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 2019-20

			Batch 2019-21				
1	Excel (Basics)	**CC01**	**2019**	**1**	**32 hrs**	54	54
2	Excel (Advance)	**CC02**	**2019**	**1**	**34 hrs**	54	54
3	Business Communication Skills	**CC03**	**2019**	**1**	**30 hrs**	54	54
4	Tally ACE	**CC04**	**2019**	**1**	**35 hrs**	40	40
5	Tally Pro	**CC05**	**2019**	**1**	**35 hrs**	40	40
6	Digital Marketing	**CC06**	**2019**	**1**	**35 hrs**	27	27
7	Maths for Management	**CC07**	**2019**	**1**	**35 hrs**	42	42

Excel - Basics (CCO1) - New

Approximate Duration of the course:30-40 hours

Objectives:

MS Excel - Basics covers the basic terminology required to work in MS Excel environment. It also covers the mathematical and logical operations required to work in MS Excel as an accounting package. It covers the workbook management functions like create, add and rename worksheet. Moreover, it covers the topics for worksheet management, data privacy and data security. Course also covers the topics
Regarding formatting and references of cells on a worksheet. Along 'with this this course also covers the different formulas and functions being very important integral part of any accounting software. Sorting arid filters are also well explained with examples for the better understanding of the concepts. Finally, the course covers the topics which are important for the file management create, close, open and save a file etc.

Outcomes:
1. Create a worksheet; Know the features of worksheet; Adding and renaming worksheets.
2. Define a Toolbar; define formatting and editing toolbar; different styles of Fonts; setting Background colors; concept to Merge cells; various type of Number formats; methodology of cell references (column and row).
3. Put formulas and functions in an Excel Worksheet; Practice addition, multiplication etc. in day-to-day work.; Work with manipulation on dates; Use cell referencing as per the requirements; Use lookup functions; Use paste functions; Understand the difference between formulas and a function.
4. Recognize and understand many of the functions in Microsoft Excel; sort the dates in ascending and descending order; learn how to show and hide the rows and columns; how to add filters to the data; removing the filters from the data; and using pivot tables as a data summarization tool learn how to create, change interactively, delete or copy a pivot table.
5. Understand various Toolbars; Creating A Workbook; To save a Workbook; Opening a Workbook; Closing a Workbook.

UNIT 1 –WORKING WITH WORKSHEETS
    1.0 Introduction
    1.1 Objectives
    1.2 Features
    1.3 Create worksheets.
        1.3.1 Entering Data
        1.3.2 Editing in a worksheet
    1.4 Add and rename worksheet.
        1.4.1 Adding a worksheet.
        1.4.2 Rename worksheet.
    1.5 Customize worksheets.
        1.5.1 Select one or more worksheets.
        1.5.2 Select the last cell of a worksheet.
        1.5.3 Insert page numbers in the worksheet.
        1.5.4. Protecting worksheet in a workbook
    1.6 Add and remove columns and rows

UNIT 2-FORMATTING AND EDITING

2.0 Introduction
2.1 Objectives
2.2 Formatting Toolbars
2.3 Fonts
2.4 Background Colors
2.5 Merge Cells
2.6 Number Formats
2.7 Cell references (Column and row)

UNIT 3 FORMULAE'S & FUNCTIONS

3.1 Objectives
3.2 Introduction
3.3 Calculation formulae
    3.3.1 Addition, AutoSum
    3.3.2 Multiplication
3.4 Date functions
    3.4.1 TODAY function
    3.4.2 DATE function
3.5 Inserting formulae and functions in the worksheet
3.6 Cell reference
3.7 Paste Function
3.8 VLOOKUP function
3.9 HLOOKUP function

UNIT 4 SORTING AND FILTERS

4.0 Objective
4.1 Introduction
4.2 Sort Date (ascending and descending)
4.3 Show and Hide Column and Row
4.4 Add Filters
4.5 Remove Filters
4.6 Pivot Tables

UNIT-5 FILE HANDLING

5.0 Objectives
    5.1 Understanding File Terms
    5.1.1 Standard Toolbar
    5.2 Creating A Workbook
    5.3 To Save A Workbook
5.3.1 To save a new Workbook.
5.3.2 To save changes made to an existing workbook.
    5.4 Opening A Workbook
    5.5 Check Your Progress
    5.6 To close a Workbook.
    5.6.1 Naming Worksheets
5.6.2 Inserting Worksheets
    5.6.2.1 To insert a new Worksheet.
    5.6.2.2 Deleting Worksheets
    5.6.2.3 To delete one or more Worksheets.

