ADON CERTIFICATION PROGRAM 2020-21

	Batch 2020-22						
1	Excel (Basics)	**CC01**	**2020**	**1**	**32 hrs**	59	59
2	Excel (Advance)	**CC02**	**2020**	**1**	**34 hrs**	59	59
3	Business Communication Skills	**CC03**	**2020**	**1**	**30 hrs**	59	59
4	Tally ACE	**CC04**	**2020**	**1**	**35 hrs**	**61**	**61**
5	Tally Pro	**CC05**	**2020**	**1**	**35 hrs**	**61**	**61**
6	Digital Marketing	**CC06**	**2020**	**1**	**35 hrs**	**42**	**42**
7	Maths for Management	**CC07**	**2020**	**1**	**36 hrs**	**34**	**34**

Excel - Basics (CCO1)

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 2020-2022 BATCH

Sr. No.	Student Name	Sign.	Sr. No.	Student Name	Sign.
1	ADHAV ABHIJIT SANJAY		31	MORE PRATIK VIVEK	
2	AKHADE VINOD ASHOK		32	OMKAR KUNDLIK SHEJWAL	
3	AKOJWAR AWDHUT KISHOR		33	PARDESHI SHUBHANGI NIMBA	
4	AKSHAY MANOJ BORSE		34	PHADKE DNYANESH GANESH	
5	AMAR SUKUMAR SHETE		35	POOJA PRAKASH MORE	
6	ARUN MAHADEV DHOLE		36	PRACHI RAJANAND MESHRAM	
7	AVANISH VINOD SHRIVASTAV		37	PRAJWAL VIJAY PATIL	
8	BABALU A. GIRANIWADDAR		38	PRASAD MURLIDHAR PHIRKE	
9	BARVE SHASHANK MADAN		39	PRATIK SUNIL BHAVSAR	
10	BHAGYASHREE S KARKALE		40	PUJA RAMCHANDRA DIVASE	
11	BHAMARE ABHIJEET VASANT		41	SANKET SURESH GHUGE	
12	BHIKOLE RAVIKIRAN KUNDLIK		42	SAPKALE MAYUR D	
13	BHILARE NIKHIL KAILAS		43	SARIKA GOVIND BHOR	
14	BHOLE AMOL RAVINDRA		44	SHAIKH FIROJ KADAR	
15	BISEN SUMEET BHAWANLAL		45	SHINDE DIVYA DIGAMBAR	
16	CHOPADE PRASAD RAGHUNATH		46	SHINDE MANSI NAGESH	
17	DEOKULE SHUBHAM SHIVAJI		47	SONALI NANASAHEB SHINDE	
18	DESAI PRAVIN SANTOSH		48	SUDAKE AAKASH BABASAHEB	
19	DHIRAJ DATTATRAY SONAWANE		49	SUNIL BALU HIRVE	
20	GANESH BHIKAN TAYDE		50	SWAPNIL RAMHARI KENGAR	
21	AKANSHA VISHWAS SHITOLE		51	UTKARSH RAJEEV WANKHADE	
22	ANDHALE VIKAS SHAHADEO		52	AKSHAY MANGESH GHAG	
23	BAWASKAR MAYURI P.		53	AMOL MADHUKAR GHUGE	
24	BHADRE YAMINI NANDUJI		54	ASHISH GOVIND WAKALE	
25	BHAKTI RAJENDRA DHUMANE		55	BAVALE SHWETA SAMBHAJI	
26	BHOI RAKESH RAJENDRA		56	BAWASKAR SUMIT RAJENDRA	
27	BURUNGALE SANDIP SHIVAJI		57	BHAIRAT MAHIMA RAMESH	
28	GHULE GANESH SHIVAJI		58	MAYURI GAJANAN RANKHAM	
29	HANDE ANIKET ARJUN		59	MUSALE VIKRAM DNYANBA	
30	JADHAV ARCHANA FULCHAND				

