Industrial cooperatives. 2. To apprise the participants with significant of Industrial cooperative its ideology and weaknesses. 3. To familiar the participants with various schemes of assistance for Industrial Cooperative, small scale, tiny cottage industries.
SESSION 1 CONTENTS	Industrial Cooperatives its importance in Indian economy with special reference to rural development of small industries.
SESSION 2 CONTENTS	Principles of cooperation and their application to Industrial cooperatives.
SESSION 3 CONTENTS	Types of Industrial cooperatives production cooperatives and service cooperative – single purpose and multipurpose.
SESSION 4 CONTENTS	Organizational structure of Industrial Cooperatives-Uni Industries and multi industries federation-need for strengthening the structure linking between primaries, District, State level and National level federations.
SESSION 5-6 CONTENTS	Problems of Industrial cooperatives Defunct and Dormant Industrial cooperatives- Measures for revitalization. Course of failure and conditions for success.
SESSION 7-8 CONTENTS	Diagnosis and Remedies in the successful functioning of an Industrial Cooperative Society. SWOT Analysis of Industrial Cooperative Society.
SESSION 9-10 CONTENTS	State Directorate of Industries and various schemes implemented by state. Govt for development of industrial cooperatives – District Industries Centre.
SESSION 11 CONTENTS	State small Industries corporation. State Financial Corporation and State Cooperative Banks various development and financial schemes.

SESSION 12 CONTENTS	Khadi and Village Industries Commission and State Khadi Boards – Various schemes to develop Industrial Cooperatives.
SESSION 13 CONTENTS	NABARD – its objectives functions and various non farm sector schemes.
SESSION 14 CONTENTS	SIDBI – its objectives functions and various schemes to develop small scale Industries.
SESSION 15 CONTENTS	Small Industries, Service Institutions, prototype Development and Training Centre and National Small Industries Corporation – working and various schemes.
SESSION 16 CONTENTS	NCDC and Technical consultancy Organisation working and Scheme.
SESSION 17 CONTENTS	Various scheme of DGR different Semfex Schemes
SESSION 18-19	Leadership its role in development of cooperatives. Democratic Management, Decision to start obstacles and persistence in an Industrial cooperative society.
SESSION 20-21 TOPIC	Industrial Policy Resolution of Central State.
SESSION 22-23	Source of funds in an Industrial Cooperative Society and its effective utilization
SESSION 24 TOPIC	Cooperative Management – Distinctive feature.
SESSION 25 Topic Ref	Review Matcom Manuals on
	i) Procedures Cooperative formation and its Management
	ii) Producers Cooperative Decision to start

SUBJECT II	<u>FINANCIAL AND COST ACCOUNTING</u>
UNIT	ONE
SESSION	Twenty five (25)
Objective	<ol style="list-style-type: none"> 1 To orient participants in systems methods and techniques of Industrial Cooperative Societies. 2 To develop the skills of participant for accounts keeping. 3 To sharpen the participants, skills cost accounting. 4 To provide participants basic skills cost accounting. 5 To orient them with basic ideas auditing in an Industrial coop society.
PEDAGOGY	Lecture- cum- discussions, cases assignments
TEACHING AIDS	OHP, Black Board and Video films
SESSION 1&2	Accounting definition, Principles concepts and conventions.
CONTENTS	Accounting definition necessity accounting. Principles, Concept Conventions, Accounting Terminology groups interested in Accounting Information, meaning of Book Keeping, Accountancy, Cost Accountancy Maintenance of books of accounts in Industrial Cooperatives.
SESSION 3&4 TOPIC	Fundamentals of double entry book keeping.
CONTENTS	Single entry system of book keeping classification of personal, real and nominal accounts Meaning rules of debit usefulness. Preparation of vouchers for different transactions.
SESSION 5&6 TOPIC	Maintenance of various books of accounts and recording transactions therein.
CONTENTS	Writing of various types of vouchers, cash book, different types of cash books with bank and discounts columns. Petty cash book – methods of writing ledger, methods of posting ledger, kinds of subsidiary ledger and ledgers maintained by Industrial Cooperatives.
SESSION 7& 8 TOPIC	Bank Reconciliation Statement
CONTENTS	Understanding meaning and need for bank reconciliation. Identification of causes of difference with cash book/Pass Book preparation of BR\$.
SESSION 9 TOPIC S	Trial Balance
CONTENTS	Balancing and ledger accounts. Trial Balance methods do preparation. Errors not disclosed difference between Trial Balance and R/D
SESSION 10 TOPIC S	Cooperative Accounts Keeping
CONTENTS	Principles of Cooperative book keeping maintenance of day book and preparation of receipt and disbursement statement.
SESSION 11 & 12 TOPIC S	Errors and Rectification
CONTENTS	Errors affecting one account, errors affecting two accounts, suspense account. How to adjust errors and suspense account in Financial statement

