

#### Kopargaon Taluka Education Society's

# K. J. Somaiya College of Arts, Commerce & Science, Kopargaon

Mohiniraj Nagar, Kopargaon, Tal: Kopargaon, Dist: Ahmednagar Pin-423601

# Certificate Course in Office Automation

**Lesson** Code:

**4** Organized By:

**♣** Date of Commencement:

Large Duration of Course:

**Course Coordinator:** 

CC.003

**Department of Commerce** 

01/07/2017.

03 Months (Min. 30 Hrs.)

Prof. Sunil Gunjal

2022-23

# K.J.Somaiya College of Arts, Commerce and Science,

A/P- Kopargaon Tal.- Kopargaon, Dist.- Ahmednagar.

# **Department of Commerce**

# Research Centre in Commerce & Management

#### File No. 11

# 11. Details of Certificate Course run by Department.

#### Index

Sr. No	Particulars	
1	Summary of Certificate course	
2	Permission Letter	
3	Time Table and Workload Distribution	
4	Student attendance Record	
5	Certificate copy	

Prof. Dr. Pagare S.R. TOPARGA Prof. Department of Commerce Pepartment of Commerce Somaiya College, Kopargaon

Sign. Dr. B.S. Yadav
Date - /
ACCEPTED / REJECTED

Prof. Vijay Thange Co-ordinator, QAC K. J. Somaiya College, Kopaga







# CERTIFICATE COURSE IN OFFICE AUTOMATION

**ACADEMIC YEAR: 2018-19** 

#### **CONTACT US**

Prof. (Dr.) S.R. Pagare - Contact - 9822191868

Prof. R.A. Jadhav

Contact - 7057328879

Faculty of Commerce & Management

K. J. Somaiya College of Arts, Commerce

& Science, Kopargoan

#### **ABOUT US**

College has undergone significant transformations, introducing new academic programs to provide students with broader exposure and choices.

Aims of the Commerce & Management faculty is to impart commerce education to develop professional skills among the students. The Department of Commerce, successfully conducts Autonomous Certificate Courses in Tally, Tax Advisor Computer Concepts and Soft Skills, for the undergraduate and post graduate students.

Faculty of Commerce &
Management
K.J. Somaiya College of Arts
Commerce & Science,
Kopargaon

#### **CERTIFICATE COURSE IN OFFICE AUTOMATION**



#### **COURSE CONTENTS**

**Basic of Accounting** 

of Account, Golden Rules Accounting, Accounting principles, Concepts and convention.Mode Accounting, Financial Statement, Transactions, Recording Transactions.

- 02 Fundamental of Tally.ERP 9
  - Getting Functional with Tally. ERP 9
  - creation /Setting up of Company in Tally ERP 9.
- Accounting Master In Tally. ERP 9
   F 11- Features

  - F12 Configuration
  - -Setting Up Account Heads.
- Inventory In Tally.ERP 9 04

Stock Groups, Stock Categories Godowns / location, Units of Measure - Stock Items, - creating Inventory

Master for National Traders

- **Voucher Entry In Tally.ERP 9** 05
  - Accounting vouchers
  - -Inventory Vouches
  - Inventory Vouches
- 06 Power point presentation

Getting started in PowerPoint, Creating a presentation, Creating &editing slides, previewing a slide show, Adding picture& graph, Adding sound & video, Adding auto shape, Animating.

07 Introduction to Computer Network

> Introduction, importance of networking, computer network ( LAN, WAN, MAN), networking topology.



### KOPARGAON TALUKA EDUCATION SOCIETY'S

# K.J.SOMAIYA COLLEGE OF ARTS, COMMERCE & SCIENCE.

#### **Faculty of Commerce**

Certificate Course In "Office Automation."

Duration: 3 Months

#### Objectives:

On successful completion of the course the students will be able to do the following:

To provide an in-depth training in use of office automation packages, internet etc.

To understand the basics of Operating system.

To understand how to use software packages in day to day activities.

Learn the essential and use software packages in day to day activities.

Learn the essential and use of Internet.

#### Content

#### Basic of Accounting:

Types of Account, Gloden Rules Of Accounting, Accounting principles, Concepts and convention, Mode of Accounting, Financial Statement, Transactions, Recording Transactions.

#### Fundamental of Tally.ERP 9

- Getting Functional with Tally.ERP 9
- creation /Setting up of Company in Tally ERP 9.

#### Accounting Master In Tally.ERP 9

- F 11- Features
- F12 Configuration

-Setting Up Account Heads.

Department of Commerce Somalya College Kopargaon Principal
K.J.Somaiya College
Kopargaon



-F12-Configuration

-Setting Up Account Heads

#### **Inventory In Tally ERP 9**

-Stock Groups

-Stock Categories - God owns /location

-Units of Measure

-Stock Items

-creating Inventory Master for National Traders.

#### Voucher Entry in Tally ERP 9

Accounting vouchers

Inventory Voucher

Inventory Vouches

#### Power point presentation

Getting started in PowerPoint, Creating a presentation, Creating Ending sides reviewing slide show Adding picture& graph Adding sound & video, Adding auto shape Animating

#### Introduction to Computer Network

Introduction, importance of networking computer network (LAN WAN MAN), networking

Topology

#### MS-WORD

Creating and Managing Documents, Formatting Test, Paragraphs, and Sections, Creating Tables and Lists, Manage options and settings for documents

#### MS-EXCEL

Create Worksheets and Workbooks, Format Worksheets and Workbooks, Create and Modify Custom Workbook Elements.



#### SYLLABUS - PRACTICAL

#### SUGGESTED HANDS ON EXERCISES OPERATING SYSTEM



- Starting the Windows
   Starting a program, running a program
   Running multiple programs and switching between windows
   Customizing the Task bar
   Recycle bin, restoring the deleted files
- Creating and removing folders
   Making the taskbar wider, arranging icons on the Desktop Displaying and hiding the taskbar clock
   Controlling the size of start menu options
   Creating Shortcuts.
- 3. Installing a screen saver

  Assigning a wallpaper to Desktop

  Adding a program to the start menu

  Adding a program shortcut in the Desktop

  Customizing the mouse settings
- 4. Expanding and collapsing a folder Recognizing File types using icons Running a program from explorer Renaming a file or folder Sorting a folder
- 5. Displaying the properties for a file or folder Using cut and paste operations to move a file Using copy and paste operations to copy a file Moving and copying files with mouse Searching a file or folder by using search command
- 6. Tally ERP 9
  Company Creation
  Group Creation
  Creating ledger
  Creating Vouchers
  Inventory Manager
- 7. Ms-Word
  Create as documents
  Print and save Documents
  Design advanced documents
- 8. Ms –Excel
  Creating a basic Excel Worksheet
  Managing an excel Workbook
  Modification calculation in Excel Worksheet

# KOPARGAON TALUKA EDUCATION SOCIETYS, K.J. SOMAIYA COLLEGE OF ARTS, COMMERCE AND SCIENCE, KOPARGAON. FACULTY OF COMMERCE & MANAGEMENT