LIST OF STUDENTS ENROLLED FOR CCO1 EXCEL (BASICS)
MBA 2019-2021 BATCH

Sr. No.	Student Name	Sign.	Sr. No.	Student Name	Sign.
1	ADITYA PRAKASH		28	INAMDAR ALFIYA VAJID	
2	ALEX FRANCIS		29	ISHTIYAK ANSARI AAIRABEE	
3	ALURE SHUBHAM BHARAT		30	JADHAV KIRAN VISHWAS	
4	AMALE AKSHADA DINKAR		31	JADHAV SWATI EKNATH	
5	AMBURE HRUSHIKESH SANJAY		32	JETE POOJA ASHOK	
6	ANJALI KUMARI		33	KOKATE OMKAR MADAN	
7	BANATE SIDDHARATH SANJEEV		34	KORDE SAGAR SHANTARAM	
8	BANE BHAGYASHREE VILAS		35	KULKARNI SHREERAM GOVIND	
9	BEHERE PIYUS VISHWASRAO		36	LANDE SHREEYASH SUNIL	
10	BELHEKAR SHUBHAM SANJAY		37	LANDGE SHITAL NAVNATH	
11	BHAGADE SNEHAL SURESH		38	LIGADE SARTHAK LAXMIKANT	
12	BHANGALE NEHA GIRDHAR		39	MAHAMUNI HARSHAL V	
13	BHANGALE NIKHIL WAMAN		40	MUNE SHUBHAM RAJENDRA	
14	BHANGE VINAYAK LAXMAN		41	PATIL GAURAV AVINASH	
15	CHANDIA SHWETA SUNIL		42	PATOLE ABHINAV HIRAMAN	
16	CHAUDHARI KAJAL KIRAN		43	PAWAR ASHWINI PRADEEP	
17	CHAVAN AJAY UTTAM		44	PAWAR ROHIT RAMCHANDRA	
18	DABHADE AMIT SUBHASH		45	ROY SUMIT SURESH	
19	DARAK PRITI KAMALKISHOR		46	SANAPATHI VENKATA SIVA SAI	
20	DATIR SURAJ ANKUSH		47	SANGALE RANJIT MUGAJI	
21	DAVE VIDYA VILAS		48	SANGLE ROHINI ASHRUBA	
22	ERANDE KAJAL POPAT		49	SHAH PRVA RAJESH	
23	FADTARE RAVINA BHAGWAT		50	SHINDE ASHWINI ARUN	
24	GADE PRASAD MADHUKAR		51	SINGH JHANKAR	
25	GAIKWAD ANUJA SUBHASH		52	SOBHANI NIKITA SURESH	
26	GORE ANKIT PRAKASH		53	TALREJA SAHIL RAJESH	
27	HADAWALE TEJASHRI LAHU		54	MEHTA AJAY LAXMINARAYAN	

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:
a) **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.
b) **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 2019-2021 BATCH

Sr. No.	Student Name	Sign.	Sr. No.	Student Name	Sign.
1	ADITYA PRAKASH		28	INAMDAR ALFIYA VAJID	
2	ALEX FRANCIS		29	ISHTIYAK ANSARI AAIRABEE	
3	ALURE SHUBHAM BHARAT		30	JADHAV KIRAN VISHWAS	
4	AMALE AKSHADA DINKAR		31	JADHAV SWATI EKNATH	
5	AMBURE HRUSHIKESH SANJAY		32	JETE POOJA ASHOK	
6	ANJALI KUMARI		33	KOKATE OMKAR MADAN	
7	BANATE SIDDHARATH SANJEEV		34	KORDE SAGAR SHANTARAM	
8	BANE BHAGYASHREE VILAS		35	KULKARNI SHREERAM GOVIND	
9	BEHERE PIYUS VISHWASRAO		36	LANDE SHREEYASH SUNIL	
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25	GAIKWAD ANUJA SUBHASH		52	SOBHANI NIKITA SURESH	
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Business Communication Skills (CCO3) -New

Objectives of the course:

This course is designed to provide an overview of the broad categories of Business communication and to impart knowledge in oral and written communication to help them develop their managerial communication competence.

