



ADON CERTIFICATION PROGRAM 2021-22

Batch 2021-23							
1	Excel (Basics)	CC01	2021	1	32 hrs	63	63
2	Excel (Advance)	CC02	2021	1	34 hrs	63	63
3	Business Communication Skills	CC03	2021	1	30 hrs	63	63
4	Tally ACE	CC04	2021	1	35 hrs	62	62
5	Tally Pro	CC05	2021	1	35 hrs	62	62
6	Digital Marketing	CC06	2021	1	35 hrs	35	35
7	Maths for Management	CC07	2021	1	36 hrs	15	15

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 and 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.

INSTITUTE OF PROFESSIONAL STUDIES
LIST OF STUDENTS ENROLLED FOR CCO1 EXCEL (BASICS)
MBA 2021-2023 BATCH

Sr. No.	Student Name	Sign.	Sr. No.	Student Name	Sign.
1	ABHANG SHUBHAM RAJESH		33	PADMAWAR RUSHIKESH ASHOK	
2	AGRAWAL SOMESH CHAMPALAL		34	PAWAR MAROTI TUKARAM	
3	AHER SANJANA SURESH		35	PAWAR SAYALI	
4	AMBADKAR SACHIN WAMAN		36	PINGALE VIRAJ VIKAS	
5	BAGAL PRASHANT HANMANT		37	POKHARKAR ADITI PRADEEP	
6	BAROTE APURVA MADAN		38	QADRI SHAHID NISAR	
7	BHALDAR ARZOO		39	RAJPUT GOPAL VITTHALSING	
8	BHAVTHANKAR DIVYA D.		40	RAMBHADE AKSHAY PRAKASH	
9	BHISE KAJAL SANJAY		41	RANGARI MASOOM MAHENDRA	
10	BHOSALE AJAY BALASAHEB		42	SATAO CHAITANYA MUKUNDA	
11	BHOYAR PRATHAMESH RAJESH		43	SATDIVE SUNIL	
12	BOBADE PRATIK AVINASH		44	SHAHANE MODAK PRABHAKAR	
13	BORKAR SACHIN SHIVAJI		45	SURALKAR AARTI RAMESH	
14	CHAUGULE SHIVANI BIPIN		46	SURVE RAVIRAJ ARJUN	
15	GHODAKE OMKAR PRAKASH		47	TAMKAR DEEPALI NAMDEV	
16	GHUGE BHAGYASHRI DILIP		48	TANDALE MANGESH LAXMAN	
17	GITE SHUBHAM SANJAY		49	TETU SHAILESH UDDHAO	
18	GODSE MAHIMA BALKRUSHNA		50	THITE SAURABH SATYAWAN	
19	GURAV AKASH ASHOK		51	THORAT AMOL SANJAY	
20	HADAP KIRTI ARJUN		52	TIWARY SHUBHAM	
21	HAMRE POONAM JAYRAM		53	UFADE SNEHAL BAPU	
22	HARALE MOHINI ASHOK		54	UNHALE SHUBHAM BABURAO	
23	INGULKAR SANKET SANJAY		55	VANARASE RUCHITA HARIDAS	
24	JADHAV SIDDHARTH PRAVIN		56	VARAK BHARATI JANARADAN	
25	KUTE SWATI ANNASAHEB		57	WAGH SANKET SURESH	
26	MATE RUSHIKESH KRUSHNA		58	WAGHMODE SADANAND VISHNU	
27	MEHER SANDUSHA VIJAY		59	WAINGADE AKSHAY GOVIND	
28	MERLIN JOSEPH		60	WAKODE DHANASHRI W.	
29	MORE SOURABH DEEPAK		61	WAKODE MONALI WASUDEORAO	
30	NAGPURE ROHIT AVINASH		62	WAYAL VIKAS JANARDHAN	
31	NARAWADE GAURAV BALU		63	AARU PANKAJ MANOHAR	
32	NIKALJE SHUBHAM SHRIKANT				

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)-63
MBA 2021-2023 BATCH**

Sr. No.	Student Name	Sign.	Sr. No.	Student Name	Sign.
1	ABHANG SHUBHAM RAJESH		33	PADMAWAR RUSHIKESH ASHOK	
2	AGRAWAL SOMESH CHAMPALAL		34	PAWAR MAROTI TUKARAM	
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32	NIKALJE SHUBHAM SHRIKANT				