# Certificate Course in "Office Automation" Students List -2018-19

SR.NO	NAME OF STUDENT	
1.	VARPE RAVINDRA NAVANATH	
2.	PANDIT GANESH RAMKISAN	
3.	CHANDGUDE VAISHNAVI KRISHNARAO	
4.	DESAI GAURI ANIL	
5.	KATHE ARVIND SURESH	-
6.	SHAIKH ASIF AJIM	
7.	YELWE SRUSHTI AVINASH	
8.	TASKAR BHAGYASHRI RAMNATH	
9.	BHOSALE DIPALI BABASAHEB	
10.	PAWAR POOJA RAVINDRA	
11.	MALI RAVINDRA BABURAQ	
12.	MANTALA HARSHAL JAGMOHAN	
13.	USARE ASHWINI SUBHASH	
14.	THORAT PRATIK RAOSAHEB	
15.	KADAM SHUBHANGI DILIP	
16.	PANGAVHANE RAM RAVINDRA	
17.	GAIKWAD ADITI RAMESH	
18.	WAKCHAURE VAISHNAVI VIJAY	
19.	RAHANE NITIN MANAJI	
20.	GAVANDE RUPALI BALASAHEB	
21.	RANSHUR HARSHIKANT SHANTARAM	
22.	SHINDE SHITAL SHANKAR	
23.	GONDKAR NIKHIL ANII.	
24.	DESHMUKH PRASAD VILASRAO	
25.	CHIKANE MADHURI BHAUSAHEB	
26.	BHAGAWAT AKSHAY VITTHAL	
27.	KURHADE SHIVANI RAMESH	
29/11/21/	OHAL SACHIN BALASAHEB	
28.	WABLE ABHIJIT RAMESH	
29.	AHER GANESH NITIN	
30.	JAGTAP NILESH SHANKAR	
32.	JAGTAP VISHNU DILIP	
	MAHIRE AISHWARYA SUNIL	
33.	SAYYAD VASIYA UMAR	
34.		
35.	LOKHANDE JYOTI SHANTARAM	T and the
36.	CHAVHAN AISHWARYA PANDIT	

34.	SAYYAD VASIYA UMAR
35.	LOKHANDE JYOTI SHANTARAM
36.	CHAVHAN AISHWARYA PANDIT
37.	KADAM NIKHIL SOPAN
38.	DABHADE POOJA NAVNATH
39.	VISPUTE SHRADDHA ANIL
40.	SHINDE ABHISHEK MACHHINDRA
41.	AVHAD DIPAK SANJAY
42.	GHULE SHAMAL BALASAHEB
43.	SINGAR ASHITI VINAYAK
44.	MAHALE VRUSHALI SANTOSH
45.	BHAKARE CHAITANYA PRABHAKAR
46.	NEWAGE: JAYASHRI KAILAS
47.	LANGHI RENUKA KUNDLIK
48.	JADHAV ASHWINI SANTOSH
49.	SINGAR PRAVIN RAVINDRA
50.	NIMSE VISHAL MACHHINDRA
51.	SURBHAIYA VAISHNAVI SANJAY
52.	SALVE VARSIIA BHARAT
53.	JADHAV SHIVAM SANTOSH .
54.	ABHALE PRAMOD BHARAT
55.	GHUGARE MADHURI RAMESH
56.	VINCHU JYOTI BABASAHEB



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1.	VARPE RAVINDRA NAVANATH	mon	- um	- Vm	Vm	1mm	Im	MM	Then	nun	-Vm	my.	Mus	Num	Vm.	Tum	M	Man	-Vm	Num	um
2.	PANDIT GANESH RAMKISAN	DA:	DA:	BA:	But:																
3.	CHANDGUDE VAISHNAVI KRISHNARAO	Buch	- Park	Bat	Paredo	Buil	0		Ball		1000		The state of the s			100	Bale	3	2-16	Post !	Bat .
4.	DESAI GAURI ANIL	50k.00	- DKOR									Bokase	60 kg	Dokase	Blees						20 kare
5.	KATHE ARVIND SURESH	Bheland	Bulans	Bhilland	Bhulonys	Bhuland	Brulan	Blulons	Blubnys	Bluband	Bulony	8 Julian	Bluture	Sulf	82yell	Switch.	Sunsh	-Sml	Zmh	Sungh	Surse
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7.	YELWE SRUSHTI AVINASH	TEONO			cheuros	Hamo	temal	Febru	teano	tacura	Heary	decures	teun	Hearon	Peano	- Jeons	Remov	trans	Jeuno	teen	teapor
8.	TASKAR BHAGYASHRI RAMNATH	De	, <u>@</u>	BB	3	歌	Book	BOS	B	BENL	BON	BA	BOOR	BES	BUN	BOR	BOR	BAR	ROD	BLO	Boll.
9.	BHOSALE DIPALI BABASAHEB	-t+mo	temest de	1+mesh	11 most	HAMON	- smeth	-t+mest	1 tomas	:17med	threet.	-1+meth	1mm	-James	threeh	thresh	threat	-HTYDE			-thmosh
10.	PAWAR POOJA RAVINDRA	ROSE	Boga	Rosa	Parsa	BOSE	POSP	BEE	ROBE	<u>Lesso</u>	Rest.	Bost	BETTO	A STOP	<u>AUS</u> P	B287	Rest	Rest	Est P	BOJP.	Acres E
11.	MALI RAVINDRA BABURAQ	Parli	Openin	Mean	Mari	(Deal)	BAT	Pari	(Real	Meni	Benj	Oson	Bear	Measi	Pair	(O)Kan	(May	Mond	Peri	(Roll	Beri
1 2	MANTA <mark>L</mark> A HARSHAL JAGMOHAN .	resel.	8 mg	8	D	J.	3	N	W.	B	T.	A ST	ry	Y'S	YO	He	77	y,	X	M	H
13.	USARE ASHWINI SUBHASH	Ashua	Ashu:	Ashu	Ashua	Ashu	Ashu.	Ashu	Ashu.	Ashy	Ashyo	Ashy	Ashyo	Ashu	Ashy.	Ashya	. Ashy	Ashy	Ashy	Athy.	Ashy,
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15.	KADAM SHUBHANGI DILIP	Shubs	shubbs	shells	shubs	shub!	Shubbs	Brub	Shubbi	hubby	Shudny	hubb	Shubhi	Shubh	Shubby	shuldn	Shubh	Shriph	Shupon	Shuldry	Thomas
16.	PANGAVHANE RAM RAVINDRA	Ram			Ram s			Ram	Pam (	Pam	Ran	Ram	Ram	Ram	ean !	Ram	Ram	Ran	pan	Rom	Pam
17.	GAIKWAD ADITI RAMESH	Adv.	- Helv.	Adm.	Adu	Adu.	Adn.	Adu	Adry	Adu	Ada	Adu	Aclu	Adam	Adu	Ads	Adu.	Ads	Adu	Adu	Adu
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36.	CHAVHAN AISHWARYA PANDIT	A Pohak	A.P.C.M.	Apalonelle	Apalan	A:PChil	4 P.P.Chow	Apom	P.Chr	n A Pch	n AP chu	Apchar	n.Apchn	af Potal	h BP rhi	LADOM)	h A Drd	unA D. Ala	5.50	OMAZZ	A public
37.	KADAM NIKHIL SOPAN	CHIHA	BNIKH	<b>BHIKHI</b>	<b>BH!HH</b>	<b>BHIKH</b>	<b>B</b> HikH	. WHIKH	<b>BHIHI</b>	(BH! hi]	<b>OHIH</b>	<b>OHIM</b>	<b>WAINI</b>	(K)MiHiJ	<b>WNiHil</b>	<b>ENIKI</b>	BH.R.	BHIK	OH C	L Driv	HHI
38	DABHADE POOJA NAVNATH	Pooja	- Pooje	Pooly	Pooja	Pooje	Posice	Baier	Paoia	Pooj	Panjy	Ponja	Pooje	Poqia	Pa oja	Poja	Pooja	Pooja	RAP	Pagio	Pagia
39	VISPUTE SHRADDHA ANIL	Webrack	n Which	Ostardi.	2.hradte				White	(Parket)	n Object	Born	T (Moral)						Donal	mang	Wahradto
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42.	GHULE SHAMAL BALASAHEB	Shule	Schule	Bghule Bghule	Bhule	Bride	Bhule	Bhuk	Blube	Bhile	Brule	Aprile	Bhile	Bhull	Bhule	Bhule	Bahule	Bhule	apule	Bhell	Bhule
43.	SINGAR ASHITI VINAYAK	gregar	grager	ingar	Singer	Shagh	grage	alregar	July	2/2gg	ejrager,	Sing	ingan	ingon	ajrden .	chelon	inga	girgo	strop.	sirgon	eli-gow
44.	MAHALE VRUSHALI SANTOSH	Righti	Rushi	Alughu	Quellan	Bushi	Youghil	Bughin	Mushi	Ashi	Rushed	10 us hadi	Rushin	Pullhall	Ruphul	Biling	Rubbut	Rubil	Buldi	Rubb	Rubli
	BHAKARE CHAITANYA PRABHAKAR	DY	A	R	6	8	0	Q	8	9	8	81	8	8	9	Ř	8	8	8	P	Y
46.	NEWAGE JAYASHRI KAILAS	AB	AB	AB	PB .	08	60	AB.	AB	610	8	80	DB.	QC)	AB	AB	MA	8	80	100	on
47.	LANGHI RENUKA KUNDLIK	AB	03	213	AB	AB	AD	PB	AD	8	98	AB3	AB	08	AB	<b>O</b> b	(B)	000	By	<del>D</del> h	m
48.	JADHAV ASHWINI SANTOSH	Bung	Kenn	Bline	Blum	Shirt	(Spring)	Mins	Shin	April	Bony	policy	Ohis	Bary	Spire	Bhip	r Shir	Solvy	Polit	psin	184
49.	SINGAR PRAVIN RAVINDRA	Rom	fur	pin	Pur,	BM	&n	pu	Run	Rul	RW	Rui	Rin	Pai	Rai	Run	RW	Ban.	Lin	pm	Ru
50.	NIMSE VISHAL MACHHINDRA	(James	Mm	Bu	My	m	men	Me	Me	M	M	M	Mr	W	MA	wen	Bu	Con	( June	Dr	Why
51.	SURBHAIYA VAISHNAVI SANJAY	0	m) (m	(W)	M	D (	(M)	(M)	(M) (	(M)	m (	1	(M)	M		VB	M	M	10	M	0