By the end of this course, students should be able to:

- Understand and demonstrate the use of basic and advanced proper writing techniques that today's technology demands, including anticipating audience reaction,
- Write effective and concise letters and memos,
- Prepare informal and formal reports,
- Proofread and edit copies of business correspondence.
- Use career skills that are needed to succeed, such as using ethical tools, working collaboratively, observing business etiquette, and resolving workplace conflicts,
- Plan successfully for and participate in meetings and conduct proper techniques in telephone usage,
- Use e-mail effectively and efficiently, and
- Develop interpersonal skills that contribute to effective and satisfying personal, social and professional relationships.

SYLLABUS

Unit 1 – Introduction.

Importance of communication skills in Business Management. Types of communication: the media and tools of communication. The Communication Process. Barriers and Gateways to communication.

Unit 2 – Verbal and Non-verbal Communication.

Personal language and body language. Types of managerial speeches: occasional speech; thematic speech. Group Communication in: group discussions, meetings, seminars, and conferences. Art of facing interviews in: selection or placement, appraisal, disciplinary committees and exit interviews.

Unit 3 – Written Communication Skills

Formats for business letters and memos: routine type; sales promotion, bill collection, disciplinary action; persuasive messages; negative messages; job applications. Preparing a professional resume and cover letter, follow-up messages and letters. Internal communication through: memos, minutes, notices, circulars.

Writing effective Business Reports; Digital Communication. Power point preparation; Using Web as a source of knowledge Sharing.

Unit 4 – Recruitment and Employment Correspondence

Drafting the Employment Notice, Job Application Letter; Curriculum Vitae/ Resumes;Joining Interview;

An offer of employment; Job Description; Letter of Acceptance, Letter of Resignation and Promotion, Testimonials and References.

Unit 5 – Business and Social Etiquette

Professional conduct in a business setting: workplace hierarchy; the proper way to make introductions; Use of courteous phrases and language in the workplace. Professional Image: appropriate business attire; Telephone Etiquette; Table etiquette.

Text & References:
- Business Communication, Raman – Prakash, Oxford
- Business Communication for Managers: An Advanced Approach, Penrose, Thomson
- Business Communication, Krizan, Thomson
- Understanding Human Communication, 9/e, Adler R Oxford
- Business Communication- Sethi, Adhikari, Tata McGraw Hill

Web Sources
- www.shkaminski.com/Classes/Handouts/Communication
- www.communicationskills.co.in
- www.hodu.com
- www.writingforresults.net

LIST OF STUDENTS ENROLLED FOR CCO3 Business Communication Skill
MBA 2019-2021 BATCH

Sr. No.	Student Name	Sign.	Sr. No.	Student Name	Sign.
1	ADITYA PRAKASH		28	INAMDAR ALFIYA VAJID	
2	ALEX FRANCIS		29	ISHTIYAK ANSARI AAIRABEE	
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23	FADTARE RAVINA BHAGWAT		50	SHINDE ASHWINI ARUN	
24	GADE PRASAD MADHUKAR		51	SINGH JHANKAR	
25	GAIKWAD ANUJA SUBHASH		52	SOBHANI NIKITA SURESH	
26	GORE ANKIT PRAKASH		53	TALREJA SAHIL RAJESH	
27	HADAWALE TEJASHRI LAHU		54	MEHTA AJAY LAXMINARAYAN	

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

Sr. No.	Student Name	Sign.		Sr. No.	Student Name	Sign.
1	Chindarkar Dakshata uday			21	Padile Divya Balaji	
2	Dhahihande Priya Maruti			22	Panjwani Kultarsingh	
3	Gangopadhyay Tanmay T.			23	Rakhade Pratima Bapurao	
4	Gavandi Poonam Raosaheb			24	Rashmi Dammarsingh Kudmal	
5	Gawande Pavan Prakash			25	Rathod Priyanka Namdev	
6	Ghadle Akash Balaji			26	Sagardeep	
7	Kedari Monica M.			27	Shetty Manisha ramesh	
8	Kemaye Shweta P.			28	Shinde Mirabai Prabhakar	
9	Khan Sarfaraz S.			29	Shinde Rasika Ramesh	
10	Khubchandani Usha M.			30	Thatai Komal Haresh	
11	Mangtani Kajal Kamlesh			31	Zunjari Devika Bharat	
12	Manjare Om Bharat			32	Tincy Sam M	
13	Marathe Akshay Prakash			33	Sinu M.K. Zachariah	
14	Mhaske Pallavi Maruti			34	Rohini Himmatrao Wagh	
15	Misal Mayuri Sunil			35	Karankal Supriya Ratnakar	
16	Mishra Priyanka			36	Adhikari Mahesh	
17	Nadar Blessy David			37	Bahare Suhas Sunilrao	
18	Nair Shreelakshmi R.			38	Bhise Preethika P	
19	Nizare Vijay A.			39	Blessy Babu	
20	Omanakuttau Umesh			40	Chandole Unmesh Ram	