SESSION 13 TOPIC 5	Capital, Revenue and Expenses
CONTENTS	Capital and Revenue Incomes and Expense Defining capital and revenue expenses capital and revenue receipts, differed revenue expenses – how to deal with expenses and income in final accounts.
SESSION 14 TOPIC 5	Depreciation – Need and methods of charging depreciation
SESSION 15-17 TOPIC	Final accounts.
CONTENTS	Items under trading, Profit and loss Account and Balance Sheet. Adjustment of receivable and payables alongwith advance receipts and advance payments. bad debts, provision and reserves. Preparation of trading profit and loss accounts an balance sheets.
SESSION 18 TOPIC	Cost Accounts meaning and concepts.
CONTENTS	Cost Accounts meaning need and utility for an Industrial Cooperative, Element of cost maintenance of cost records – difference between cost and financial accounts.
SESSION 19 & 20 TOPIC	Cost Sheet
CONTENTS	Classification of works, direct cost and total cost preparation of cost sheet. Usage for Industrial Cooperatives by comparing components.
SESSION 21 & 22 TOPIC	Cost analysis for managerial decisions concepts of fixed and variable costs – Break Even Analysis, make or by decisions in different situations allocation of overheads.
SESSION 23 & 24 TOPIC	Cooperative Audit
CONTENTS	Meaning of audit – how cooperative audit is different from General Audit Vouching Valuation of assets. Internal check and Internal control. Understanding audit report. Appraisal of enterprise through audit. Classification of audit as a management control mechanism.
SESSION 25 Topic	Review of Course
Teaching Aids	<ol style="list-style-type: none"> 1. Assignment and Discussions 2. Matcom Mannual 3. Video Films <ol style="list-style-type: none"> i) Costing and Pricing NIESBUD ii) Depreciation Margdarshan iii) Book Keeping Margdarshan iv) Understating Financial Statement Margdarshan v) Understating Financial Statement (Part – II) Margdarshan vi) Bank Reconciliation Statement Margdarshan
Bibliography	<ol style="list-style-type: none"> 1. Growal T.S. Introduction to Accountancy 2. O.R. Cooperative Audit 3. D.K. Banerjee Cooperative Book Keeping and Accountancy 4. R.L. Gupta Advanced Accountancy 5. Jain and Narang Cost Accountancy 6. Francis Xavier Fundamentals of Advance Accountancy 7. Prof. Sammudin, Dr. Sammudin Rahman Cooperative Accounting and Audit

