



Audyogik Shikshan Mandal's
(Society Regd. No. Maharashtra/1330/Pune 83; Public Trust No. F-2451/Pune 83)
INSTITUTE OF PROFESSIONAL STUDIES (IPS)

(Approved by AICTE, Govt. of India & affiliated to University of Pune)
AICTE CODE : 1-4240185 DTE CODE : MB6166 AISHE CODE : C-46639

ADON CERTIFICATION PROGRAM 2017-18

Batch 2017-19							
Sr. No.	Name of Add on /Certificate programs offered	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students Enrolled in the year	Number of Students completing the course in the year
1	Excel (Basics)	CC01	2017	1	32 hrs	45	45
2	Excel (Advance)	CC02	2017	1	34 hrs	45	45
3	Business Communication Skills	CC03	2017	1	30 hrs	45	45
4	Tally ACE (Certificate)	CC04	2017	1	35 hrs	20	20
5	Tally Pro (Certificate)	CC05	2017	1	35 hrs	20	20

SYLLABUS – CCO1 TO CC04

Excel (Basics)-CCO1-Old

Excel is one of the most widely used solutions for analyzing data. Explore real-world examples and learn how to use the powerful tools built into Excel to analyze more data, with improved visualizations and more sophisticated business logic.

This series of three self-paced courses, hosted by leading experts, teaches you how to use Excel to organize, summarize, analyze, model, and visualize data for use in numerous data analytics and data science applications.

Target Audience: Any graduate and management students.

Approximate Duration of the course: 30-40 hours.

Course Objectives:

- Understand Excel Abilities and its Functions.
- Explain Data Security, Formatting and Analyzing concepts.
- Understand the specialized functions like DSUM, DMAX etc.
- Explain the advanced options of Pivot Table.
- Summarize data by using Sparklines.
- Record and play a macro.
- Edit a macro using VBA Editor.
- Explain how to manage scenarios.
- Describe the restrictions and manipulating techniques.

Delivery

Each theory module introduces aspects of MS EXCEL 2007 and is followed by a practical exercise. Every participant will have dedicated use of a workstation for these practical exercises.

Notional Student Workload

Lectures/case studies sessions	15 hrs
Guided Internship and practical training sessions	17 hrs
Total	32 hrs

Assessment:

Formal assessment of this module will be conducted through theory examinations, presentation, Assignments.

Sr. No.	Internal Evaluation Components	Weightage	Remarks
1	Internal Assessment	50 %	50 Marks
2	End-Term Examination (Presentations/Assignment/Practicals/Projects etc..)	50%	50 Marks

Course Outline and Breakup – MSEXcel – 2007

A) The Excel Environment

- Opening a Workbook
- The Excel Ribbon, The Quick Access Toolbar
- Worksheets, Moving Around a Worksheet and Workbook
- Printing a Worksheet
- Saving a Workbook File

B) Working with Data: Basic Techniques

- Cells and Ranges, Selecting Ranges
- Selecting All Cells in a Dataset Using Shortcut Keys
- Selecting All Cells in a Worksheet
- Selecting Non-contiguous Ranges
- Selecting Cells and Named Ranges
- Selecting Otherwise Difficult to Select Cells with Go To Special
- Filling Series
- Copying and Moving Entries
- The Undo Command

C) Increasing Spreadsheet Readability

- Working with Rows and Columns
- Making Better Use of Screen Space
- Basic Cell Formatting
- Basic Number Formatting
- Conditional Formatting
- Formatting and Other Options with Paste Special
- Setting Up a Worksheet for Printing

D) Excel Formulas

- Copying Formulas
- The Autocomplete Formula Option
- Entering Formulas by Pointing
- Other Ways to Copy Formulas
- Hierarchy of Mathematical Operations
- Summation Icon
- Editing or Correcting Formulas
- Showing Actual Formulas in Cells