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53. JADHAV SHIVAM SANTOSH	1.5.5	1.5.5	1.55	1.5.5	2.8.	1.S.S	1.55	2.2.5	J.S.5	7.83	15.5	22,6	1.0.5	1.55	7.89	22,42	7.55	2 L	155	7.52
54. ABHALE PRAMOD BHARAT	8.9.B				-			-			-				-					
55. GHUGARE MADHURI RAMESH				Grad																
56. VINCHU JYOTI BABASAHEB				Jvindy:			-									The state of the s				

HOD Departmer K. J. Somaiya Caragae, Kopargaon



PRINCIPAL

Principal

K.J.Somaiya College of Arts

Commerce & Science, Kopargaon

#### KOPARGAON TALUKA EDUCATION SOCIETYS, K.J. SOMAIYA COLLEGE OF ARTS, COMMERCE AND SCIENCE, KOPARGAON F.Y.B.COM AY 2018 -19

NAME - SUB – Certificate Course in Office Automation	ROLL NO- Marks -20
Q1) Fill in the blanks	[10 Marks]
1) It Is Important to Secure Wi-Fi Network  a) True b) False c) None Of These  2) Which of the following is the second largest measurement of RAM?  a) Megabyte b) Gigabyte  c) Byte d) Terabyte  3) Programs stored in ROM are called as  a) Fireware b) Formware  c) Farmware d) Firmware  4). Cache memory acts between  a) CPU and Hard disk b) RAM and ROM  c) CPU and RAM d) All of these	SOMAI)  SOMAI)  Commerce  ARGAON #
5 We can make use of the wild card entries such as in Windows Explorer.	
a) #,@ b) ^,* c) ?,* d) ?,#  6) Analog computer works on the supply of a) Physical strength b) Natural strength c) Magnetic strength d) Continuous electrical pulses  7) Internal hard disk is a) Removable but not fixed b) Removable c) Not fixed d) Fixed  8) The main memory of computer is also called as	
a) Hard-disk b) Primary storage	
c) Secondary storage d) Internal memory 9) How much data can be stored in a CD?	
a) 300 MB b) 400 MB c) 670 MB d) 700 MB	
<ul> <li>a) Compactable Disc Read Only Memory</li> <li>b) Compact Data Read Only Compact Disc Read Only Memory</li> <li>10 has the shortest access times.</li> <li>a) Virtual Memory</li> <li>b) Compact Disc Read Only Memory</li> <li>d) Compact Disc Read Only Memory</li> </ul>	
c) Cache Memory d) All of the above	
Q.2) Short Notes (Any Two)  1) Control unit 2) Internet 3) E-Commerce	[10 Marks]

#### KOPARGAON TALUKA EDUCATION SOCIETYS, K.J. SOMAIYA COLLEGE OF ARTS, COMMERCE AND SCIENCE, KOPARG

## FACULTY OF COMMERCE & MANAGEMENT

# Certificate Course in "Office Automation" Students List -2018-19

SR.N O.	NAME OF STUDENT	Pou	Exam	<b>बिक्कां</b>	Total-5
1.	VARPE RAVINDRA NAVANATH	13	16	06	.93
2.	PANDIT GANESH RAMKISAN	1 12	13	06	33,
3.	CHANDGUDE VAISHNAVI KRISHNARAO	13	14	04	31
4.	DESAI GAURI ANIL	12	14	04	00
5.	KATHE ARVIND SURESH	11	13	04	80
6.	SHAIKH ASIF AJIM	10	13	04	27
7.	YELWE SRUSHTI AVINASH	09	12	04	25
8.	TASKAR BHAGYASHRI RAMNATH	80	12	04	21,
9.	BHOSALE DIPALI BABASAHEB	07	10	OU	2/12
10.		06	13	04	23
11.		00	11	04	20
12.		OG	10	0:4	
13.		03	10	04	18
14.		03	QQ	04	1,7
15.		03	09	Oh	16
16.		06	08	04	10
17.	GAIKWAD ADITI RAMESH	00	110	00	130
18.	WAKCHAURE VAISHNAVI VIJAY	03	10	04	17
19.	RAHANE NITIN MANAJI		09	04	16
20.	GAVANDE RUPALI BALASAHEB	03	08	04	18
21.	RANSHUR HARSHIKANT	10.2		115000	
	SHANTARAM	03	10	07	20
22.	SHINDE SHITAL SHANKAR	06	88	04	18
23.	GONDKAR NIKHIL ANIL	09	80	OT	22
24.	DESHMUKH PRASAD VILASRAO	80	08	05	21
25.	CHIKANE MADHURI BHAUSAHEB	0.8	80	06	22
26.	BHAGAWAT AKSHAY VITTHAL	08	08	06	22
	KURHADE SHIVANI RAMESH	06	08	04	18
28.	OHAL SACHIN BALASAHEB	10	ol	04	
29.	WABLE ABHIJIT RAMESH	80	80	90	19
	AHER GANESH NITIN	06	80	08	22
	JAGTAP NILESH SHANKAR	07	08	06	21
TENNANT.	JAGTAP VISHNU DILIP	09	80	04	21
	MAHIRE AISHWARYA SUNIL	11			25,
34.	SAYYAD VASIYA UMAR	12	09	0.0	31

