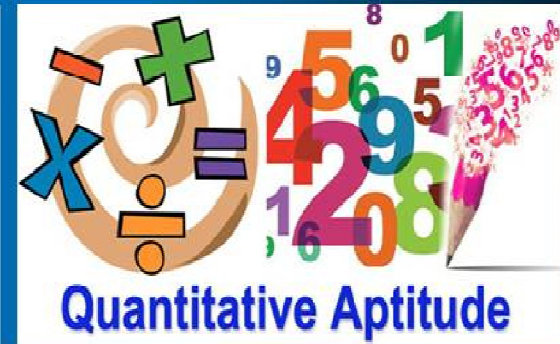




Rayat Shikshan Sanstha's  
Karmaveer Bhaurao Patil Institute of Management Studies  
and Research, Satara

### Certificate Courses



DEPARTMENT OF MANAGEMENT  
INFORMATION BROCHURE



**Rayat Shikshan Sanstha's**  
Karmaveer Bhaurao Patil Institute of  
Management Studies and Research,  
Varye, Satara.

## **“Certificate Course in Tally”**

### **Objective of Course:**

To provide practical knowledge to students about Tally. This course is designed to get expertise in Tally along with GST.

### **Course Details:**

**Duration: 80 Hrs.**

**Timing:** 10.00 AM to 2.00PM (Every Saturday)

**Intake (max):** 70 Students.

**Medium of Instruction:** English

**Evolution:** After completion of course certificate is issued based on their performance.

**Fees:** Prescribed by Institute

### **Course Highlights:**

- Participants will understand working of various accounting procedures in the business.
- Participants are encouraged to think and come up with new ideas for current financial scenario in business.
- To assess the current trends in finance like GST and other business applications.
- Interactive lecture section.
- Group discussion to encourage innovation.
- Career guidance by experienced faculty.

## Syllabus of Tally:

Sr.	Units	Lectures
1	<p><b>NON TRADING ORGANIZATION</b></p> <p><b>1. Business Organization</b></p> <ul style="list-style-type: none"> <li>○ Service organization</li> <li>○ Trading organization</li> <li>○ Manufacturing organization</li> </ul> <p><b>2. Accounting on Computers</b></p> <ul style="list-style-type: none"> <li>○ Basic of accounting concept</li> <li>○ Rules of Accounts</li> <li>○ Basic Journal Entries</li> <li>○ Benefit on A/C of Computer</li> <li>○ Transaction in Tally ERP 9</li> </ul> <p><b>3. Tally Fundamentals</b></p> <ul style="list-style-type: none"> <li>○ Features of Tally ERP 9</li> <li>○ Configuration of Tally ERP 9</li> <li>○ Creation/Setting up Company</li> <li>○ Use of vouchers</li> <li>○ Ledgers &amp; Groups</li> </ul> <p><b>4. Service Organization</b></p> <ul style="list-style-type: none"> <li>○ Structure of Service Organization</li> <li>○ GST for services</li> <li>○ GST for Expenses</li> <li>○ GST Adjustment &amp; Payment</li> <li>○ GST Report</li> </ul>	20
2	<p><b>TRADING ORGANIZATION</b></p> <p><b>1. Inward &amp; Outward Supply with GST</b></p> <ul style="list-style-type: none"> <li>○ Cash &amp; Credit Purchase</li> <li>○ Cash &amp; Credit Sales</li> <li>○ Invoicing</li> <li>○ Inventory creation with HSN</li> <li>○ Inventory Transaction with GST</li> </ul> <p><b>2. Overview of Tally ERP 9</b></p> <ul style="list-style-type: none"> <li>○ Features of Tally ERP 9</li> <li>○ Advanced Accounting &amp; Inventory Features</li> <li>○ F11 Features</li> <li>○ F 12 Features</li> <li>○ GST Activation</li> </ul> <p><b>3. Advanced GST Features</b></p> <ul style="list-style-type: none"> <li>○ Bill wise Details with GST</li> <li>○ Voucher Class for GST</li> <li>○ Cost Center for GST</li> </ul>	20