E) Useful Excel Functions

- IF Statements
- Text Functions
- Flash Fill
- Basic Date and Time Functions
- Range Names
- Lookup Functions
- Other Lookup and Reference Functions
- Error Trapping
- Rounding Functions
- The SUMPRODUCT Function
- Modeling Uncertainty in Excel
- Excel Financial Functions
- COUNT, COUNTA, and COUNTBLANK Functions

**LIST OF STUDENTS ENROLLED FOR CCO1 EXCEL (BASICS)
MBA 2017-2019 BATCH**

Sr. No.	Student Name	Sign.
1	Adhaoo Pranay Vinod	
2	Adhikari Mahesh	
3	Behare Suhas Sunilrao	
4	Beloshe Sheetal Suryakant	
5	Deshpande Sanket Sham	
6	Deshpande Suvarna Mohan	
7	Dhahihande Priya Maruti	
8	Dharmatti Jishma Girish	
9	Mhaske Pallavi Maruti	
10	Misal Mayuri Sunil	
11	Mishra Priyanka Balmukund	
12	Mohd Salim Mohd Mukeem	
13	Mohite Abasaheb Yadgonda	
14	Mukhrdkar Dinesh Ashok	
15	Nadar Blessy David	
16	Naidu Rakhi Rajendra	
17	Nair Shreelakshmi Rajendran	
18	Narkhede Minal Ravindra	
19	Shetty Saujanya Shekhar	
20	Shetty Vaishnavi Satyanand	
21	Shinde Rasika Ramesh	
22	Shrivastava Aparna	

Sr. No.	Student Name	Sign.
23	Singh Rishi Kumar	
24	Singh Shivam	
25	Singhal Anuj Subhash	
26	Sinu M.K. Zachariah	
27	Thatai Komal Hareesh	
28	Waghchaure Bhagyashree V	
29	Zunjari Devika Bharat	
30	Rangari Himanshu Birendra	
31	Rameshwar Nandkishor Gupta	
32	Sonali Mohite	
33	Arpit Takzare	
34	Borse Shailesh Vilas	
35	Pavan Prakash Gawande	
36	Kirtika Kailas Borhade	
37	Maria Joseph	
38	Pisharody Revathi Giridhar	
39	Dudani Sagar	
40	Kultan singh Panjwani	
41	Patil Linesh Dilip	
42	Ravindra Chavan	
43	Patil Pruthviraj Sarjerao	
44	Kadam Ashish Prakash	
45	Mane Ganesh Bapurao	

Subject: Excel Advance (CCO2)

This course in spreadsheet modeling is an online, web-based, interactive course that is designed to aid business students and practitioners at all levels in using Excel functionality to summarize, report, and analyze data. Furthermore, in today's data-driven environment, companies expect managers to develop spreadsheet models to aid decision making. Because the electronic spreadsheet dominates as the primary tool for analyzing data and modeling business problems, all students should master a core set of skills in using Excel in order to help them solve problems and/or analyze cases in a wide variety of courses from finance to marketing.

This course presumes that students possess a very basic working knowledge of Excel. Upon completion of the spreadsheet-modeling course, students should be able to use Excel to effectively analyze data and develop models for business analysis that will greatly facilitate their coursework.

For example

Target Audience: Any graduate and management students with basic working knowledge of Excel

Approximate Duration of the course: 30-45 hours.

Course Objectives:

- Creating pro forma income statement and balance sheet models in accounting.
- Developing valuation and portfolio optimization models in finance.
- Analyzing pricing issues, estimating customer lifetime value, or summarizing a market research survey in a marketing class.
- Developing an aggregate planning model or analyzing sales data to develop an inventory strategy in an operations management class.

Framework of the course:

- Teaching Learning:** For delivery of the course, it expected to use L (Lecture) + T (tutorial) + P (Practical) Pattern. Tutor of the course delivers lecture of 1 hours and conduct tutorial/Practical of 2 hours wherein participants solve examples/problems/practicals on their own or with the help of the tutor.
- Evaluation:** Class work, Assignments, and written examination.