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 2021-2023 BATCH**

Sr. No.	Student Name	Sign.	Sr. No.	Student Name	Sign.
1	ABHANG SHUBHAM RAJESH		33	PADMAWAR RUSHIKESH ASHOK	
2	AGRAWAL SOMESH CHAMPALAL		34	PAWAR MAROTI TUKARAM	
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19	GURAV AKASH ASHOK		51	THORAT AMOL SANJAY	
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21	HAMRE POONAM JAYRAM		53	UFADE SNEHAL BAPU	
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25	KUTE SWATI ANNASAHEB		57	WAGH SANKET SURESH	
26	MATE RUSHIKESH KRUSHNA		58	WAGHMODE SADANAND VISHNU	
27	MEHER SANDUSHA VIJAY		59	WAINGADE AKSHAY GOVIND	
28	MERLIN JOSEPH		60	WAKODE DHANASHRI W.	
29	MORE SOURABH DEEPAK		61	WAKODE MONALI WASUDEORAO	
30	NAGPURE ROHIT AVINASH		62	WAYAL VIKAS JANARDHAN	
31	NARAWADE GAURAV BALU		63	AARU PANKAJ MANOHAR	
32	NIKALJE SHUBHAM SHRIKANT				

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	GADGE KAJAL POPAT		32	NAGARKAR SAYALI C.	
2	KENGAR SWAPNIL RAMHARI		33	NAIDU KAMESH GANESH	
3	PARDESHI SHUBHANGI NIMBA		34	NIMAN TEJAL RAVINDRA	
4	RAMTEKE UJWAL MURLIDHAR		35	OMKAR KUNDLIK SHEJWAL	
5	SHINDE VIJAY MARUTI		36	PAWAR POOJA UDAY	
6	SUDRIK TEJASHREE SONAJI		37	PENDBHAJE SAURABH RAMESH	
7	AADESH TILAKCHAND AHIR		38	PRACHI RAJANAND MESHARAM	
8	AAKANKSHA BARMAIYA		39	PRAGATI MANMATH SHETTY	
9	ADHAV ABHIJIT SANJAY		40	PRASAD RAGHUNATH CHOPADE	
10	AKANSHA VISHWAS SHITOLE		41	PRASAD RAHUL KAMLESH	
11	ASHISH GOVIND WAKALE		42	PRASHIKA SUNIL SHIRSAT	
12	AVANISH VINOD SHRIVASTAV		43	PRASHIL MOKSHAVIR LOHAKARE	
13	BABAR KAJAL PANDURANG		44	PRATIK VIVEK MORE	
14	BAKAL KOMAL NAMDEO		45	PUNAM SAKHARE	
15	BAMBLE VISHWASRAO S.		46	RAUT AMRUTA SURESHRAO	
16	BANPURE VIJAY SHIVLAL		47	RAWAL CHETANA BHARAT	
17	BAWASKAR MAYURI P.		48	ROKA BELMAYA RAMSINGH	
18	BHAIRAT MAHIMA RAMESH		49	SALUNKHE RAHUL HANUMANT	
19	BHAWARI NEHA MARUTI		50	SAPKAL SOMESHWAR RUSTUM	
20	BHOI RAKESH RAJENDRA		51	SHAHANE VAIBHAVI S.	
21	BHOR SARIKA GOVIND		52	SHAIKH FIROJ KADAR	
22	BORSE AKSHAY MANOJ		53	SHELKE DEEPAK VITTHAL	
23	CHAVAN ROHIT RAMESH		54	SHINDE SONALI NANASAHEB	
24	CHINDARKAR PRATIK UDAY		55	SHINGOTE PRATIMA PRAKASH	
25	DESAI PRAVIN SANTOSH		56	SUDAKE AKASH BABASAHEB	
26	DESHMUKH RUTUJA VIKAS		57	SUMIT RAJENDRA BAWASKAR	
27	DHUMANE BHAKTI RAJENDRA		58	SUNNY DILIP BAJAJ	
28	DIGVIJAY TANAJI CHAVAN		59	SUTAR KRISHNA HANUMANT	
29	DIVASE PUJA RAMCHANDRA		60	WALZADE ASHWINI RAJENDRA	
30	GAIKWAD PRASHANT PRAKASH		61	WAYAL SHREYA SHASHIKANT	
31	MORE POOJA PRAKASH		62	YEWALE TEJASWINI VINOD	