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37.	KADAM NIKHIL SOPAN	13	16	60%	9 2
38.	DABHADE POOJA NAVNATH	10	12	136 10	200
39.	VISPUTE SHRADDHA ANIL	14	1,23	200	32
40.	SHINDE ABHISHEK MACHHINDRA	11	16	The state of the s	20
41.	AVHAD DIPAK SANJAY	10	12	07	30
42.	GHULE SHAMAL BALASAHEB	Na	12	06	28
43.	SINGAR ASHITI VINAYAK	08	16	06	
44.	MAHALE VRUSHALI SANTOSH	07	16	08	39
45.	BHAKARE CHAITANYA PRABHAKAR	06	12	00	31
46.	NEWAGE JAYASHRI KAILAS	NB O	00	AB	AB
47.	LANGHI RENUKA KUNDLIK	BAI	AB	AA	AB
48.	JADHAV ASHWINI SANTOSH	11	13	00	33
49.	SINGAR PRAVIN RAVINDRA	12	13	08	33
50.	NIMSE VISHAL MACHHINDRA	13	16	60	36
51.	SURBHAIYA VAISHNAVI SANJAY	12	11	06	34
52.	SALVE VARSHA BHARAT	11	10	04	30
53.	JADHAV SHIVAM SANTOSH	12	13		SA
54.	ABHALE PRAMOD BHARAT	111	10	06	27
55.	GHUGARE MADHURI RAMESH	13	17	70	033
56.	VINCHU JYOTI BABASAHE	12	. 13	03	28

Head
Department of Commerce
K. J. Somaiya College, Kepargaon

# K.J.Somaiya College of Arts, Commerce and Science, Kopargaon FACULTY OF COMMERCE AND MANAGEMENT BRIEF REPORT OF CERTIFICATE COURSE IN OFFICE AUTOMATION ACADEMIC YEAR-2018-19

During the academic year 2018-19, **56 students** enrolled for the 'Certificate course in office automation offered by the faculty of Commerce and Management. The course was conducted during the period from August to September. The course was designed by the faculty members and was offered with the practical. The students visited the Commerce laboratories personally for completion of the course practical's and office Automation packages, internet etc.

**56 Students** appeared for the course end exam and **54** successful students were awarded the course completion certificate.

Period: 40 contact hours

Duration: 3 Months

Total students Enrolled: 56

Number of Successful students (Beneficiaries): 54

All participating students were satisfied with the syllabus and the delivery of thecourse.

Department of Commerce K. J. Somaiya College, Kopargaon Co ordin for IOAC, K. J. Somaiya College Ropargaon, Dist. A.Nagar

K. J. Somaiya College of Arts Commerce & Science, Kons

Dept. of Commerce



Kopargaon Taluka Education Society's

## K.J. Somaiya College of Arts, Commerce & Science

Mohanirajnagar, Kopargaon - 423601, Dist. Ahmednagar (MH.)
Affiliated to Savitribai Phule Pune University, Pune ID No. PU/AN/ASC/07(1964)

2: 9146142000, 9146152000 Email ID: kjscollege@rediffmail.com, Website: kjscollege.com

NAAC ACCREDITED 'A' GRADE AN ISO 9001-2015 CERTIFIED INSTITUTE SAVITRIBAI PHULE PUNE UNIVERSITY "BEST COLLEGE AWARD"

Principal: Dr. B. S. Yadav (M.Sc.,Ph.D.)

Founder President: Late K. B. Rohamare (Ex. M.L.A.)

Ref. No.:

Date 30 / 4/2029

#### CERTIFICATE

This is to certify that the Faculty of Commerce and Management has successfully conducted the certificate course entitled "Office Automation" during the academic year 2018-19 with 56 students participating in the same. The same has been verified by the Internal Quality Assurance Cell.

IQAC Co-ordinator

Prof. Vijay Thange Co-ordinator, IQAC K J. Somaiya College, Kopargaon Department of Commerce

Dept. of Commerce

Principal
Principal
K.J.Somaiva College

K.J.Somaiya College of Arts
Commerce & Science, Kopargaon







#### CERTIFICATE **COURSE IN** OFFICE **AUTOMATION**

**ACADEMIC YEAR: 2019-20** 

#### **CONTACT US**

Prof. (Dr.) S.R. Pagare -Contact - 9822191868

Prof. R.A. Jadhav

Contact - 7057328879

Faculty of Commerce & Management

K. J. Somaiya College of Arts, Commerce

& Science, Kopargoan

#### **ABOUT US**

College has undergone significant transformations, introducing new academic programs to provide students with broader exposure and choices.

Aims of the Commerce & Management faculty is to impart commerce education to develop professional skills among the students. The Department of Commerce, successfully conducts Autonomous Certificate Courses in Tally, Tax Advisor Computer Concepts and Soft Skills, for the undergraduate and post graduate students.

Faculty of Commerce & Management K.J. Somaiya College of Arts Commerce & Science, Kopargaon

### CERTIFICATE COURSE IN OFFICE AUTOMATION



#### **COURSE CONTENTS**

**Basic of Accounting** 

Rules Account, Golden Accounting, Accounting principles, Concepts Accounting, Financial convention, Mode of Statement, Transactions, Recording Transactions.

02 Fundamental of Tally.ERP 9

- Getting Functional with Tally. ERP 9
- creation /Setting up of Company in Tally ERP 9.

O3 Accounting Master In Tally. ERP 9
- F 11- Features

- F12 Configuration -Setting Up Account Heads.

Inventory In Tally.ERP 9 04

Stock Groups, Stock Categories Godowns / location , Units of Measure - Stock Items, - creating Inventory Master for National Traders.

Voucher Entry In Tally.ERP 9 05

- Accounting vouchers -Inventory Vouches
- Inventory Vouches

Power point presentation 06

Getting started in PowerPoint, Creating a presentation, Creating &editing slides, previewing a slide show, Adding picture& graph, Adding sound & video, Adding auto shape, Animating.

Introduction to Computer 07 Network

Introduction, importance of networking, computer network ( LAN, WAN, MAN), networking topology.



#### K.J.SOMAIYA COLLEGE OF ARTS, COMMERCE & SCIENCE.

#### **Faculty of Commerce**

Certificate Course In "Office Automation."

#### **Duration: 3 Months**

DI

#### Objectives:

On successful completion of the course the students will be able to do the following:

To provide an in- depth training in use of office automation packages, internet etc.

To understand the basics of Operating system.

To understand how to use software packages in day to day activities.

Learn the essential and use software packages in day to day activities.

Learn the essential and use of Internet.

#### Content

#### Basic of Accounting:

Types of Account, Gloden Rules Of Accounting, Accounting principles, Concepts and convention, Mode of Accounting, Financial Statement, Transactions, Recording Transactions.

#### **Fundamental of Tally.ERP 9**

- Getting Functional with Tally.ERP 9
- creation /Setting up of Company in Tally ERP 9.

#### Accounting Master In Tally.ERP 9

- F 11- Features
- F12 Configuration
- -Setting Up Account Heads.

#### Inventory In Tally.ERP 9

- Stock Groups
- Stock Categories
- Godowns/ location
- Units of Measure
- Stock Items
- creating Inventory Master for National Traders.

Copartification Commission Commission College, Kopargaon

STANDERS AND A POPARCE

Principal

K. J. Somalya College of Arts

Commerce & Science, Kopargaon





- -F12-Configuration
- -Setting Up Account Heads

#### **Inventory In Tally ERP 9**

- -Stock Groups
- -Stock Categories God owns /location
- -Units of Measure
- -Stock Items
- -creating Inventory Master for National Traders.