	<ul style="list-style-type: none"> <li>○ Purchase from URD</li> <li>○ Bank Reconciliation</li> <li>○ Zero Valued Entries</li> <li>○ Backup &amp; Restore</li> <li>○ Additional cost on Purchases</li> <li>○ E-way Bill</li> <li>○ Interest Calculation</li> <li><b>4. Advanced Inventory Features</b></li> <li>○ Actual &amp; Billed Quantity</li> <li>○ Separate Discount Column</li> <li>○ Multiple Price Levels</li> <li>○ Point of Sale (POS)</li> <li><b>5. GSTR, Accounting &amp; Inventory Reports</b></li> <li>○ Accounting Reports</li> <li>○ GSTR 1 Report</li> <li>○ Inventory Report</li> <li>○ GSTR 2 Report</li> <li>○ GSTR 3B Report</li> <li>○ B2B Invoice Report</li> <li>○ B2C (Large) Invoice Report</li> </ul>	
3	<p><b>MANUFACTURING ORGANIZATION</b></p> <p><b>1. Purchase &amp; Sales with GST</b></p> <ul style="list-style-type: none"> <li>○ Purchase of Raw Material</li> <li>○ Storage of Goods</li> <li>○ Production Process</li> <li>○ Processing in Manufacturing</li> <li>○ Maintenance of Locations</li> </ul> <p><b>2. Functions with Tally ERP 9</b></p> <ul style="list-style-type: none"> <li>○ Recording Transactions</li> <li>○ Adv. Accounting Vouchers</li> <li>○ Adv. Inventory Vouchers</li> <li>○ Manufacturing Voucher</li> </ul> <p><b>3. Adv. Stock Transactions</b></p> <ul style="list-style-type: none"> <li>○ Order Processing</li> <li>○ Tracking numbers</li> <li>○ Rejection Notes</li> <li>○ Invoicing &amp; Billing</li> <li>○ Cost Categories</li> </ul> <p><b>4. Statutory Features</b></p> <ul style="list-style-type: none"> <li>○ TDS</li> <li>○ TCS</li> <li>○ Payroll</li> </ul> <p><b>5. Technical Features</b></p> <ul style="list-style-type: none"> <li>○ Multi-Currency</li> </ul>	20

	<ul style="list-style-type: none"> <li>○ Predefined Cost Centers</li> <li>○ Batch Wise Details</li> <li>○ Consolidation of Accounts</li> <li>○ Bill of Material</li> </ul>	
<b>4</b>	<p><b>DISPLAY &amp; REPORTING</b></p> <p><b>1. Management &amp; Control System</b></p> <ul style="list-style-type: none"> <li>○ Budget &amp; Control</li> <li>○ Scenario Management</li> <li>○ Variances Analysis</li> </ul> <p><b>2. Report Generation</b></p> <ul style="list-style-type: none"> <li>○ Sales Register</li> <li>○ Purchase Register</li> <li>○ Re-Order Levels</li> <li>○ Optional Voucher</li> <li>○ Credit Limits</li> </ul> <p><b>3. System Administration</b></p> <ul style="list-style-type: none"> <li>○ Consolidation of Accounts</li> <li>○ Split Company Data</li> <li>○ Export &amp; Import of Data</li> <li>○ ODBC Compliance</li> </ul> <p><b>4. Technical Advantages</b></p> <ul style="list-style-type: none"> <li>○ Multi Lingual</li> <li>○ Security Control</li> <li>○ Audit in Tally ERP 9</li> <li>○ Key points of Display</li> </ul> <p><b>5. Printing in Tally ERP 9</b></p> <ul style="list-style-type: none"> <li>○ Cheque Printing</li> <li>○ Voucher Printing</li> <li>○ Company Logo Printing</li> <li>○ Receipt Printing</li> </ul> <p><b>6. Finalization of Accounts</b></p> <ul style="list-style-type: none"> <li>○ Closing Entries</li> <li>○ Adjustment Entries</li> <li>○ Profit Screening</li> </ul>	20

## Structure of Tally Profession Course:

### Number of lectures required for Certificate Course in Tally Profession:

Name of Unit	Theory	Practical	No of lectures
UNIT I	10	10	20
UNIT II	10	10	20
UNIT III	10	10	20
UNIT IV	10	10	20
Total	40	40	80

### Faculty:

Sr.	Name of Faculty	Age	Qualification	Experience	Subject Taught	Duration of Employment at institute
1.	Mr. Sagar Upadhye	33	B.Com, Tally Certification	12 Years	Tally	3 Years

### Nature of Examination:

1. Medium of information shall be ENGLISH. Question paper and answer papers should be only English language.
2. Examination shall be of 100 marks.
3. Nature of examination question paper shall be as follows:

**Internal Examination: 20 Marks.**

1. Mini Test 10 Marks.
2. Seminar/Group Exercise 10 Marks.

**Theory Examination 80 Marks.**

### Standard of Passing:

- a. Candidate is required to secure minimum 40% marks in internal examination and 50% marks in Theory examination.
- b. Subject to the condition of pass at the course to the condition only-  
50% and above but less than 60% -B Grade  
60% and above but less than 70% -A Grade  
70% and above - O Grade

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## “Certificate Course in Spoken English”

### Objective of Course:

To foster better English communication in order to increase employability skill.  
Which will help students to increase career satisfaction.