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	GADGE KAJAL POPAT		32	NAGARKAR SAYALI C.	
2	KENGAR SWAPNIL RAMHARI		33	NAIDU KAMESH GANESH	
3	PARDESHI SHUBHANGI NIMBA		34	NIMAN TEJAL RAVINDRA	
4	RAMTEKE UJWAL MURLIDHAR		35	OMKAR KUNDLIK SHEJWAL	
5	SHINDE VIJAY MARUTI		36	PAWAR POOJA UDAY	
6	SUDRIK TEJASHREE SONAJI		37	PENDBHAJE SAURABH RAMESH	
7	AADESH TILAKCHAND AHIR		38	PRACHI RAJANAND MESHRAM	
8	AAKANKSHA BARMAIYA		39	PRAGATI MANMATH SHETTY	
9	ADHAV ABHIJIT SANJAY		40	PRASAD RAGHUNATH CHOPADE	
10	AKANSHA VISHWAS SHITOLE		41	PRASAD RAHUL KAMLESH	
11	ASHISH GOVIND WAKALE		42	PRASHIKA SUNIL SHIRSAT	
12	AVANISH VINOD SHRIVASTAV		43	PRASHIL MOKSHAVIR LOHAKARE	
13	BABAR KAJAL PANDURANG		44	PRATIK VIVEK MORE	
14	BAKAL KOMAL NAMDEO		45	PUNAM SAKHARE	
15	BAMBLE VISHWASRAO S.		46	RAUT AMRUTA SURESHRAO	
16	BANPURE VIJAY SHIVLAL		47	RAWAL CHETANA BHARAT	
17	BAWASKAR MAYURI P.		48	ROKA BELMAYA RAMSINGH	
18	BHAIRAT MAHIMA RAMESH		49	SALUNKHE RAHUL HANUMANT	
19	BHAWARI NEHA MARUTI		50	SAPKAL SOMESHWAR RUSTUM	
20	BHOI RAKESH RAJENDRA		51	SHAHANE VAIBHAVI S.	
21	BHOR SARIKA GOVIND		52	SHAIKH FIROJ KADAR	
22	BORSE AKSHAY MANOJ		53	SHELKE DEEPAK VITTHAL	
23	CHAVAN ROHIT RAMESH		54	SHINDE SONALI NANASAHEB	
24	CHINDARKAR PRATIK UDAY		55	SHINGOTE PRATIMA PRAKASH	
25	DESAI PRAVIN SANTOSH		56	SUDAKE AKASH BABASAHEB	
26	DESHMUKH RUTUJA VIKAS		57	SUMIT RAJENDRA BAWASKAR	
27	DHUMANE BHAKTI RAJENDRA		58	SUNNY DILIP BAJAJ	
28	DIGVIJAY TANAJI CHAVAN		59	SUTAR KRISHNA HANUMANT	
29	DIVASE PUJA RAMCHANDRA		60	WALZADE ASHWINI RAJENDRA	
30	GAIKWAD PRASHANT PRAKASH		61	WAYAL SHREYA SHASHIKANT	
31	MORE POOJA PRAKASH		62	YEWALE TEJASWINI VINOD	

DIGITAL MARKETING (CC06)

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	PANKAJ PRALHAD RATHOD		19	JADHAV RAHUL DATTARAM	
2	SHINDE ADESH SANJAY		20	JADHAV ROHAN ASHOK	
3	AAKASH CHHOTU BHOI		21	JOGDAND HARSHADA RANJIT	
4	AKHADE VINOD ASHOK		22	JOGDAND KAJAL RANJEET	
5	ANDHALE VIKAS SHAHADEO		23	NEHARKAR AJITKUMAR K.	
6	BHAVSAR PRATIK SUNIL		24	NITESH KAMESHWAR SINGH	
7	BURUNGALE SANDIP SHIVAJI		25	PACHPAWAR PREM SANDIP	
8	DAVADATE RUSHIKESH DINKAR		26	PARALKAR SHRINIVAS S.	
9	DHANSHREE R. KATHARE		27	PATIL TUSHAR BHIKAN	
10	GAIKWAD SNEHAL SANJAY		28	PATURDE VAISHNAVI ASHOK	
11	GAIKWAD UTTAM RAMESH		29	PETHE EKNATH VENKATRAO	
12	GAVHANE PRASHANT JIJABA		30	PHADKE DNYANESH GANESH	
13	GHUGE AMOL MADHUKAR		31	PRABHAKAR TOLARAM JADHAV	
14	GHULE GANESH SHIVAJI		32	SAGAR KAILAS KALE	
15	GIRANIWADDAR BABALU A		33	SHAH SUJIT AMAR	
16	HATOTE JAYSING RAJENDRA		34	VAIBHAV P. MANGRULKAR	
17	HIRULKAR HEMANT RAJU		35	ZADE VILAS TUKARAM	
18	JADHAV ARCHANA FULCHAND				

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
MBA 2021-2023 BATCH**

Student Name	Sign.	Sr. No.	Student Name	Sign.
MALI ANANDA SUBHASH		11	PANCHAL SAIPRIYA RAJPAL	
SHRADDHA AVINASH DESHPANDE		12	SHUBHANGI GURLING KUMBHAR	
ARUN MAHADEV DHOLE		13	SUMEET BHAWANLAL BISEN	
DHIRAJ DATTATRAY SONAWANE		14	THORAT MANJIT SURESH	
GONDAKE RUSHIKESH ROHIDAS		15	WADKAR PRASHANT NARAYANRAO	
JADHAV NIKHIL SUNIL				
KAMBLE ASHWINI JAYWANT				
KHOT KIRAN RAMA				
KOTAK NITISH BIPINBHAI				
MANE MANGESH SUBHASH				