#### Voucher Entry in Tally ERP 9

Accounting vouchers

Inventory Voucher

Inventory Vouches

#### Power point presentation

Getting started in PowerPoint, Creating a presentation, Creating Ending sides reviewing slide show Adding picture& graph Adding sound & video, Adding auto shape Animating

#### Introduction to Computer Network

Introduction, importance of networking computer network (LAN WAN MAN), networking

Topology

#### MS-WORD

Creating and Managing Documents, Formatting Test, Paragraphs, and Sections, Creating Tables and Lists, Manage options and settings for documents

#### MS-EXCEL

Create Worksheets and Workbooks, Format Worksheets and Workbooks, Create and Modify Custom Workbook Elements.



#### SYLLABUS - PRACTICAL

#### SUGGESTED HANDS ON EXERCISES OPERATING SYSTEM



- Starting the Windows
   Starting a program, running a program
   Running multiple programs and switching between windows
   Customizing the Task bar
   Recycle bin, restoring the deleted files
- Creating and removing folders
   Making the taskbar wider, arranging icons on the Desktop
   Displaying and hiding the taskbar clock
   Controlling the size of start menu options
   Creating Shortcuts.
- Installing a screen saver
   Assigning a wallpaper to Desktop
   Adding a program to the start menu
   Adding a program shortcut in the Desktop
   Customizing the mouse settings
- Expanding and collapsing a folder Recognizing File types using icons Running a program from explorer Renaming a file or folder Sorting a folder
- Displaying the properties for a file or folder
   Using cut and paste operations to move a file
   Using copy and paste operations to copy a file
   Moving and copying files with mouse
   Searching a file or folder.by using search command
- 6. Tally ERP 9
  Company Creation
  Group Creation
  Creating ledger
  Creating Vouchers
  Inventory Manager
- 7. Ms-Word
  Create as documents
  Print and save Documents
  Design advanced documents
- 8. Ms -Excel
  Creating a basic Excel Worksheet
  Managing an excel Workbook
  Modification calculation in Excel Worksheet

#### KOPARGAON TALUKA EDUCATION SOCIETYS

#### K.J SOMAIYA COLLEGE OF ARTS, COMMERCE AND SCIENCE

#### Students List -2019-20

SR NO	Name of students
1.	AUTI BUSHAN BALASAHEB
2.	BARDE SHUBHECHHA UTTAM
3.	BILLADE GANESH KISHOR
4.	CHIKANE TUSHAR BALASAHEB
5.	DAREKAR SHUBHAM DHYANESHWAR
6.	DARGUDE ABHISHEK ANNASAHEB
7.	FULPAGAR HARSHAL ANIL
8.	GAVHANE MAHESH
9.	JADHAV VARSHA DIPAK
10.	JAYBHAYE VANITA NAMDEV
11.	KALKUMBHE SUJATA KISHOR
12.	KAMLE PRATHMESH BALWAT
13.	KATHE SONALI DATTU
14.	KSHIRSAGAR VAISHNAVI VIJAY
15.	NANKAR SAGAR RAJENDRA
16.	PATHARE AMRAPALI BAIU
17.	PARDESHI MONALI RAJU
18.	RUIKAR RAHUL SUNIL
19.	SANT VAISHNAVI DADASAHEB
20.	SHAIKH AMAN YUNUS
21.	SHAIKH FAISAL AYYUB
22.	SHAIKH RESHMA MUBARAK
23.	WAGH NILESH SHARAD
24.	WALUNJ KRISHNA SUDHAKAR



25.	WAKCHAURE RUSHALI ANNASAHEB
26.	WAYNDESHKAR AJAY SUDAM
27.	KUNDE SONALI RAMDAS
28.	LOHAKANE ANIKET ASHOK





KOPARGAON TALUKA EDUCATION SOCIETYS,

	K.J. SOMAIYA CO. LEGE OF ARTS, COMMERCE AN SCIENCE, KOPARGAON.  Certificate Course in "Office Automation"																						
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SR	NO	NAME OF STUDENTS	18	38	3	100	0/8	3	18	21.9	de	200	3	S	0	9	Sold	100	100	22	S.	A CE	0
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	· 2.	BARDE SHUBHECHHA UTTAM	B	B	B	B	B	B	Œ	B	<b>B</b>	B	B	B	B	B	B	B	B	B	<b>B</b>	<b>B</b>	(\$P)
t	3.	BILLADE GANESH KISHOR	* Anor	Santa Santa	A BLOOM	X TOWN	A CONTRACTOR OF THE PARTY OF TH	of the second	A PAR	NOW!	XIVOR	A PARTIES AND A	XXX	Total Park	1888	X TO S	K333	4. 4. A.	Sone of	A. C. See	A SON	X 18/2	
	4.	CHIKANE TUSHAR BALASAHEB	<b>T</b> B	2	7	3 38	2	73	28	3	78,	3	3	33	2	2	28	23	æ	25	B	28	
	5.	DAREKAR SHUBHAM DHYANESHWAR	2	3	3	2	8	3	2	8	8	\$	3	3	3	3	8	8	8	8	B	8	
	6.	DARGUDE ABHISHEK ANNASAHEB	Þ	<b>B</b>		4					-			•									
	7.	FULPAGAR HARSHAL ANIL	E	E	E	E	E	Æ	Æ	Æ	A	E	A	E	A	A	A	A	A	A	Æ	<b>E</b>	
	8.	GAVHANE MAHESH	M	M	100	10	B	100	10	60	8	TO O	<u>a</u>	CO	<b>19</b>	<b>E</b>	<b>8</b>	<b>A</b>	, re	₩	<b>E</b>	TB	ş

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10.	JAYBHAYE VANITA NAMDEV																AC	76	Oe a	100	2
11.	KALKUMBHE SUJATA KISHOR	K.S.K.	K.s.K.	K.S. K.	k.s.K.	k.s.k.	k.s.k.	K.S.K.	k.s.k.	1K.5. K.	K.S. K.	K.S.K.	K.S.K.	K.v. K.	K.s.K.	1K,5.K.	K.57	大多	K.9.46	1. N. W.	
12.	KAMLE PRATHMESH BALWAT	k.P. B.	Ic.P.	10.9. B	B. K.b.	8. 8.	k.p.	K.P. B	F.A. 7 B. 1	K, P, 1 B.	K.P.R.	, P/r, F 3. B.	K.P.	k.P. B	r.P. B.	K.P.	1e.p.	¥,P,	1c.);	lap B.	
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14.	KSHIRSAGAR VAISHNAVI VIJAY	V-6	<u>v.r</u>	<u>v.</u> r	V.C	us	J.S.	J.\$	35	V.S.	3.5 y	3 3.6	y .);\$	)3.8v	25/	2.6	1.0	19	37	25	/
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16.	PATHARE AMRAPALI BAIU .	Pace !	Bell	Dud -	Foul	Pull	freel	Deur	graf &	Pusals	There !	Park.	STOP OF THE PROPERTY OF THE PR	Redu	Read	head	Puely	Jean -	Ring	12	
17.	PARDESHI MONALI RAJU	X		X	A A	A	# X	Pa	4	Jan	H.	36	S A CA	4	Jon Jon	A A	18	A. A.	18	TA A	/
18.	RUIKAR RAHUL SUNIL	Poly	No.		(Sa)	A.	6	Jan 1	Solly !	13/10	John College	September 1	Soll	Soul S	Buy	Sell.	* ROLL	2 May	Part	S. C.	
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	4. WALUNJ KRISHNA SUDHAKAR	and read feet tool the took of ten took took took took took took took too	
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# KOPARGAON TALUKA EDUCATION SOCIETY'S K.J.SOMAIYA COLLEGE OF ARTS, COMMERCE & SCIENCE. Faculty of Commerce

## <u>Notice</u>

All students of F.Y.B.Com division A and B,Are here by informed that examination of certificate course in "Office Automation" is scheduled on 25-02-2019 from 26-02-2019 all students should be in proper uniform and with college identity card.