### Course Details:

**Duration: 80 Hrs.**

**Timing :** 10.00 AM to 2.00PM (Every Saturday)

**Intake : 90** Students.

**Medium of Instruction:** English

**Evolution:** After completion of course certificate is issued based on their performance.

**Fees:** Prescribed by Institute

### Course Highlights:

- Experiential learning.
- Participants are encouraged to think and come up with new ideas.
- Interactive lecture section.
- Group discussion to encourage innovation.
- Career guidance by experienced faculty.

### Syllabus of Spoken English:

Sr.	Units	Lectures
1	<b>Grammar</b> 1. Vowels and Consonants. 2. Basics: Noun, Pronoun, Adjectives, Verbs. 3. Prefix. 4. Suffix. 5. Synonyms and Acronyms. 3. Sentence Formation. 5. Tenses. <b>Activities/Task through role play and pair work</b> 1. Sentence construction with two, three and so on words. 2. Dialogue. 3. Flash Cards. 4. Correction in given tasks and activities	15
2.	<b>Articulatory Phonetics</b> 1. Pronunciation 2. Modulations in sound and usage of vowels and consonants. <b>Activities/Task through role play and pair work</b> 1. Repeating A-Z Alphabets.	15

	<ul style="list-style-type: none"> <li>2. Repeating Sentences.</li> <li>3. Word Antakshari.</li> <li>4. Reading Paragraph from books or some other source.</li> <li>5. Correction in given tasks and activities</li> </ul>	
3.	<p><b>Vocabulary</b></p> <ul style="list-style-type: none"> <li>1. Construction of sentence.</li> <li>2. Family.</li> <li>3. Relating words and describing words.</li> <li>4. Some common errors in English usages.</li> <li>5. Mapping words.</li> <li>6. Using Correct Words.</li> <li>7. Using Apostrophes.</li> <li>8. Doing and Receiving Actions.</li> <li>9. No use of two negatives.</li> <li>10. Etiquette.</li> </ul> <p><b>Activities/Task through role play and pair work</b></p> <ul style="list-style-type: none"> <li>1. Reading News Paper.</li> <li>2. Reading paragraphs from Books.</li> <li>3. Repeating Sentences.</li> <li>4. Giving words or small paragraph to pick up similar words or sentence formation from it.</li> <li>5. Small Talk.</li> <li>6. Narration.</li> <li>7. Correction in given tasks and activities.</li> </ul>	25
4.	<p><b>Communication Through Conversation</b></p> <ul style="list-style-type: none"> <li>1. Formal Greeting.</li> <li>2. Informal Greetings and Farewells.</li> <li>3. Formal Introductions.</li> <li>4. Informal Introductions.</li> <li>5. Expressing Abilities.</li> <li>6. Useful Expressions.</li> <li>7. Saying things Politely.</li> <li>8. Doing and receiving the action using correct words.</li> <li>9. Ways of Instruction.</li> <li>10. Ways of Suggestions.</li> <li>11. Body Language.</li> </ul> <p><b>Activities/Task through role play and pair work</b></p> <ul style="list-style-type: none"> <li>1. Expressing abilities good or bad.</li> <li>2. Talking about locations.</li> <li>3. Things about likes and dislikes.</li> <li>4. Narration.</li> <li>5. Creative story telling.</li> <li>6. Mapping techniques.</li> <li>4. Interview.</li> <li>5. Presentation.</li> <li>6. Group Discussion.</li> <li>7. Instant Speaking.</li> <li>8. Expressing views on given topic.</li> <li>9. Correction in given tasks and activities.</li> </ul>	25

## Structure of Spoken English Course:

Number of lectures required for Certificate Course in Spoken English:

Name of Unit	No of Lectures
Grammar	15
Articulatory Phonetics	15
Vocabulary	25
Communication Through Conversation	25
Total	80

## Faculty:

Sr.	Name of Faculty	Age	Qualification	Experience	Subject Taught	Duration of Employment at institute
1.	Mrs.Swati More	37	MBA	9 Years	Skills Development	1 Year

## Nature of Examination:

1. Medium of information shall be ENGLISH. Question paper and answer papers should be only English language.
2. Examination shall be of 100 marks.
3. Nature of examination question paper shall be as follows:

**Internal Examination: 20 Marks.**

Mini Test 10 Marks.