A) Excel Functions

- Excel Statistical Functions
- Conditional Counts
- Conditional Sums
- Removing Duplicates
- Sorting in Excel
- Filtering Data
- Subtotals
- Pivot Tables
- Pivot Charts
- Conditional Formatting: The Formula Option

B) Charts

- Creating Charts
- Moving and Resizing Charts
- Basic Formatting of Charts
- Formatting Axes and Data Series
- Customizing Charts

C) Importing Data into Excel

- Importing from a Text or Word file
- Using Web Queries to Import Data from the Web

D) The Art of Spreadsheet Modelling

- Model Building Blocks
- Model Terminology
- The Spreadsheet Model Building Process
- Rules to Guide Intelligent Modeling
- Building a Model
- Set up the Spreadsheet Model
- One-Way Data Tables
- Two-Way Data Tables
- Goal Seek
- Auditing
- Flexibility
- Using Comments and Text Boxes
- Error Trapping
- Using F9 and Evaluate-Formula Feature
- Scenarios
- Spinners
- Model Limitations

E) Using Excel Solver

- Solving Optimization Problems
- Developing a Solver Model
- Configuring Solver to Find Solutions

F) Three-Dimensional Formulas and the Table Feature

- Three-Dimensional Formulas
- Using the Excel Table Feature
- Circular References

G) Monte Carlo Simulation

- Uncertainty and Monte Carlo Simulation
- Random Variables

LIST OF STUDENTS ENROLLED FOR CCO2 EXCEL (Advance)**MBA 2017-2019 BATCH**

Sr. No.	Student Name	Sign.
1	Adhaoo Pranay Vinod	
2	Adhikari Mahesh	
3	Behare Suhas Sunilrao	
4	Beloshe Sheetal Suryakant	
5	Deshpande Sanket Sham	
6	Deshpande Suvarna Mohan	
7	Dhahihande Priya Maruti	
8	Dharmatti Jishma Girish	
9	Mhaske Pallavi Maruti	
10	Misal Mayuri Sunil	
11	Mishra Priyanka Balmukund	
12	Mohd Salim Mohd Mukeem	
13	Mohite Abasaheb Yadgonda	
14	Mukhrdkar Dinesh Ashok	
15	Nadar Blessy David	
16	Naidu Rakhi Rajendra	
17	Nair Shreelakshmi Rajendran	
18	Narkhede Minal Ravindra	
19	Shetty Saujanya Shekhar	
20	Shetty Vaishnavi Satyanand	
21	Shinde Rasika Ramesh	
22	Shrivastava Aparna	

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23	Singh Rishi Kumar	
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25	Singhal Anuj Subhash	
26	Sinu M.K. Zachariah	
27	Thatai Komal Haresh	
28	Waghchaure Bhagyashree V	
29	Zunjari Devika Bharat	
30	Rangari Himanshu Birendra	
31	Rameshwar Nandkishor Gupta	
32	Sonali Mohite	
33	Arpit Takzare	
34	Borse Shailesh Vilas	
35	Pavan Prakash Gawande	
36	Kirtika Kailas Borhade	
37	Maria Joseph	
38	Pisharody Revathi Giridhar	
39	Dudani Sagar	
40	Kultan singh Panjwani	
41	Patil Linesh Dilip	
42	Ravindra Chavan	
43	Patil Pruthviraj Sarjerao	
44	Kadam Ashish Prakash	
45	Mane Ganesh Bapurao	

Business Communication (CCO3) - Old

Course Overview

Every organization is on the lookout for people with good communication skills but unfortunately the business need for employees with good communication skills is often not fulfilled. There is a high correlation between communication skills and job opportunities. It is very important to stand out of the competition and make a mark by demonstrating the requirements that are in demand such as leadership and communication skills. Skills Certification provides a high learning curve and focuses on assessing the candidates on these parameters.

Target Audience: Any graduate and management students.

Approximate Duration of the course: 30-40 hours.