Department of Commerce
K. J. Somalya College, Kepargaon



Principal

K. J. Somaive Silege of Arts

Commerce & Science, Kopargaon

#### KOPARGAON TALUKA EDUCATION SOCIETYS, K.J. SOMAIYA COLLEGE OF ARTS, COMMERCE AND SCIENCE, KOPARGAON F.Y.B.COM AY 2019-20

NAME -ROLL NO-SUB - Certificate Course in Office Automation Marks -20 O1) Fill in the blanks [10Marks] 1) LAN. Stands For Local Are Network True b) False c) None Of These 2) The Color Picked By The Eye Dropper Appears As A New Color. False c) None Of These True b) 3) Wireless Network Has Led To Many Security Threats False b) None Of These True c) 4) A Alone Computer Is One Which Is Not Connected To Any Network False b) True c) None Of These 5) In Topology Computer Is Directly Linked To A Centre Computer Bus b) Node c) Star 6) MAN Stands For Metropolitan Area Number b) Metro Area Network Metropolitan Area Network 7) There Are Three Types Of Network False b) True c) None Of These 8) Move Tool Is Used To Move Selected Layer Around False c) True b) None Of These 9) Eye Dropper Tool Is Used To Select Color True b) False c) None Of These 10). There Are Four Different Ways to Crop An Image True b) a) False c) None Of These O.2) Short Notes (Any 2) [10 Marks]

- 1) RAM (Random Access Memory)
- 2) E- Commerce
- 3) Internet Explorer



#### KOPARGAON TALUKA EDUCATION SOCIETYS

#### K.J SOMAIYA COLLEGE OF ARTS, COMMERCE AND SCIENCE

#### Certificate course in "Office Automation"

#### Students List -2019-20

Name of students	Practical	Exam	Assignment	Total 50
AUTI BUSHAN BALASAHEB	179.	THE REST		58
BARDE SHUBHECHHA UTTAM	RONS	market 28		30
BILLADE GANESH KISHOR	(a) -30	1)	68	32
CHIKANE TUSHAR BALASAHEB	08	13	16	31
DAREKAR SHUBHAM DHYANESHWAR	09	og	04	22
DARGUDE ABHISHEK ANNASAHEB	16	80	06	30
FULPAGAR HARSHAL ANIL	17	13	67	37
GAVHANE MAHESH	09	12	06	27
JADHAV VARSHA DIPAK	10	[4]	66	27
JAYBHAYE VANITA NAMDEV	12	12	61.	18
KALKUMBHE SUJATA KISHOR	13		- Table 20	35
KAMLE PRATHMESH BALWAT	)4	12		34
KATHE SONALI DATTU	15	12	Oh	31
KSHIRSAGAR VAISHNAVI VIJAY	16	13	08	37
NANKAR SAGAR RAJENDRA	18	10	Oh	32
PATHARE AMRAPALI BAIU	19	09	04	92
PARDESHI MONALI RAJU	20	7		40
RUIKAR RAHUL SUNIL	21	- 100		42
SANT VAISHNAVI DADASAHEB	122			28
SHAIKH AMAN YUNUS	120	11		27
SHAIKH FAISAL AYYUB	11	12		102
SHAIKH RESHMA MUBARAK	00			30
WAGH NILESH SHARAD	08	17	09	20
	AUTI BUSHAN BALASAHEB BARDE SHUBHECHHA UTTAM BILLADE GANESH KISHOR CHIKANE TUSHAR BALASAHEB DAREKAR SHUBHAM DHYANESHWAR DARGUDE ABHISHEK ANNASAHEB FULPAGAR HARSHAL ANIL GAVHANE MAHESH JADHAV VARSHA DIPAK JAYBHAYE VANITA NAMDEV KALKUMBHE SUJATA KISHOR KAMLE PRATHMESH BALWAT KATHE SONALI DATTU KSHIRSAGAR VAISHNAVI VIJAY NANKAR SAGAR RAJENDRA PATHARE AMRAPALI BAIU PARDESHI MONALI RAJU RUIKAR RAHUL SUNIL SANT VAISHNAVI DADASAHEB SHAIKH AMAN YUNUS SHAIKH FAISAL AYYUB SHAIKH RESHMA MUBARAK	AUTI BUSHAN BALASAHEB  BARDE SHUBHECHHA UTTAM  12  BILLADE GANESH KISHOR  CHIKANE TUSHAR BALASAHEB  DAREKAR SHUBHAM DHYANESHWAR  OG  DARGUDE ABHISHEK ANNASAHEB  FULPAGAR HARSHAL ANIL  GAVHANE MAHESH  JADHAV VARSHA DIPAK  JAYBHAYE VANITA NAMDEV  KALKUMBHE SUJATA KISHOR  KAMLE PRATHMESH BALWAT  KATHE SONALI DATTU  KSHIRSAGAR VAISHNAVI VIJAY  NANKAR SAGAR RAJENDRA  PATHARE AMRAPALI BAIU  PARDESHI MONALI RAJU  RUIKAR RAHUL SUNIL  SANT VAISHNAVI DADASAHEB  SHAIKH AMAN YUNUS  SHAIKH FAISAL AYYUB  SHAIKH RESHMA MUBARAK  OG  PAGE  PAGE  SHAIKH SEHMA MUBARAK  OG  PAGE  PAGE  PAGE  SHAIKH SEHMA MUBARAK  OG  PAGE  PAGE	AUTI BUSHAN BALASAHEB  BARDE SHUBHECHHA UTTAM  BILLADE GANESH KISHOR  CHIKANE TUSHAR BALASAHEB  DAREKAR SHUBHAM DHYANESHWAR  OG  DARGUDE ABHISHEK ANNASAHEB  FULPAGAR HARSHAL ANIL  GAVHANE MAHESH  JADHAV VARSHA DIPAK  JAYBHAYE VANITA NAMDEV  KALKUMBHE SUJATA KISHOR  KAMLE PRATHMESH BALWAT  KATHE SONALI DATTU  KSHIRSAGAR VAISHNAVI VIJAY  NANKAR SAGAR RAJENDRA  PATHARE AMRAPALI BAIU  PARDESHI MONALI RAJU  RUIKAR RAHUL SUNIL  SANT VAISHNAVI DADASAHEB  SHAIKH FAISAL AYYUB  SHAIKH FAISAL AYYUB  SHAIKH RESHMA MUBARAK  OG  12  12  13  14  15  16  17  18  19  19  11  11  13  SHAIKH RESHMA MUBARAK  OG  12  13  14  15  16  17  18  19  19  11  11  11  11  11  11  11	AUTI BUSHAN BALASAHEB  AUTI BUSHAN BALASAHEB  BARDE SHUBHECHHA UTTAM  BILLADE GANESH KISHOR  CHIKANE TUSHAR BALASAHEB  DAREKAR SHUBHAM DHYANESHWAR  O9  O9  O4  DARGUDE ABHISHEK ANNASAHEB  FULPAGAR HARSHAL ANIL  I7  I3  O7  GAVHANE MAHESH  O9  I2  I2  I2  O6  JADHAV VARSHA DIPAK  I0  I1  I6  JAYBHAYE VANITA NAMDEV  KALKUMBHE SUJATA KISHOR  I3  I3  O9  KAMLE PRATHMESH BALWAT  I4  I2  O8  KATHE SONALI DATTU  KSHIRSAGAR VAISHNAVI VIJAY  NANKAR SAGAR RAJENDRA  PATHARE AMRAPALI BAIU  PARDESHI MONALI RAJU  RUIKAR RAHUL SUNIL  SANT VAISHNAVI DADASAHEB  SHAIKH AMAN YUNUS  SHAIKH FAISAL AYYUB  SHAIKH RESHMA MUBARAK  O9  I2  O4  SHAIKH RESHMA MUBARAK  O9  I2  O9  I1  O9  SHAIKH RESHMA MUBARAK  O9  I2  O9  I2  O9  II  OH  SHAIKH RESHMA MUBARAK  O9  I2  O9  II  OH  SHAIKH RESHMA MUBARAK  O9  I2  O9  II  OH  SHAIKH RESHMA MUBARAK  O9  I2  OG  II  OH  SHAIKH RESHMA MUBARAK  O9  II  OG  OH  SHAIKH RESHMA MUBARAK  O9  II  OH  SHAIKH RESHMA MUBARAK