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 2020-2022 BATCH

Sr. No.	Student Name	Sign.	Sr. No.	Student Name	Sign.
1	ADHAV ABHIJIT SANJAY		31	MORE PRATIK VIVEK	
2	AKHADE VINOD ASHOK		32	OMKAR KUNDLIK SHEJWAL	
3	AKOJWAR AWDHUT KISHOR		33	PARDESHI SHUBHANGI NIMBA	
4	AKSHAY MANOJ BORSE		34	PHADKE DNYANESH GANESH	
5	AMAR SUKUMAR SHETE		35	POOJA PRAKASH MORE	
6	ARUN MAHADEV DHOLE		36	PRACHI RAJANAND MESHRAM	
7	AVANISH VINOD SHRIVASTAV		37	PRAJWAL VIJAY PATIL	
8	BABALU A. GIRANIWADDAR		38	PRASAD MURLIDHAR PHIRKE	
9	BARVE SHASHANK MADAN		39	PRATIK SUNIL BHAVSAR	
10	BHAGYASHREE S KARKALE		40	PUJA RAMCHANDRA DIVASE	
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14	BHOLE AMOL RAVINDRA		44	SHAIKH FIROJ KADAR	
15	BISEN SUMEET BHAWANLAL		45	SHINDE DIVYA DIGAMBAR	
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25	BHAKTI RAJENDRA DHUMANE		55	BAVALE SHWETA SAMBHAJI	
26	BHOI RAKESH RAJENDRA		56	BAWASKAR SUMIT RAJENDRA	
27	BURUNGALE SANDIP SHIVAJI		57	BHAIRAT MAHIMA RAMESH	
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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 2020-2022 BATCH

Sr. No.	Student Name	Sign.	Sr. No.	Student Name	Sign.
1	ADHAV ABHIJIT SANJAY		31	MORE PRATIK VIVEK	
2	AKHADE VINOD ASHOK		32	OMKAR KUNDLIK SHEJWAL	
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19	DHIRAJ DATTATRAY SONAWANE		49	SUNIL BALU HIRVE	
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22	ANDHALE VIKAS SHAHADEO		52	AKSHAY MANGESH GHAG	
23	BAWASKAR MAYURI P.		53	AMOL MADHUKAR GHUGE	
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26	BHOI RAKESH RAJENDRA		56	BAWASKAR SUMIT RAJENDRA	
27	BURUNGALE SANDIP SHIVAJI		57	BHAIRAT MAHIMA RAMESH	
28	GHULE GANESH SHIVAJI		58	MAYURI GAJANAN RANKHAM	
29	HANDE ANIKET ARJUN		59	MUSALE VIKRAM DNYANBA	

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	ABHIJEET HANUMANT WAYKAR			32	PALLAVI GAJANAN RAUT	
2	ADESH ARJUN VARPE			33	PANICKAR SAJITH MOHAN	
3	AISHWARYA SANDIP AMLE			34	PITALE PRATIK ANIL	
4	AKASH KRISHNAN KUTTY			35	POONAM RAJENDRA WANI	
5	AKSHAY D. BARBADE			36	PRACHI BHASKARRAO KALE	
6	AMOL SUNIL PATIL			37	PRAJAKTA S KAMBLE	
7	ANJANI VILAS KALMASTE			38	Priyanka Arun Kanse	
8	ANKUR VILAS KARVE			39	PURUSHOTTAM L. UGADE	
9	ARAJU ASHOK SONI			40	PUSPALATA SAHOO	
10	ASHISH SANJAY HIRASKAR			41	RAJENDRAN PRIYA BABU	
11	DIVYA DILIP MANKESHWARE			42	RATHOD AVINASH NAMDEV	
12	GAURI BRAMHADEV MUNDE			43	RESHMA KISAN GADILKAR	
13	HARSHADA RAVINDRA MULE			44	RUPALI SUNIL MANDAVKAR	
14	HARSHAL ANIL POKALE			45	RUPALI VILAS HANDE	
15	JAGTAP PRASAD BHARAT			46	SIMRAN RAJESH GUPTA	
16	JENIL SURESH SHAH			47	SHAMSHADALI S. MANSOORI	
17	KAVITA ANKUSH BHONGADE			48	SHITAL TANHAJI PHAPALE	
18	KARISHMA ASHOK SAKAT			49	SIDDHI AJIT CHINDARKAR	
19	KADAM PRIYANKA SACHIN			50	SIMRAN GAFFAR SHAIKH	
20	KIRAN PREMCHAND CHAUHAN			51	SNEH N. PARMAR	
21	KISHOR SHANTARAM BODKE			52	SNEHAL MAHADEV KALE	
22	KOMAL KASHINATH LOHOTE			53	SUPRIYA BHANUDAS THITE	
23	KRITHAM CHAKRABORTY			54	SWAPNALI GORAKSH BHOR	
24	KULKARNI YOGESH SUBHASH			55	TAMBULWADIKAR VEDANT S.	
25	MAYURESH S. GHVTEMARDAN			56	THAWANI KASHMITA SURESH	
26	MAGAR PRANITA BABAN			57	VIJAYKUMAR A. VYAVAHARE	
27	MAHESHWARI S. WAGHMARE			58	VINOD RAMESH VARPE	
28	MAYURI NATHU GAIKWAD			59	VISHAKA SHARAD NAYKODE	
29	NAZIYA ABBAS TAMBOLI			60	PRATIKSHA S. FULSUNDAR	
30	NILESH VISHNU SHINDE			61	TUSHAR DNYANDEO SHINDE	
31	PUJA SAMPAT AHER					