SUBJECT III	<u>LEGAL STRUCTURE</u>
UNIT	ONE
SESSION	25
SESSION 1 TOPIC	Brief History of Cooperative Legislation
CONTENTS	State/Multi state cooperative societies act its applicability to Industrial cooperatives. Various amendments made in cooperative law for time to time in the state.
SESSION 2 & 3 TOPIC	Registration and bye-laws
CONTENTS	Societies which may be registered application for registration of cooperative societies.
CASES	Relevant case laws of Supreme Court and High Courts.
SESSION 4,5 & 6 TOPIC	Amendments of by laws and amalgamation of the cooperative societies.
CASES	Relevant case laws of supreme Court and High Court
SESSION 7 & 8 TOPIC	Admission and Expulsion of members and Disqualification of members.
CONTENTS	Precaution and the procedures the manner has to take while admitting the members. Qualifications to become the member of an Industrial Cooperative society circumstances which disqualify a person to remain member of a society procedures for expulsion of members.
CASES	Relevant case laws of Supreme Court and high courts.
SESSION 9, 10, & 11 TOPIC	Management of Industrial cooperatives.
CONTENTS	Annual general body meeting. Special general body meeting election and tenure of committee meeting, power and functions of Managing Director, Committee of Management and President. Funds management – appropriation of profiles.
CASES	Relevant case laws of Supreme Court and High Courts.
SESSION 12 TOPIC	Supersession of Industrial Cooperative Society
CONTENTS	Responsibility of Manager procedure for supersession appointment of administrator dissolution of committee appointment of authorized officer.
CASES	Relevant case laws of Supreme Court and High Court.
SESSION 13 & 14 TOPIC	Audit enquiry, inspection and surcharge in Topic 14 an Industrial Cooperative Society
CONTENTS	Responsibility of Manager in updating the accounts and other conditions required for audit, inspection and enquiry procedure for surcharge.
CASES	Relevant case laws of Supreme Court and High Courts.
SESSION 15 & 16 TOPIC	Settlement of Disputes

CONTENTS	Filing of disputes procedure for hearing disposal of arbitration proceedings cooperative tribunals.
SESSION 17 TOPIC	Recovery of Cooperative dues.
CONTENTS	Enforcement of charge, filling and disposal of Execution proceeding and immovable properties.
SESSION 18 TOPIC	Winding up Society
CONTENTS	Managers role in protecting the society from winding up. Power of liquidator procedure for liquidation.
CASE	Relevant case laws of Supreme Court and High Courts.
SESSION 19 TOPIC	Model cooperative Act and its implication.
SESSION 20 & 25 TOPIC	Understanding of the responsibility of Manager in managing the society as per provisions of various acts related to business in the Industrial Cooperative society.
CONTENTS	Relevant Provision of <ol style="list-style-type: none"> 1. Sales of goods Act 2. Indian contract Act 3. Sales Tax Act 4. Indian Factories Act 5. Payment of wages Act 6. Industrial dispute Act 7. Shops and Establishment Act 8. Indian Penal code (Sections dealing with embezzlement, thefts and tampering of records) 9. Bonus Act 10. Income Tax Act as applicable to cooperative societies
Reading and Reference	<ol style="list-style-type: none"> 1. State Cooperative Society Act & Rules 2. Circular of Registrar Cooperative society 3. Departmental manual on cooperation and cooperative law. 4. Cooperative law Journal 5. All India law reports.

SUBJECT	COMMUNICATION AND ORGANISATIONAL BEHAVIOUR
UNIT	ONE
SESSION	25
MODULE – 1	Communication (12 Sessions)
Objectives	<ol style="list-style-type: none"> 1. To improve the facility of written and oral communication in the following managerial situations: <ol style="list-style-type: none"> a. General b. Communication with Members c. Committee meetings-Managing committee and General Body. d. Presentations e. Dealing with Government Departments and other Agencies. f. Reporting 2. To improve analytical communication skills.
SESSION 1-2 TOPIC	Kinds of communication – Written and oral communication-merits and Demerits-Inquiries in communication towards effective communication.
SESSION 3 TOPIC	Problem solving approach
SESSION 4 TOPIC	Listening
SESSION 5 & 6 TOPIC	Conversation
SESSION 7 & 8 TOPIC	Presentation
SESSION 9 TOPIC	Report writing
SESSION 10 TOPIC	Negotiation skills
SESSION 11 TOPIC	Committee Dynamics
Module – II TOPIC	Behavioral Dynamics (13 Sessions)
CONTENTS	<p>Concepts of Entrepreneurship Difference between entrepreneur, Owner and Manager – Forms of Entrepreneur. Individual Group Entrepreneur-Entrepreneurship and Economic Development-Entrepreneurship Potential.</p> <p>Entrepreneurial characteristics, Risk taking self confidence, Optimist, high need for achievement, Need for Independence, Need for power, creative foresight, being entrepreneur, appraisal of entrepreneurial ability attitudinal techniques.</p>
Film	Assessing Entrepreneurial Potential LDI, Ahmedabad
SESSION 2 & 3 TOPIC	Motivation
CONTENTS	Motivation-nature and process and theories-its applicability for members and employees-Exercise
SESSION 4 TOPIC	Interpersonal Relation
CONTENTS	Concept and components of Entrepreneurial Relation-its effective application in Cooperatives
SESSION 5 TOPIC	Group Dynamics