24.	WALUNJ KRISHNA SUDHAKAR .	14	11	oly	29
25.	WAKCHAURE RUSHALI ANNASAHEB	13	12	06/6	3/01
26.	WAYNDESHKAR AJAY SUDAM	12	13	ONS	100
27.	KUNDE SONALI RAMDAS	. 11	14	0400	4010303
28.	LOHAKANE ANIKET ASHOK	12	14	06	32

Head

Department of Commerce

K. J. Somaiya Collage, Kopargaon











Kopargaon Taluka Education Society's

#### K.J. Somaiya College of Arts, Commerce and Science, Kopargaon

(Attiliated to Savitribai Phule Pune University, Pune)
NAAC Re-accredited with "A" Grade — An ISO 9001:2015 Certified Institute

Best College Award by S.S. June University

Mohanitajangar, Kopargaon, Dist. Ahmednagar - 423 601, (Maharashtra) India.

# Certificate &

his is to certify that Mr. Ms. Mrs om the class ha	s successfully completed the certificate
nurse entitled	
	run b
e Department of	conducted between
/ /20 J20 .He/	She has been awarded with
rade.	

Coordinator

Certificate Course Chairman

Principal





Department of Commerce

Principal
K.J.Somaiya College
Kopargaon









Kopargaon Taluka Education Society's

# K.J. Somaiya College of Arts, Commerce and Science, Kopargaon

(Affiliated to Savitribai Phule Pune University, Pune)
NAAC Re-accredited with "A" Grade — An 15O 9001:2015 Certified Institute

Best College Award by S.A. Anne University

Mohanirajangar, Kopargaon, Dist. Ahmednagar - 423 601. (Maharashtra) India.

# Lertificate !=

this is to certify that Mr. s  from the class	is Alrs	ted the certificate
course entitled	1/2	
		run by
the Department of	co	nducted between
/ /20	/20 . He/She has been awarded	l with
grade.	•	

Coordinator

Certificate Course Chairman

Principal



# FACULTY OF COMMERCE AND MANAGEMENT BRIEF REPORT OF CERTIFICATE COURSE IN OFFICE

#### AUTOMATION

#### **ACADEMIC YEAR-2019-20**

During the academic year 2019-20, **28 students** enrolled for the 'Certificate course in office automation offered by the faculty of Commerce and Management. The course was conducted during the period from August to September. The course was designed by the faculty members and was offered with the practical. The students visited the Commerce laboratories personally for completion of the course practical's and office Automation packages, internet etc.

28 Students appeared for the course end exam and 28 successful students were awarded the course completion certificate.

Period: 40 contact hours

Duration: 3 Months

Total students Enrolled: 28

Number of Successful students (Beneficiaries): 28

All participating students were satisfied with the syllabus and the delivery of the course.

Faculty Head

Department of Commerce

K. J. Somaiya College, Kopargaon

IOAC Co-ordinator

Co ordinator IOAC, K. J. Somaiya College Kopargaon, Dist. A.Nagar ourse Co-ordinator

Principal

K.J.Somaiya College of Arts
Commerce & Science, Kopargach



Kopargaon Taluka Education Society's

### K.J. Somaiya College of Arts, Commerce & Science

Mohanirajnagar, Kopargaon - 423601, Dist. Ahmednagar (MH.) Affiliated to Savitribai Phule Pune University, Pune ID No. PU/AN/ASC/07(1964)

🖀: 9146142000, 9146152000 Email ID: kjscollege@rediffmail.com, Website: kjscollege.com

NAAC ACCREDITED 'A' GRADE AN ISO 9001-2015 CERTIFIED INSTITUTE
SAVITRIBAI PHULE PUNE UNIVERSITY "BEST COLLEGE AWARD"

Principal : Dr. B. S. Yadav (M.Sc., Ph.D.)

Founder President: Late K. B. Rohamare (Ex. M.L.A.)

Ref. No.:

Date: 30/4/20020

#### CERTIFICATE

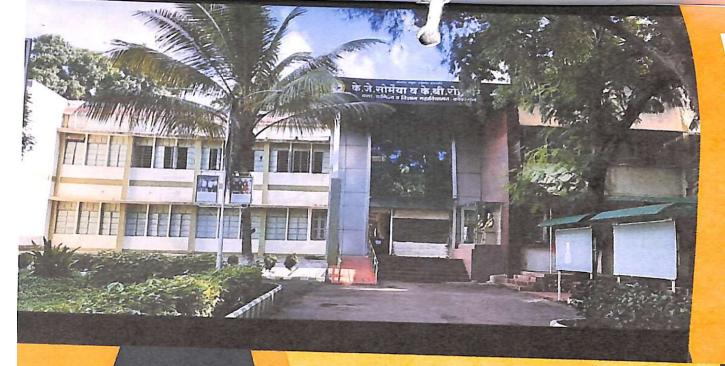
This is to certify that the Faculty of Commerce and Management has successfully conducted the certificate course entitled "Office Automation" during the academic year 2019-20 with 28 students participating in the same. The same has been verified by the Internal Quality Assurance Cell.

10 Co-ordinator, IOAC

K. J. Somaiya College, Kopargaon

Department of Commerce K. J. Somaiya College, Kopargaon

K.J.Somalya College of Arts
Commerce & Science, Kopargaon







# CERTIFICATE COURSE IN OFFICE AUTOMATION

**ACADEMIC YEAR: 2020-21** 

# **CONTACT US**

Prof. (Dr.) S.R. Pagare -Contact - 9822191868

Prof. R.A. Jadhav

Contact - 7057328879

Faculty of Commerce & Management

K. J. Somaiya College of Arts, Commerce

& Science, Kopargoan

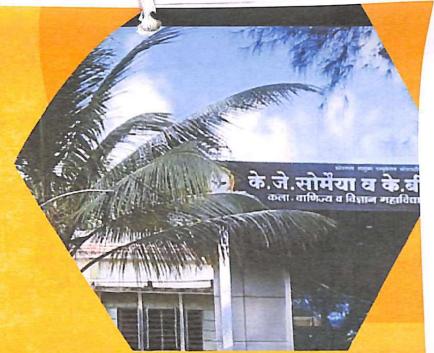
# **ABOUT US**

College has undergone significant transformations, introducing new academic programs to provide students with broader exposure and choices.

Aims of the Commerce & Management faculty is to impart commerce education to develop professional skills among the students. The Department of Commerce, successfully conducts Autonomous Certificate Courses in Tally, Tax Advisor Computer Concepts and Soft Skills, for the undergraduate and post graduate students.