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	ABHIJEET HANUMANT WAYKAR			32	PALLAVI GAJANAN RAUT	
2	ADESH ARJUN VARPE			33	PANICKAR SAJITH MOHAN	
3	AISHWARYA SANDIP AMLE			34	PITALE PRATIK ANIL	
4	AKASH KRISHNAN KUTTY			35	POONAM RAJENDRA WANI	
5	AKSHAY D. BARBADE			36	PRACHI BHASKARRAO KALE	
6	AMOL SUNIL PATIL			37	PRAJAKTA S KAMBLE	
7	ANJANI VILAS KALMASTE			38	Priyanka Arun Kanse	
8	ANKUR VILAS KARVE			39	PURUSHOTTAM L. UGADE	
9	ARAJU ASHOK SONI			40	PUSPALATA SAHOO	
10	ASHISH SANJAY HIRASKAR			41	RAJENDRAN PRIYA BABU	
11	DIVYA DILIP MANKESHWARE			42	RATHOD AVINASH NAMDEV	
12	GAURI BRAMHADEV MUNDE			43	RESHMA KISAN GADILKAR	
13	HARSHADA RAVINDRA MULE			44	RUPALI SUNIL MANDAVKAR	
14	HARSHAL ANIL POKALE			45	RUPALI VILAS HANDE	
15	JAGTAP PRASAD BHARAT			46	SIMRAN RAJESH GUPTA	
16	JENIL SURESH SHAH			47	SHAMSHADALI S. MANSOORI	
17	KAVITA ANKUSH BHONGADE			48	SHITAL TANHAJI PHAPALE	
18	KARISHMA ASHOK SAKAT			49	SIDDHI AJIT CHINDARKAR	
19	KADAM PRIYANKA SACHIN			50	SIMRAN GAFFAR SHAIKH	
20	KIRAN PREMCHAND CHAUHAN			51	SNEH N. PARMAR	
21	KISHOR SHANTARAM BODKE			52	SNEHAL MAHADEV KALE	
22	KOMAL KASHINATH LOHOTE			53	SUPRIYA BHANUDAS THITE	
23	KRITHAM CHAKRABORTY			54	SWAPNALI GORAKSH BHOR	
24	KULKARNI YOGESH SUBHASH			55	TAMBULWADIKAR VEDANT S.	
25	MAYURESH S. GHVTEMARDAN			56	THAWANI KASHMITA SURESH	
26	MAGAR PRANITA BABAN			57	VIJAYKUMAR A. VYAVAHARE	
27	MAHESHWARI S. WAGHMARE			58	VINOD RAMESH VARPE	
28	MAYURI NATHU GAIKWAD			59	VISHAKA SHARAD NAYKODE	
29	NAZIYA ABBAS TAMBOLI			60	PRATIKSHA S. FULSUNDAR	
30	NILESH VISHNU SHINDE			61	TUSHAR DNYANDEO SHINDE	
31	PUJA SAMPAT AHER					