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

Sr.No.	Student Name	Sign.		Sr. No.	Student Name	Sign.
1	Chindarkar Dakshata uday			21	Padile Divya Balaji	
2	Dhahihande Priya Maruti			22	Panjwani Kultarsingh	
3	Gangopadhyay Tanmay T.			23	Rakhade Pratima Bapurao	
4	Gavandi Poonam Raosaheb			24	Rashmi Dammarsingh Kudmal	
5	Gawande Pavan Prakash			25	Rathod Priyanka Namdev	
6	Ghadle Akash Balaji			26	Sagardeep	
7	Kedari Monica M.			27	Shetty Manisha ramesh	
8	Kemaye Shweta P.			28	Shinde Mirabai Prabhakar	
9	Khan Sarfaraz S.			29	Shinde Rasika Ramesh	
10	Khubchandani Usha M.			30	Thatai Komal Haresh	
11	Mangtani Kajal Kamlesh			31	Zunjari Devika Bharat	
12	Manjare Om Bharat			32	Tincy Sam M	
13	Marathe Akshay Prakash			33	Sinu M.K. Zachariah	
14	Mhaske Pallavi Maruti			34	Rohini Himmatrao Wagh	
15	Misal Mayuri Sunil			35	Karankal Supriya Ratnakar	
16	Mishra Priyanka			36	Adhikari Mahesh	
17	Nadar Blessy David			37	Bahare Suhas Sunilrao	
18	Nair Shreelakshmi R.			38	Bhise Preethika P	
19	Nizare Vijay A.			39	Blessy Babu	
20	Omanakuttau Umesh			40	Chandole Unmesh Ram	

DIGITAL MARKETING (CCO6)

Today, no marketing plan or strategy is complete without digital strategy. Almost all industries have been using digital marketing to build brand, generate leads or sell. As the world is getting more and more digitized in every respect, Digital Marketing is a booming career option today. With striking features like cost-effectiveness, instant response, flexibility, convenience, effectiveness, Digital Marketing is making a strong impact in the world of Marketing and Advertising. This course helps the companies to Increase brand awareness, drive sales and/or leads

Course Objectives
- Understand the conceptual framework of Digital Marketing
- Understand How Customers behave in digital space
- Understand the concepts of Value Creation, delivery and communication in digital space
- Legal and Ethical Issues in Internet Marketing
- Understand the workings of paid advertisement and search engine optimized advertisements on popular search engine.
- Understand how to use web analytics and the concept of ROI in Digital space
- Understand the usage of Social Media

Scope AND Course Duration: 40 Hrs,

Training Process
- Theory
- Practical
- Assignment
- Case study
- Evaluation

SYLLABUS

Content:
- Digital Marketing vs. Traditional Marketing
- Affiliate Marketing
- Analytics Marketing
- Blog Marketing
- Content Marketing
- Email Marketing
- Inbound Marketing
- Mobile Marketing
- Search Engine Marketing (SEM)
- Search Engine Optimization (SEO)
- Social Media Marketing (SMM)
- Social Media Optimization (SMO)
- Email Marketing
- Internet Marketer
- Mobile Marketing

LIST OF STUDENTS ENROLLED FOR CCO6 Digital Marketing

Sr.No.	Student Name	Sign.	Sr. No.	Student Name	Sign.
1	Adhaoo Pranay Vinod		14	Kumavat Bhimrao Pukhraj	
2	Bakha saifee N.		15	Kundu Rajib	
3	Borse Shailesh Vilas		16	Kurule Santosh U.	
4	Deshmukh Ajinkya Bojraj		17	Mohd Salim Mohd M.	
5	Deshmukh Shubham Ramdas		18	Pakhare Jagannath Sunil	
6	Deshpande Suvarna Mohan		19	Patham Adamkhan M	
7	Dudani Sagar V.		20	Patil Kiran Prabhakar	
8	Gupta Rameshwar N		21	Prabhune Harsh Vivek	
9	Jadhav Pratik S		22	Raut Nilesh Jagannath	
10	Jadhav Yogesh V		23	Sarda Yashovardhan A	
11	Jalokar Sagar Shankar		24	Sawant Sourabh Chandrakant	
12	Jangid Kishor		25	Singh Ashutosh	
13	Kerawadekar Swapnil		26	Waghchaure Bhagyashree Vijay	
			27	Sonawane Suraj Ashok	

Mathematics for Management (CCO7)

Objectives:

- To give knowledge of arithmetic to the management students.
- To develop interest towards math.
- To develop logical and problem-solving ability in the management students.
- Emotional development of management students.