Course Objectives:

The objectives of this course are:

- a) To provide an overview of Prerequisites to Business Communication.
- b) To put in use the basic mechanics of Grammar.
- c) To provide an outline to effective Organizational Communication.
- d) To underline the nuances of Business communication.
- e) To impart the correct practices of the strategies of Effective Business writing.

Course Outcomes

On completion of this course, the students will be able to

1. To be familiar with the complete course outline/Course Objectives/Learning Outcomes/ Evaluation Pattern & Assignments
2. To participate in an online learning environment successfully by developing the implication-based understanding of Paraphrasing, deciphering instructions, interpreting guidelines, discussion boards & Referencing Styles.
3. To demonstrate his/her ability to write error free while making an optimum use of correct Business Vocabulary & Grammar.
4. To distinguish among various levels of organizational communication and communication barriers while developing an understanding of Communication as a process in an organization.
5. To draft effective business correspondence with brevity and clarity.
6. To stimulate their Critical thinking by designing and developing clean and lucid writing skills.
7. To demonstrate his verbal and non-verbal communication ability through presentations.

COURSE CONTENT

Introduction to Communication

- Theory of Business Communication
- Classification Of Communication
- The Purpose Of Communication
- The Process Of Communication
- The Seven C's Of Communication In Verbal Communication
- Universal Elements In Communication
- Interaction With Social And Electronic Media

Diversity and Organizational Communication

- Organizational Communication

- Assumptions underlying early organizational communication
- Communication Networks
- Direction Of Communication
- Interpersonal Communication
- Communication Approaches Used In An Organization
- Line And Staff Management (Lsm)
- Intercultural Communication Skills
- Effectiveness Of Intercultural Communication
- Developing Cultural Intelligence
- Improving Cross-Cultural Communication Skills
- Some Examples of Cultural Diversity

Oral Communication

- Oral Communication
- Listening

Non-Verbal Communication

- Importance Of Non-Verbal Communication
- History Of Non-Verbal Communication
- Types Of Non-Verbal Communication
- Functions of Non-Verbal Communication
- How Non-Verbal Communication Helps

Written Communication

- Written Business Communication
- Types of Business Communication
- Business Etiquettes
- Modes Of Written Communication In Business Organisation
- Types Of Communication Based On Style And Purpose
- Keys To Effective Written Communication
- The Importance Of Font Selection
- How To Write A Good Business Letter
- How To Write A Memo
- E-MAIL
- Report Writing

Business Communication Application

- Presentation Skills
- Effective Presentation
- Negotiation Skills

Etiquette

- Business Etiquettes
- Cultural Differences And Etiquette
- Workplace Etiquettes: Making Positive Impressions
- International Business Etiquette

Career and Communication

- Group Discussions
- Curriculum vitae (CV) or resume
- Personal Interview

Communication Barriers

- Barriers To Communication

Recommended Books:

1. Mishra. B, Sharma. S (2011) Communication Skills for Engineers and Scientists. PHI Learning Pvt. Ltd. ISBN: 8120337190.
2. Chaturvedi P. D, Chaturvedi M. (2011) Business Communication: Concepts. Cases and Applications. Pearson Education India. ISBN: 8131718727.
3. Greenbaum. Sidney. College Grammar of English. Longman Publishers. ISBN: 9780582285972.

**LIST OF STUDENTS ENROLLED FOR CCO3 Business Communication Skill
MBA 2017-2019 BATCH**

Sr. No.	Student Name	Sign.
1	Adhaoo Pranay Vinod	
2	Adhikari Mahesh	
3	Behare Suhas Sunilrao	
4	Beloshe Sheetal Suryakant	
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6	Deshpande Suvarna Mohan	
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30	Rangari Himanshu Birendra	
31	Rameshwar Nandkishor Gupta	
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33	Arpit Takzare	
34	Borse Shailesh Vilas	
35	Pavan Prakash Gawande	
36	Kirtika Kailas Borhade	
37	Maria Joseph	
38	Pisharody Revathi Giridhar	
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40	Kultan singh Panjwani	
41	Patil Linesh Dilip	
42	Ravindra Chavan	
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44	Kadam Ashish Prakash	
45	Mane Ganesh Bapurao	

Tally ACE (CCO4)

OVERVIEW

This course is designed to impart knowledge regarding concepts of Financial Accounting. Tally is an accounting package which is used for learning to maintain accounts. As this course is useful for Commerce students to get placements in different offices as well as companies in Accounts departments.