CONTENTS	Stages of Group Dynamics – Group Decision making process.
SESSION 6 TOPIC	Organizational Change
CONTENTS	Process of change-Managing change in cooperatives.
SESSION 7 TOPIC	Introduction to Organizational Dynamics
CONTENTS	What is an organization components of organization, objectives, Structure Unique features of cooperative organization Cooperative as an enterprise and as an institution.
Film	Organization (Margdarshan)
SESSION 8 TOPIC	Basic Attitude of organizations & Human Behaviour
CONTENTS	Basic Attitude of organizations & Human Behaviour. Models of organizational phenomena-division of labour span of Management control, delegation of Authority, centralization vs Decentralisation-small and large scale cooperatives primary to National level-issues involved.
FILM	Humanising work
SESSION 9 TOPIC	Organisational process leadership.
SESSION 10 & 11 TOPIC	Conflict - Why conflict-basic issued, Conflict Avoidance and conflict solving strategies. How to work together with minimum conflicts
FILM	EK RUKA HUA FAISLA
SESSION 12 TOPIC	Organisational process, power political and Authority
CONTENTS	Role of power, Influence and leadership in an organization sources and bases of power-Authority vs influencing.
SESSION 13 TOPIC	Organizational development
CONTENTS	Objectives, values and processing of OD Team Building programme Management development systems. Need to evolve MO for member of Cooperatives.

SUBJECT	<u>MARKETING MANAGEMENT</u>
Unit	0.5
Sessions	12
Objectives	To expose the participants to the underlying concepts in marketing and to enable them to understand processes of marketing for industrial cooperative societies in India.
SESSION1 & 2 TOPIC	Understanding the concepts of Marketing Management
CONTENTS	Introduction, traditional and modern concepts, marketing Mix & Marketing Strategy
SESSION 3 & 4 TOPIC	Marketing Research,
CONTENTS	Marketing information system sources, coverage and scope, aims and objectives marketing Research, Techniques, Formulating the Hypothesis, Determining specific information need-determining the sources of Marketing Information.
SESSION 5 & 6 TOPIC	MARKETING SEGMENTATION
CONTENTS	Importance of Market segmentation Methods of market segmentation.
SESSION 7 & 8 TOPIC	Product Planning and Policy
CONTENTS	Meaning-Product Life cycle and Marketing strategy-Product Positioning-product mix and product in decision-New product decision-packaging and handling
SESSION 9 TOPIC	Pricing
CONTENTS	Pricing objectives, pricing policy consideration setting the price objectives the cost factor in pricing cost plus pricing and flexible pricing.
SESSION -10 TOPIC	Promotion Strategy
	Introduction – Decision is promotional Mix, Advertising decision, sales promotion strategy – publicity and sales promotion. After sales Service
SESSION-11 TOPIC	Distribution Management-
CONTENTS	Introduction channel of distribution, types of channels, channels choice influencing factor, Retail series, Role of Cooperative Federation
SESSION 12 TOPIC	Four Ps of Marketing and Marketing, role of various agencies, like VIC, Apex Weavers Cooperatives Industrial, Industrial Relations and others in executing social marketing.

