

503: Business Applications

Theory Credits:4

Lab Credits:0

Objectives:

To understand the concept and application of various business application with relation to industry such as sales/purchase order processing, Inventory control system, Payroll system

Sr. No.	Topic Name	No. Of Hrs
01.	Sales & Distribution	12
	Sales Budgeting: Market Segments / Customers / Products, Customer Enquiry and preparation of Quotation, Customer Order processing: from Order acknowledgement to dispatch & Invoicing, Pending Customer Orders' follow-up, sales Analysis	
02.	Material Procurement	12
	Indenting, Purchasing, Vendor analysis, supplier's Bill passing and receipt of material. Stock accounting and control: Raw Material, Work-in-process and Finished goods Job/Product/WIP Costing: Std. / FIFO /LIFO / Avg./ Wtd. Avg. Costing methods	
03.	Human Resource	15
	Employee Database, Recruitment, Employee appraisal, Employee training, Leave accounting, Payroll: Salary calculation and reporting, Income-Tax calculation and reporting, Loan accounting, PF.	
04.	Banking	12
	Savings Bank Accounting, Internet Banking, Fixed deposits	
05.	Hotel Management	09
	Reservation & Registration, Services of Restaurant, House-keeping, Inventory of food Items & Consumables, Billing and credit control, Sales analysis	
	Total	60

Reference Books

Purchasing and Inventory Control by K.S. Menon

Organizational Systems by Wendell, Frecchceil, H Bell

Organizational Systems by Wendell, Frecchceil, H Bell