COURSE OBJECTIVES

- Tally ACE is about understanding basic knowledge of how to maintain books of accounts.
- The course fulfils dream of beginner and will recognize skills of a candidates learning Tally ERP 9. Online assessment will be conducted, and successful candidates will earn a verifiable digital certificate from Tally.
- Tally ACE certifies the candidate as job ready and opens up multiple career opportunities, a certified candidate can opt to become an entrepreneur as well.

COURSE CONTENT

- Fundamentals of Accounting
- Maintaining Charts of Accounts in Tally.ERP 9
- Maintaining Stock Keeping Units (SKU)
- Recording Day to Day Transactions in Tally.ERP 9
- Accounts Receivable and Payable Management
- MIS Reports
- Goods & Services Tax (GST)
- Recording Vouchers with Tax Deducted at Source (TDS)

ASSESSMENT FEATURES

- Assessment Format : Online
Duration : One Hour
No. of Exams : One Exam
Certification Type : Digital

Detailed Syllabus

Chapter 1: Fundamentals of Accounting – 6 hours

- Introduction
- Accounting Terms
- Accounting Assumptions, Concepts and Principles
 - Assumptions
 - Concepts
 - Principles
- Double Entry System of Accounting
- Types of Accounts
- The Golden Rules of Accounting
- Source Documents for Accounting
- Recording of Business Transactions
 - The Accounting Equation
 - Recording of Transactions in Books of Original Entry/Journal
 - Use of Debit and Credit
 - Rules of Debit and Credit

- Recording of Business Transactions in Journal
- Ledger
 - Need for Ledger
 - Differences between a Journal and a Ledger
 - Classification of Ledger Accounts
 - Posting from Journal
- Trial Balance
 - Methods of Preparation
- Subsidiary Books & Control Accounts
 - Cash Book
 - Single Column Cash Book
 - Double Column Cash Book
 - Three Column Cash Book
 - Petty Cash Book
 - Purchase (Journal) Book
 - Purchases Return (Journal) Book
 - Sales (Journal) Book
 - Sales Return (Journal) Book
 - Journal Proper
 - Control Accounts
- Financial Statements
 - Trading and Pro't & Loss Account
 - Trading Account
 - Profit & Loss Account
 - Balance Sheet
 - Types of Assets and Liabilities included in a Balance Sheet
- Key Takeaways
- Practice Exercises

Chapter 2: Maintaining Chart of Accounts – 4 hours

- Introduction
 - Getting Started with Tally.ERP 9
 - Mouse/Keyboard Conventions
- Company Creation
 - Shut a Company
 - Select a Company
 - Alter Company Details
- Company Features and Configurations
 - F11: Company Features
 - F12: Configuration
- Chart of Accounts
 - Ledger & Group
 - Ledger Creation
 - Single Ledger Creation
 - Multi Ledger Creation
 - Altering and Displaying Ledgers
 - Group Creation
 - Single Group Creation
 - Multiple Group Creation
 - Displaying Groups and Ledgers

- Displaying Groups
- Display of Ledgers
- Deletion of Groups and Ledgers

Chapter 3: Recording Day-to-Day Transactions – 10 hours

- Introduction
- Business Transactions
 - Source Document for Voucher
 - Recording Transactions in Tally.ERP 9
- Accounting Vouchers
 - Receipt Voucher (F6)
 - Contra Voucher (F4)
 - Payment Voucher (F5)
 - Purchase Voucher (F9)
 - Sales Voucher (F8)
 - Debit Note Voucher
 - Credit Note (Ctrl+F8)
 - Journal Voucher (F7)