Seminar/Group Exercise 10 Marks.

**Theory Examination 80 Marks.**

## Standard of Passing:

1. Candidate is required to secure minimum 40% marks in internal examination and 50% marks in Theory examination.
2. Subject to the condition of pass at the course to the condition only-  
50% and above but less than 60% -B Grade  
60% and above but less than 70% -A Grade  
70% and above - O Grade

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## “Certificate Course in Aptitude”

### Objective of Course:

To Provide Students core competencies in respective subject.To improve skill in Competitive Exam.

### Course Details:

**Duration** : 80 Hrs.

**Timing** :10.00 AM to 2.00PM (Every Saturday)

**Intake** : 90 Students.

**Medium of Instruction-** English

**Evolution** :After completion of course certificate is issued based on students performance.

**Fees:** Prescribed by Institute

### Course Highlights:

- Participants are encouraged to think and come up with new ideas.
- Interactive lecture section.
- Group discussion to encourage innovation.
- Career guidance by experienced faculty.

### Syllabus of Aptitude:

#### Reasoning Aptitude

Sr.	Units	Lectures
1	<b>Coding – Decoding:</b> Letter coding , Number coding Mixed coding, Decoding	2
2	<b>Series Completion:</b> Number series, Alphabet series, Letter series	2
3	<b>Odd man Out:</b> Word classification, Alphabet classification Number classification	2
4	<b>Analogy</b> : Simple analogy, Alphabet analogy	2
5	<b>Blood Relationship</b>	2
6	<b>Mathematical Operations</b>	2
7	<b>Puzzle Test</b>	2
8	<b>Number Series</b>	2
9	<b>Alphabet Test</b>	2
10	<b>Direction Sense Test</b>	2
11	<b>Seating Arrangement:</b> Row seating arrangements, Circular Seating Arrangements	2
12	<b>Combinations</b>	1
13	<b>Syllogism</b>	2
	<b>Total Lectures</b>	<b>25</b>

## Quantitative Aptitude

Sr.	Units	Lectures
1	<b>Number System :</b> Types of numbers, Multiplication by short cut Methods, Basic formulae, Division algorithm or Euclidean algorithm Progression	<b>2</b>
2	<b>H.C.F. And L.C.M.:</b> Factors and Multiples, Highest Common Factor, Least Common Multiple, H.C.F. and L.C.M. of Fractions	<b>1</b>
3	<b>Decimal Fractions:</b> Decimal Fractions, Conversion of a Decimal Into Vulgar Fraction, Operations on Decimal Fractions, Recurring Decimal	<b>1</b>
4	<b>Simplification:</b> 'BODMAS' Rule, Modulus of a real number	<b>1</b>
5	<b>Square Roots and Cube Roots</b>	<b>1</b>
6	<b>Average</b>	<b>1</b>
7	<b>Surds and Indices:</b> Laws of indices, Laws of surds	<b>1</b>
8	<b>Percentage</b>	<b>1</b>
9	<b>Profit And Loss</b>	<b>1</b>
10	<b>Ratio and Proportion</b>	<b>1</b>
11	<b>Partnership:</b> Partnership, Ratio of Division of Gains	<b>1</b>
12	<b>Time and Work</b>	<b>2</b>
13	<b>Time and Distance</b>	<b>2</b>
14	<b>Problems on Trains</b>	<b>2</b>
15	<b>Simple Interest</b>	<b>2</b>
16	<b>Compound Interest</b>	<b>2</b>
17	<b>Area</b>	<b>2</b>
18	<b>Volume and Surface Area</b>	<b>2</b>
19	<b>Permutations and Combinations:</b> Fundamental principles of Counting, Permutation, Combinations	<b>2</b>
20	<b>Probability</b>	<b>2</b>
	<b>Total Lectures</b>	<b>30</b>