SYLLABUS

Unit 1- Algebra

- ➢ Variables
- ➢ Function of One Variable
- ➢ Functions of More than One Variable
- ➢ Linear Equations: One Variable
- ➢ The Cartesian Plane
- ➢ Straight Lines
- ➢ Finding Solutions: Two Equations
- ➢ Linear Inequalities: One Variable
- ➢ Linear Inequalities: Two Variables
- ➢ Polynomials and Quadratic Functions
- ➢ Powers and Exponents
  - Power Function
  - Cobb-Douglas Function
  - Exercises
- ➢ Order of Operations
- ➢ Entering Formulas and Graphing Functions in Excel
- ➢ Inverse Functions
- ➢ Ratios and Percentages
- ➢ Elasticity of Demand
- ➢ Logarithms
- ➢ Index Numbers

Unit 2- Calculus

- ➢ Motivation for Differential Calculus
- ➢ Determining the Slope of a Function
- ➢ Slope and Tangent Line
- ➢ Rules for Computing Derivatives
- ➢ Second Derivatives, Convex, and Concave Functions
- ➢ Maximizing and Minimizing Functions
- ➢ Inflection Points

Unit 3- Statistics
- ➢ Summation Notation
- ➢ Using Bar Graphs and Histograms to Summarize Data
- ➢ Measures of Central Tendency
- ➢ Skewness and Measures of Central Tendency
- ➢ Measures of Variability
- ➢ The Rule of Thumb and Outliers
- ➢ Covariance and Correlation

Unit 4 -Probability
- ➢ Experiments, Sample Spaces, and Events
- ➢ Basic Probability Calculations Involving Sample Spaces
- ➢ Mutually Exclusive Events
- ➢ Complementary Events
- ➢ Conditional Probability
- ➢ Independent Events
- ➢ Random Variables
- ➢ Continuous Random Variables
- ➢ Normal Random Variable

Unit 5- Finance
- ➢ Net Present Value (NPV)
- ➢ Internal Rate of Return (IRR)
- ➢ Payback Criteria
- ➢ Future Value
- ➢ Annuities
- ➢ Perpetuities
  - • Growing Perpetuity
- ➢ Compound Interest

LIST OF STUDENTS ENROLLED FOR CCO7 Maths for Management

Sr.No.	Student Name	Sign.		Sr. No.	Student Name	Sign.
1	Beloshe Sheetal Suryakant			21	Singhal Anuj	
2	Dodiya Roshni P			22	Bhandawalkar Neha D.	
3	Gadage Amol B.			23	Borhade Kritika Kailas	
4	Gadakh Rishal Bhagwan			24	Gupta Parul	
5	Gautam Sharmila Patiram			25	Pandit Rohit Sanjay	
6	Joseph Maria			26	Patole Steven William	
7	Kadam Pratiksha Parmod			27	Rishabh Raj	
8	Kakade Mithila Hemant			28	Shelar Kinjal Milind	
9	Mohite Sonali Abhijit			29	Rishikumar Singh	
10	Narkhede Minal Ravindra			30	Takzare Arpit	
11	Pacharne Natha Shivram			31	Dutta Prakriti	
12	Pandey Priya			32	Harsh Gaurav	
13	Paralikar Sujata Dattatraya			33	Joshi Gauri Sudhakar	
14	Revathi			34	Kulkarni Shubham Arun	
15	Salunke Sampada Vinayak			35	Kumar Amit Shrivastav	
16	Shetty Priya Anuradh			36	Kundle Manoj Shankarao	
17	Shetty Saujannya			37	Monteiro Richa Anthony	
18	Shetty Vaishnavi Satyanand			38	Naidu Rakhi Rajendra	
19	Shrivastava Aparna			39	Naik Prachi Ramakant	
20	Singh Kumari Pooja Ishwar			40	Ram Kumar Ram	
				41	Rangari Himanshu B	
				42	Sawant Shubham Gajanan	