Chapter 4: Accounts Receivable and Payable Management – 10 hours

- Introduction
 - Accounts Payable and Receivables
- Maintaining Bill-wise Details
- Activation of Maintain Bill-wise Details Feature
- New Reference
- Against Reference
- Advance
- On Account
- Stock Category Report
- Changing the Financial Year in Tally.ERP 9

Chapter 5: MIS Reports – 5 hours

- Introduction
- Advantages of Management Information Systems
- MIS Reports in Tally.ERP 9
 - Trial Balance
 - Balance Sheet
 - Profit and Loss Account
 - Cash Flow Statement
 - Ratio Analysis
 - Books and Reports
 - Day Book
 - Receipts and Payments
 - Purchase Register
 - Sales Register
 - Bills Receivable and Bills Payable

**LIST OF STUDENTS ENROLLED FOR CCO4 Tally ACE
MBA 2017-2019 BATCH**

Sr. No.	Student Name	Sign.		Sr. No.	Student Name	Sign.
1	BEHARE SUHAS SUNILRAO			11	NAIR SHREELAKSHMI R.	
2	CHANDOLE UNMESH RAM			12	PAVAN PRAKASH GAWANDE	
3	DAKSHATA U.HINDARKAR			13	PRATIMA BAPURAO RAKHADE	
4	DIVYA BALAJI PADILE			14	PRIYANKA NAMDEV RATHOD	
5	GANGOPADHYAY TANMAY T.			15	SAGARDEEP	
6	GHADLE AKASH BALAJI			16	SHINDE MIRABAI PRABHAKAR	
7	KHAN SARFARAZ SIRAJ			17	SINU M. K. ZACHARIAH	
8	MANJARE OM BHARAT			18	SUPRIYA R. KARANKAL	
9	MISHRA PRIYANKA			19	ZUNJARI DEVIKA BHARAT	
10	MONICA MIKHAYAL KEDARI			20	AKSHAY PRAKASH MARATHE	

Course Title: TALLY PRO (CCO5)

Overview:

This advanced level certification from Tally is for candidates aspiring for growth in their careers. Candidates passing the online assessment will earn a verifiable digital certificate from Tally. Tally PRO will help certified candidate take a significant shift in the career and prepares to Handle mid-level positions in an organization.

Objective:

This course is designed to impart knowledge regarding concepts of Financial Accounting Tally is an accounting package which is used for learning to maintain accounts. As this course is useful for Commerce students to get placements in different offices as well as companies in Accounts departments.

SYLLABUS

Chapter 1: Journalizing and Posting of Transaction – 5 hours.

- Introduction
- Trial Balance
 - Methods of Preparation
- Subsidiary Books & Control Accounts
 - Cash Book
 - Single Column Cash Book
 - Double Column Cash Book
 - Three Column Cash Book
 - Petty Cash Book
 - Purchase Book
 - Purchase Return Book
 - Sales Book
 - Sales Return Book
 - Journal Proper
 - Control Accounts
- Financial Statements
 - Trading and Profit & Loss Account
 - Trading Account
 - Profit & Loss Account
 - Balance Sheet
 - Types of Assets and Liabilities included in Balance Sheet

Chapter 2: Accounts Receivable and Payable Management – 5 hours

- Introduction
- Accounts Payable and Receivable
- Maintaining Bill-wise Details
- Activation of Maintaining Bill-wise Details Feature
- New Reference
- Against Reference
- Advance Reference
- On Account
- Credit Limit
 - Activate Credit Limit
 - Setting Credit Limits
 - Exceeding Credit Limits
 - Exception to Credit Limits