## English Language

Sr.	Units	Lectures
1	<b>1. Noun :</b> 1.1 Common Nouns 1.2 Proper Nouns 1.3 Singular Noun 1.4 Plural Noun 1.5 Collective Noun 1.6 Masculine And Feminine Form of Noun 1.7 The Possessive Forms of Noun	<b>2</b>
2	<b>2. Pronouns</b> 2.1 Personal Pronouns 2.1.1 Subject Pronouns 2.1.2 Object Pronouns 2.1.3 First Person, Second Person and Third Person 2.2 Reflexive Pronouns 2.3 Possessive Pronouns 2.4 Demonstrative Pronouns 2.5 Interrogative Pronouns	<b>2</b>

	2.6 Indefinite Pronouns	
3	<b>3. Adjectives</b> 3.1 Kinds of Adjectives 3.2 The Order of Adjectives 3.3 The Comparison of Adjectives 3.4 Adjective Phrases	2
4	<b>4. Determiners</b> 4.1 The Articles 4.2 Demonstrative Determiners 4.3 Quantifying Determiners 4.4 Interrogative Determiners 4.5 Possessive Determiners 4.6 Numbers	2
5	<b>5. Verbs and Tenses</b> 5.1 Subject and Verb Agreement 5.2 Transitive and Intransitive Verbs 5.3 The Simple Present Tense 5.4 The Present Progressive Tense 5.5 The Simple Past Tense 5.6 Irregular Verbs 5.7 The Past Progressive Tense 5.8 The Present Perfect Tense 5.9 Irregular Past Participles 5.10 The Future Tense 5.12 The Imperative Form of Verbs	3
6	<b>6. Auxiliary Verbs</b>	1
7	<b>7. Adverbs and Adverb Phrases</b> 7.1 Adverbs of Manner 7.2 Adverbs of Time 7.3 Adverbs of Place 7.4 Adverbs of Frequency 7.5 Adverbs of Duration	2
8	<b>8. Prepositions and Prepositional Phrases</b> 8.1 Preposition or Adverb 8.2 Prepositions of Place 8.3 Prepositions of Time 8.4 Prepositions of Direction	1
9	<b>9. Conjunctions</b> 9.1 Conjunctions Linking Phrases 9.2 Conjunctions with Lists 9.3 Conjunctions That Join Sentences 9.4 Conjunctions of Time 9.5 Conjunctions of Place 9.6 Conjunctions of Reason 9.7 Conjunctions of Purpose	1
10	<b>10. Sentences</b> 10.1 Four Kinds of Sentence 10.2 Sentences with Objects 10.3 Simple Sentences 10.4 Compound Sentences	2

	10.5 Conditional Sentences 10.6 Positive and Negative Sentences 10.7 Questions 10.8 Question-Word Questions 10.9 Question Tags	
11	<b>11. Direct and Indirect Speech</b> 11.1 Direct Speech 11.2 Indirect Speech	<b>2</b>
12	<b>12. Punctuation</b> <b>13. A List of Irregular Verbs</b> <b>14. Important Points to Remember In English Language</b>	<b>1</b>
13	<b>15. Reading Comprehension</b> 15.1 What Is Comprehension 15.2 Definition 15.3 Exam Oriented 15.4 How to Attempt Passage Questions 15.5 General Tips 15.6 Sample Passages for Practicing (Exercises)	
14	<b>16. Verbal And Vocabulary</b> 16.1 Para Jumbles 16.2 Sentences Completion 16.3 Verbal Analogies 16.4 Para Completion 16.5 Word Usage 16.6 Critical Reasoning 16.7 Vocab Middle roots, Prefix-Suffix Based	
	<b>Total Lectures</b>	<b>25</b>

### Structure of Aptitude Course:

Number of lectures required for Certificate Course in Aptitude:

Name of Unit	No of lectures
Reasoning Aptitude	25
Quantitative Aptitude	30
English Language	25
Total	80

### Faculty:

Sr. No	Name of Faculty	Age	Qualification	Experience	Subject Taught	Duration of Employment at institute
1.	Mr. Rajesh Pawar	42	MA	22 Years	Aptitude	2 Year

**Nature of Examination:**

1. Medium of information shall be ENGLISH. Question paper and answer papers should be only English language.
2. Examination shall be of 100 marks.
3. Nature of examination question paper shall be as follows:

**Internal Examination:****20 Marks.**

1. Mini Test

10 Marks.

2. Seminar/Group Exercise

10 Marks.

**Theory Examination****80 Marks.****Standard of Passing:**

- c. Candidate is required to secure minimum 40% marks in internal examination and 50% marks in Theory examination.
- d. Subject to the condition of pass at the course to the condition only-  
50% and above but less than 60% -B Grade  
60% and above but less than 70% -A Grade  
70% and above - O Grade

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