SUBJECT	<u>FINANCIAL ANALYSIS</u>
Unit	0.5
Session	15
Objectives	<ol style="list-style-type: none"> 1. To familiarize the participants with basic books of Financial Management 2. To acquaint the student with various concepts and highlight the decision making after analysis 3. To develop the skill of participants in the field of Financial forecasting and Financial Decisions.
PEDAGOGY	Cases, Exercise and Assignments
SESSION 1 & 2 TOPIC	Introduction to Financial Position of an Enterprise
CONTENTS	Importance of Financial Management in cooperatives, projection of Financial condition of Cooperative Societies – Basis for improved Financial Management. Finance Function – Scope and Organization job of a Financial Manager.
Reference	Session 1.1 and 1.2 of MATCOM Manual on Financial Management
SESSION 3& 4 TOPIC	Analysis of Financial Operations.
CONTENTS	Identification of relationship between various financial operations of Cooperative Society
Reference	Session 1.3 of MATCOM Manual on Financial Management
SESSION 5& 6 TOPIC	Assessment and Deployment of Sources of Funds in Cooperatives
CONTENTS	Identification of various internal and external sources of funds available to a cooperative society. Effective use of funds available within society. Long term and short term sources of funds in Industrial cooperatives.
Reference	Session 2.3 of MATCOM Manual on Financial Management
SESSION 7 TOPIC	Management of Accounts Receivables
CONTENTS	Management of credit to customers credit relationship between a society and outside organization.
Reference	Session 3.2 of MATCOM Manual
SESSION 8 & 9 TOPIC	Working Capital Management
CONTENTS	Concept and need of working Capital Estimating working capital requirements Determinate and dimensions of working capital costs of working capital
Reference	Video Films of MARGDARSHAN and NIESBUD i) Assignment of Working Capital ii) Management of Working Capital

SESSION 10 & 11 TOPIC	Source and Applications of funds
CONTENTS	Preparation, use and explanation of sources and uses of funds in a Cooperative society.
Reference	Session 3.4 of MATCOM Manual
SESSION 12 & 13 TOPIC	Budget and Budgetary Control
CONTENTS	Need of Budgets-Preparation of Budgets (concepts) Preparation of Cash Budgets in a cooperative Society. Management of cash in Industrial Cooperatives.
Reference	Session 6.1, 6.2 and 6.3 Item Cash (IIM Ahmedabad)

SUBJECT	<u>PROJECT PRODUCTION AND MANAGEMENT</u>
Unit	0.5
Session	13
A PROJECT MANAGEMENT	
SESSION 1 CONTENTS	Definition, feature types, stages and scope of Industrial cooperatives projects.
SESSION 2 CONTENTS	Project planning and formulation strategy generation of venture ideas, need and product oriented approaches, screening of various ideas.
SESSION 3 CONTENTS	Feasibility study-technical economic, financial and operations-appropriate method of costing of project.
SESSION 4 CONTENTS	Project implementation and Monitoring-steps, scope and techniques.
SESSION 5 CONTENTS	Project Evaluation and control performance measures control dynamics
B. PRODUCTION MANAGEMENT	
SESSION 6 CONTENTS	Production management-objectives and functions Types of production job, batch and flow production
SESSION 7 CONTENTS	Production planning-choice of production, design of product, equipments and raw material-production scheduling and control
SESSION 8 CONTENTS	Assessment of work and payment of wages systems of calculating wages (rate, picorate, bonus and other incentive schemes etc)
SESSION 9 CONTENTS	Quality control what is quality, types of quality, cost quality control. Sampling vs total inspection in quality control
SESSION 10 CONTENTS	Productivity-meaning and definition. How to increase productivity –human resource, material supply work situation and technological aspects.
C. INVENTORY MANAGEMENT	
SESSION 11 CONTENTS	Introduction to material and inventory management Nature and types of inventory-raw material consumables and spares etc.
SESSION 12 CONTENTS	Aims and techniques of inventory control (in brief) with special emphasis on economic order quantity, ABC Analysis and codification and classification methods.
SESSION 13 CONTENTS	When to buy-order point, lead time, Safety Stock. Factory influencing safety stock.