- Payment Performance of Debtors
- Changing the Financial Year in Tally.ERP 9

Chapter 3: Banking – 5 hours

- Introduction
- Banking Payments
- Setting up Banking Features
- Cheque Management
 - Cheque Printing
 - Single Cheque Printing
 - Multi Cheque Printing
 - Cheque Register
 - Cancelled Cheque
 - Blank Cheque
- Bank Reconciliation
 - Manual Bank Reconciliation
 - Auto Bank Reconciliation
- Deposit Slip
 - Cash Deposit Slip
 - Cheque Deposit Slip
- Payment Advice
- Managing of Post-dated Cheques
- Notional Bank
- Post-dated Report
- Handling e-Payments in Tally. ERP 9
 - e-Payments Report
 - Exporting e-Payment Transactions from e-Payments Report
 - Sending Payment Instructions to Bank
- Updating the Bank Details Instantly in Tally. ERP 9

Chapter 4: Allocation and Tracking of Expenses and Incomes – 5 hours

- Introduction
- Cost Centre and Cost Categories
 - Activation of Cost Category and Cost Centre
 - Allocation of Expenses and Incomes using Cost Centre
 - Allocation of Expenses and Incomes using Cost Centre with Cost category
 - Allocation of expenses to multiple cost centers and cost categories
- Automation of Cost Centre and Cost Categories while recording transactions
 - Cost Centre Classes
- Cost Centre Reports
 - Category Summary
 - Cost Centre Break-up
 - Ledger Break-up
 - Group Break-up

Chapter 5: MIS Reports – 5 hours

- Introduction
- Advantages of Management Information Systems
- Types of MIS Reports in Tally. ERP 9
- MIS Reports in Tally. ERP 9
 - Trial Balance

- Balance Sheet
- Profit and Loss Account
- Cash Flow Statement
- Funds Flow Statement
- Ratio Analysis
- Books and Accounting Reports
 - Day Book
 - Receipts and Payments
 - Purchase Register
 - Sales Register
 - Bills Receivable and Bills Payable
- Inventory Reports
 - Stock Summary
 - Stock Transfer
 - Movement Analysis
 - Ageing Analysis

Chapter 6 Goods and Services Tax – 5 hours

- Introduction to GST
- Getting Started with GST (Goods)
- Advance adjustments and Entries (Goods)
- Getting Started with GST (Services)
- Advance adjustments and Entries (Services)

Chapter 7 Tax Deducted at Source (TDS) – 5 hours

- Introduction
- Basic Concepts of TDS
- TDS Process
- TDS in Tally. ERP 9
- Activation of TDS Feature in Tally. ERP 9
- TDS Statutory Masters
- Configuring TDS at Group Level
- Configuring TDS at Ledger Level
- Booking of Expenses in Purchase Voucher
- Recording Transactions
 - Expenses Partly Subject to TDS
 - Booking Expenses and Deducting TDS Later
 - Accounting Multiple Expenses and Deducting TDS Later
 - Accounting for TDS on Advance Payments against Transport
 - TDS on Expenses at Lower Rate
 - TDS on Expenses at Zero Rate
 - Deducting TDS on Payments
 - Reversal of Expenses with TDS
 - Deducting TDS on Expenses with Inventory
 - Accounting TDS on Fixed Assets
 - Payment of TDS
- TDS Reports
 - Challan Reconciliation
 - TDS Outstanding
 - E-Return

**LIST OF STUDENTS ENROLLED FOR CCO5 Tally Pro
MBA 2017-2019 BATCH**

Sr. No.	Student Name	Sign.		Sr. No.	Student Name	Sign.
1	BEHARE SUHAS SUNILRAO			11	NAIR SHREELAKSHMI R.	
2	CHANDOLE UNMESH RAM			12	PAVAN PRAKASH GAWANDE	
3	DAKSHATA U.HINDARKAR			13	PRATIMA BAPURAO RAKHADE	
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9	MISHRA PRIYANKA			19	ZUNJARI DEVIKA BHARAT	
10	MONICA MIKHAYAL KEDARI			20	AKSHAY PRAKASH MARATHE	