

KES's

**Pratibha College of Commerce and Computer Studies,
Chinchwad, Pune-411019**

**Add-on Courses Committee Report
A.Y. 2016 - 2017**

Name of the Committee :- Add-On Course

Convener :- Asst. Prof. Harshita Vachhani

Members of the Committee :-

1. Asst. Prof. Shruti Ganpule
2. Asst. Prof. Aparna Joshi
3. Asst. Prof. Neeta Gatkal

Total Number of Add-on Courses conducted :- 05

Total Number of Students benefited :- 193

Details of Add-on Courses Conducted :

Sr. No.	Name of the Course	Duration	Duration of the Batch	Total Students
1	Certificate Course in Mobile & Cyber Security	30 Hrs (5 Days)	20-07-2016 to 24-07-2016	78
2	Certificate Course in Advance Excel	30 Hrs (5 Days)	20-07-2017 to 24-07-2017	17



3	Certificate Course in Tally ERP 9 (Batch I & Batch II)	30 Hrs.	21-11-2016 to 27-12-2016	61
			15-02-2017 to 19-03-2017	24
4	Certified Professional Accountant (CPA)	6 Months	25-08-2016 to 25-02-2017	11
5	Certified Accountants Executive (CAE)	6 Months	25-08-2016 to 25-02-2017	02

Total No. of Students benefited / participated in add-on courses :- 193

Class Involved:-

BBA :- FY, SY and TY
 B.Sc. (CS) :- FY, SY and TY
 B.Com. :- FY, SY and TY
 BBA (CA) :- FY, SY and TY

• **Topic covered:-**

1. Certificate Course in Mobile & Cyber Security :-

Introduction, Phishing attacks, Removable media, Password and Authentication, Physical Security, Mobile Device Security, Working Remotely, Public Wi-Fi, Cloud Security

2. Certificate Course in Advance Excel

Customizing common options in Excel, Absolute and relative cells, Protecting and un-protecting worksheets and cells, Data Validations, Working with Templates, Sorting and Filtering Data, Working with Templates, More Functions, Formatting of cells and sheets, How to use Macros, What If Analysis, Preparation of Charts, New Features of Excel.

3 Certificate Course in Tally ERP 9

Introduction of Trading Organization, Introduction of Stock Group and Units of Measures, Introduction of Good owns and Stock Items, Balance Sheet, Accounting in Inventory Vouchers, Bill Wise detail and preparing Stock Journal, Outward Supply with Bill wise details, Credit Note and Debit Note, Default accounting allocations, Zero valued Entries, Actual and billed



quantity, Cost center and Cost category, Bank reconciliations statement, Price level and Price list with additional Cost of Purchase, Finalizations of Account, Point of sales, Backup and Restore, Interest Calculations.

4 Certified Professional Accountant (CPA)

Book keeping and accountancy, Tally ERP 9, MS Office, Internet Literacy, Banking Practice and Financial Services in India, Financial Services, Insurance, Indian Tax Law(Level-I), Business Law and other allied Law, Business Communications and Presentations Skills, Interview preparations, Personality development.

5 Certified Accountants Executive (CAE)

Book keeping and accountancy, Tally ERP 9, MS Office, Internet Literacy, Banking Practice and Financial Services in India, Insurance and Investment, Indian Tax Law.

• Students Feedback :-

1. The Mobile & Cyber Security Course is very useful where we learnt how to maintain security to our system and aware about password and authentication to the system.
2. Certified Professional Accountants course has excellent content. We learnt lots of new things. The trainer was expert in the domain.
3. We learnt Tally ERP9 in detail and the course was very helpful for us to know Tally concepts and work in ERP system. Whole session was excellent.
4. We learnt Excel in detail with hands on training on Excel which is more credential for our further studies and job.
5. We learnt professional accounting during Certified Professional Accountant course in detail.

• Trainers Feedback:-

1. Students of Pratibha College are very interactive and disciplined and supportive.
2. Wonderful Experience in Pratibha College and everything was very well coordinated and arranged.
3. Everything was very well coordinated and arranged.

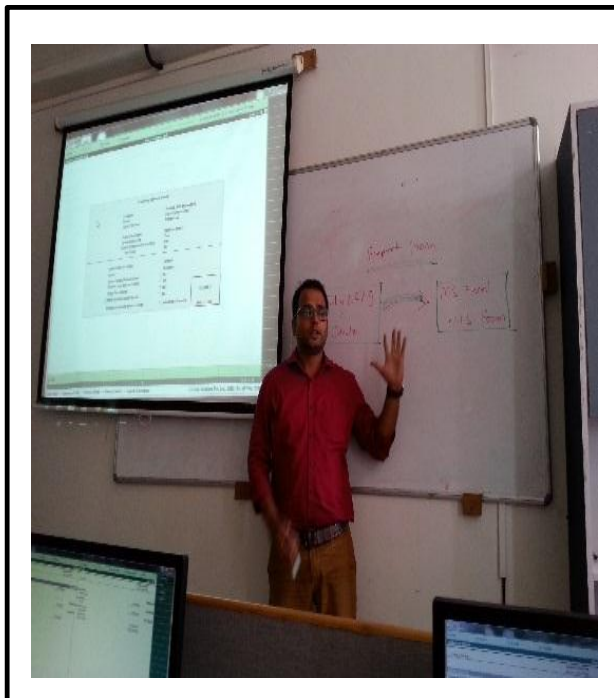


Photos :-

1. Certificate Course in Mobile & Cyber Security:-



2. Certificate Course in Advance Excel



3. Certificate Course in Tally ERP 9



4. Certified Professional Accountant (CPA) :-



5. Certified Accountants Executive (CAE)



Certificates :-

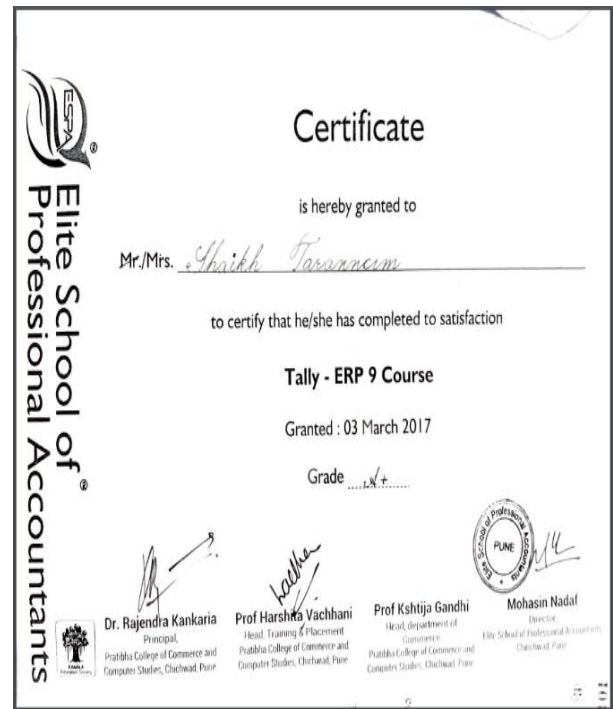
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2. Certificate Course in Advance Excel :-



3. Certificate Course in Tally ERP 9 :-



4. Certified Professional Accountant (CPA) :-



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