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	ADITI CHOWDHURY		22	KSHITIJA MILIND KHARAT	
2	AJAY KHANDELWAL		23	MADAN SANJAY JADHAV	
3	HANUMANT RAMESHWAR GUND		24	MOHIT MANOHAR FEGADE	
4	JAYDIP ANANDRAO RAJEJADHAV		25	PAVAN PRALHAD TAYADE	
5	KALPESH DATTATRAY NAVARKAR		26	RAMAKRISHNA GADAMSETTI	
6	MOHD SHAHBAZ SHAIKH		27	SANJAY TANAJI CHAVAN	
7	NISHANK SUDHAKAR DIXIT		28	SANTOSH KUMAR R. YADAV	
8	NISHIKANT TIWARI		29	SWATI VINAYAK PATIL	
9	RENOY CHERIAN AMPRAYIL		30	TEJASHRI KRISHNARAO DESHMUKH	
10	ROHOKALE PAVAN DAGADU		31	VARSHARANI VINAYAK PATIL	
11	RUSHIKESH BHASKAR BHAMARE		32	PANDIT ASHOK PATIL	
12	SAURABH BABARAO ASUTKAR		33	AKSHAY POPAT YEDE	
13	SAURABH P UPGANLAWAR		34	AKSHAY RATNAKAR JAIN	
14	SHINDE DNYANESHWAR BHIMRAO		35	PRADEEP SHRIDHAR KONDE	
15	SHRIKANT S. MANDHANA		36	PRAJOT PRAKASH KHUDASE	
16	SNEHAL BALASAHEB WANJE		37	SALIM GULAB MOMIN	
17	VAIBHAV BAJIRAO AHER		38	SOURABH SATISH KALASKAR	
18	VIJAYRAJ ANANDA PATIL		39	SHARVARI SUSHIL AHIRRAO	
19	ANSHUL PRAKASH DESHMUKH		40	SHAHRUKH NURMOHMAD SAYYAD	
20	DNYANESHWAR JANKIRAM MIRKAD		41	SURAJ NAGNATH LATURE	
21	KRUNAL SUNIL JAGTAP		42	VISHAKHA ANIL MANDAVKAR	

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	AARTI ASHOK MAGAR		18	VAIDYA SWAPNIL VINAYAK	
2	BHALCHANDRA DILIP SHIRKE		19	YASHRAJ AJITSINH CHAVAN	
3	DEEPAK KUMAR PANDEY		20	ASHWINI TRAMBAK BAVISKAR	
4	GAYATRI ANIL KHAIRE		21	OMKAR ASHOK BHILARE	
5	KAMYA KUMARI		22	SHRIPAD PANDURANG KULKARNI	
6	KOMAL RAJESH THOSARE		23	DIPIKA RAJENDRA KORE	
7	MANISHA RAMESH SHARMA		24	LAKSHMI DAYANANDAN	
8	PURUSHOTTAM P. BHALEKAR		25	MAHADEV GANPAT KHARADE	
9	PALLAVI DUBEY		26	MANOJ HARIHAR CHOUDHARY	
10	PANDHARINATH ARUN KONGE		27	MERCY RICHARD THORAS	
11	PANDURANG VISHNU PAWAR		28	PRASHANT DAGADU BHAVSAR	
12	PRAGATI DATTATRAY KIRVE		29	DEEPALI RAJENDRA GHONGADE	
13	PREETI SUNIL GUPTA		30	REHANA MAGDOOM PATEL	
14	RAVINDRA RAOSAHEB JADHAV		31	SANDIP DHARMARAJ GITE	
15	SANDHYA DHANAJIRAO BIRADAR		32	SANKET SANJAY PARASKAR	
16	SAGAR MAKHHAN MAHALE		33	SIDDHI SUDHAKAR BOKEPHODE	
17	SUREMYA SURESH		34	VAIBHAV SURESH BODAKHE	