SUBJECT	COMPUTER APPLICATION
Unit	0.5
Session	15
OBJECTIVES	<ol style="list-style-type: none"> 1) To make the participants aware of the basics of computer 2) To enable the participants to acquire the basic operational knowledge of latest software packages 3) To make the participants aware of importance of information requirements & development of management Information System.
PEDAGOGY	The Coverage of the subject will be through classroom sessions coupled with demonstration of included software packages followed by sufficient lab sessions for hands on practice to the participants for acquiring necessary knowledge to make use of Operating System/packages for various application.
Session 1, 2 & 3 TOPIC	COMPUTER FUNDAMENTALS – <ul style="list-style-type: none"> • Types of computer • Role of Computer Components • Computer Capabilities • Peripheral devices-Input/Output, Secondary storage devices etc.
Session 4 TOPIC	OPERATING SYSTEM – <ul style="list-style-type: none"> • Need & Role of an Operating system • DOS, WINDOWS, WINDOWS-NT, UNIX • Computer Networking- LAN, WAN, Intranet
Session 5 TOPIC	COMPUTER NETWORKING:- LAN, WAN, Intranet & Internet
Session 6 to 13 TOPIC	CREATING A WORKSHEET IN EXCEL 2007/ 2010 - Introduction; Copying Formula. <p>Advanced Techniques of Excel 2007/ 2010 - Introduction, Auditing a Workbook (To Trace the Precedents for a Formula), Comment Inserting (To Insert a Comment), Formulas That Make Decisions (How the If function works), Headers and Footers, Merging Workbooks (To merge workbooks), Outlines (Outline a Worksheet Automatically, Clear Entire Outline, Show or Hide Outline Symbols, Group Rows or Columns in an Outline, Ungroup Rows or Columns in an Outline, Remove Group from Outline, Set Outline Options), Printing Column and Row Labels on Every Page, Protecting a Workbook (To Unlock cells so that others can edit the cell , To protect a workbook, To share a workbook), Ranges, Naming (To name a range), References (Absolute references, Mixed references), Seeking Goals (To seek a goal), Sheets Naming (To Name a Sheet), Working with Workbooks (Copying Entries Between Workbooks, Moving Sheets Between Workbooks, Deleting Sheets), Working with different Chart Types, column Freezing, Printing of Workbook & Worksheet with</p>

	various options. Practical case study on how to prepare a pay bill statement using various excel functions
Session 14 & 15 TOPIC	Management Information System (MIS) – <ul style="list-style-type: none"> • MIS concepts, Characteristics of MIS • Computer Based MIS –Advantages • Design of MIS system of Industrial Cooperative considerations • Application of Computer in Management of Industrial Cooperatives

EXAMINATION :-

The Examination System will include internal Practical Examination of 15 Marks & 5 Marks for class participation & External Theory Examination of 30 Marks at the end of the course.

Internal Examination :-

Lab Exam :- 15 Marks
Class Participation :- 05 Marks

External Examination :-

Theory Examination :- 30 Marks

50 Marks

REFERENCE BOOKS:-

Sr. No.	Title of the Book	Name of the Author	Name of the Publisher
1.	Fundamentals of Computers	V. Rajaraman	Prentice Hall, New Delhi- 110001
2.	Information System for Modern Management	Merdic Robert G. & Joel Ross	Egelwood, Prentice Hall, Newyork
3.	Management Information System	W.S. Jawadekar	Venaz Prakashan, Pune- 30
4.	Mastering MS- Office 7.0 Professional/Win 95	Moseley	BPB Publication- New Delhi- 110002
5.	Learning to use the World Wide Web	Alkerman	BPB Publication- New Delhi- 110002
6.	Access 97 Developers Handbook (W/CD)	Litwin	BPB Publication- New Delhi- 110002
7.	Mastering Windows 95	Cowart	BPB Publication- New Delhi- 110002

