



# KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

**ERODE – 638 107**

DEPARTMENT OF BUSINESS ADMINISTRATION (CA)

VALUE ADDED COURSE – SYLLABUS

20VBBBP–BASIC BUSINESS PRACTICES

**Course Objective:** The objective of this course will give students the business skills they need to survive in our technology-based world.

PAPER 1: BUSINESS PRACTICES - I		
UNIT I	Banking Sector	4 Hours
Bank Transactions – Account Opening forms – Deposit forms.		
UNIT II	Various Loan applications	4 Hours
Loan applications - Personal Loan - Traders Loan - MSME Loan		
UNIT III	Goods and Services Tax	4 Hours
GST IN Registration - Requisition Letters - Service – RTGS		
UNIT IV	New Venture	4 Hours
Business start up forms - Individual – Partnership - Small Scale		
UNIT V	Income Tax Return	4 Hours
Income Tax ITR forms		
		<b>Total Hours</b> 20 Hours



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PAPER II: BUSINESS PRACTICES – II		
UNIT I	Post office Sector	4 Hours
Post office forms		
UNIT II	Railway Sector	4 Hours
Railways forms		
UNIT III	Employment Organisation	4 Hours
Employment forms		
UNIT IV	Insurance Organisation	4 Hours
Insurance forms		
UNIT V	Online payment	4 Hours
Online payment in E - business – Google pay- Paytm –Amazon pay		
Total Hours		20 Hours
Both (Paper-I and Paper II) Total Hours		40 Hours

### Reference website:

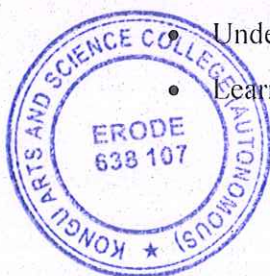
➤ [www.google.com](http://www.google.com)

**Course Outcome:** On Completion of this course the students will be able to

- Identify and apply various types of business loan forms.
- Gain the knowledge of GST registration and Income tax ITR forms

• Understand the basic concepts of various public utility sector forms

- Learn about the process of various E-payments



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