Faculty of Commerce & Management K.J. Somaiya College of Arts Commerce & Science, Kopargaon

#### CERTIFICATE COURSE IN OFFICE AUTOMATION



## **COURSE CONTENTS**

**Basic of Accounting** 

Types of Account, Golden Rules Accounting, Accounting principles, Concepts and convention, Mode Accounting, Financial Statement, Transactions, Recording Transactions.

- 02 Fundamental of Tally.ERP 9
  - Getting Functional with Tally, ERP 9
  - creation /Setting up of Company in Tally ERP 9.
  - Accounting Master In Tally. ERP 9
     F 11- Features

    - F12 Configuration
    - -Setting Up Account Heads.
  - Inventory In Tally.ERP 9 04

Stock Groups, Stock Categories Godowns / location , Units of Measure - Stock Items, - creating Inventory Master for National Traders.

- Voucher Entry In Tally. ERP 9
  - Accounting vouchers
  - -Inventory Vouches
  - Inventory Vouches
- 06 Power point presentation

Getting started in PowerPoint, Creating a presentation, Creating &editing slides, previewing a slide show, Adding picture& graph, Adding sound & video, Adding auto shape, Animating.

07 Introduction to Computer Network

> Introduction, importance of networking, computer network ( LAN, WAN, MAN), networking topology.

# KOPARGAON TALUKA EDUCATION SOCIETYS

#### Faculty of commerce

K.J SOMAIYA COLLEGE OF ARTS, COMMERCE AND SCIENCE

#### Certificate course in "Office Automation"

Duration: 3 Months -

#### **Objectives**

On successful completion of the course the students will be able to do the following:

To provided an depth training in use the of Office automation packages, internet etc.

To understand the basics of operating system.

To understand how to use the software packages in day to day activities.

Learn the essential and use the software packages in day to day activities.

Learn the essential and use of internet.

#### <u>Content</u>

# **Basic of Accounting:**

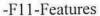
Types of Account, Golden Rules of Accounting, Accounting principles, Concepts and convention, mode of Accounting, financial statement, Transactions, Recording Transactions

# Fundamental of Tally .ERP 9

Getting Functional with Tally .ERP 9

Creation / setting up of company in Tally .ERP 9

# Accounting master in Tally



-F12-Configuration .

-Setting Up Account Heads

# **Inventory In Tally ERP 9**

- -Stock Groups
- -Stock Categories God owns /location
- -Units of Measure
- -Stock Items
- -creating Inventory Master for National Traders.

#### Voucher Entry in Tally ERP 9

Accounting vouchers

Inventory Voucher

Inventory Vouches

#### Power point presentation

Getting started in PowerPoint, Creating a presentation, Creating Ending sides reviewing slide show Adding picture& graph Adding sound & video, Adding auto shape Animating

#### Introduction to Computer Network

Introduction, importance of networking computer network (LAN WAN MAN), networking

Topology

#### MS -WORD

Creating and Managing Documents, Formatting Test, Paragraphs, and Sections, Creating Tables and Lists, Manage options and settings for documents

# MS- EXCEL

Create Worksheets and Workbooks, Format Worksheets and Workbooks, Create and Modify



# SYLLABUS - PRACTICAL

# SUGGESTED HANDS ON EXERCISES OPERATING SYSTEM



- Starting the Windows
   Starting a program, running a program
   Running multiple programs and switching between windows
   Customizing the Task bar
   Recycle bin, restoring the deleted files
- Creating and removing folders
   Making the taskbar wider, arranging icons on the Desktop
   Displaying and hiding the taskbar clock
   Controlling the size of start menu options
   Creating Shortcuts.
- Installing a screen saver Assigning a wallpaper to Desktop
   Adding a program to the start menu
   Adding a program shortcut in the Desktop
   Customizing the mouse settings
- Expanding and collapsing a folder Recognizing File types using icons Running a program from explorer Renaming a file or folder Sorting a folder
- Displaying the properties for a file or folder
   Using cut and paste operations to move a file
   Using copy and paste operations to copy a file
   Moving and copying files with mouse
   Searching a file or folder by using search command
- 6. Tally ERP 9
  Company Creation
  Group Creation
  Creating ledger
  Creating Vouchers
  Inventory Manager
- 7. Ms-Word

  Create as documents

  Print and save Documents

  Design advanced documents
- 8. Ms –Excel
  Creating a basic Excel Worksheet
  Managing an excel Workbook
  Modification calculation in Excel Worksheet

#### **KOPARGAON TALUKA EDUCATION SOCIETYS**

#### K.J SOMAIYA COLLEGE OF ARTS, COMMERCE AND SCIENCE

#### Faculty of commerce

#### Certificate course in "Office Automation"

#### Students List -2020-21



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32.	DAVANGE POOJA SANJAY
33.	DESAI POOJA ANIL
34.	DESAI TUSHAR SUDAM
35.	DESHMUKH GAYATRI BAPUSAHEB
36.	DHUMAL HARSHADA SANTOSH
37.	DIGHE VAISHALI SAMBHAJI
38.	DIWANE VAISHNAVI SUNIL
39.	DOLAS JANHAVI JALINDAR
40.	GADE HARSHWARDHAN KAILAS
41.	GANGAVE DIPALI RAMESH
42.	GANGURDE KAILAS SOMNATH
43.	GARUD RESHMA YOGESH
44.	GARUD SHREYAS RAJENDRA
45.	GARUD VISHAKA RAVINDRA
46.	GAVADE VAISHNAVI KAILAS
47.	GAVANDI AMOL RAMDAS
48.	GIDHAD AMOL VILAS
49.	GITE AMOL HAUSHIRAM
50.	GITE SHUBHAM SAINATH
51.	GODASE MEGHA BHAUSAHEB
52.	GODSE RAJASHREE YOGESH
53.	GUJAR AVINASH BALKRUSHNA
54.	GUNJAL SHANKAR NAVNATH
55.	GURSAL TUSHAR DNYANESHWAR
56.	HON PRATIKSHA RAJENDRA
57.	HON VAISHNAVI LALJI
58.	INGALE NIKHIL VALMIK
59.	JADHAV PRITIMA KISHOR
60.	JAPE AISHWARYA BABASAHEB
61.	JATHAR KUNAL BHAUSAHEB
62.	JAWALE RUTUJA SUBHASH
63.	KHANDAGE PURUSHOTTAM VILAS
64.	KHARAT ANJU ASHOK
65.	KHARAT DHANANJAY VIJAY
66.	KHATIK YASMIN YUNUS
67.	KHILARI TRIGUNI DADASAHEB
68.	KOLHE POOJA ASHOK
69.	KOLHE RUTUJA SANJAY
70.	KSHATRIYA ISHA MANOJ

A



Department of Commerce
K. J. Somalya College, A.

71.	LAHIRE OMKAR TULSHIDAS
72.	LAHIRE PALLAVI NANASAHEB
73.	LAKARE SARIKA VITTHAL
74.	LAVHATE SHEKHAR DILIP
75.	LOHAKANE TANVI NIVRUTTI
76.	LOLAGE ANIKET SATISH
77.	MAGAR ANITA SANJAY
78.	MAGAR URMILA DIGAMBAR
79.	MAGAR VAISHNAVI SHAM
80.	MALAVE VAISHALI NITIN
81.	MALI DHANANJAY SADASHIV
82.	MANIYAR AAYESHA NADIM
83.	MOHITE GAYATRI SANJAY
84.	MORE KAMINI DNYANESHWAR
85.	MORE MAYUR BAPURAO
86.	MORE SHIVRAJ DADASAHEB



Head

Department of Commerce

K. J. Somaiya College, Kopargaon

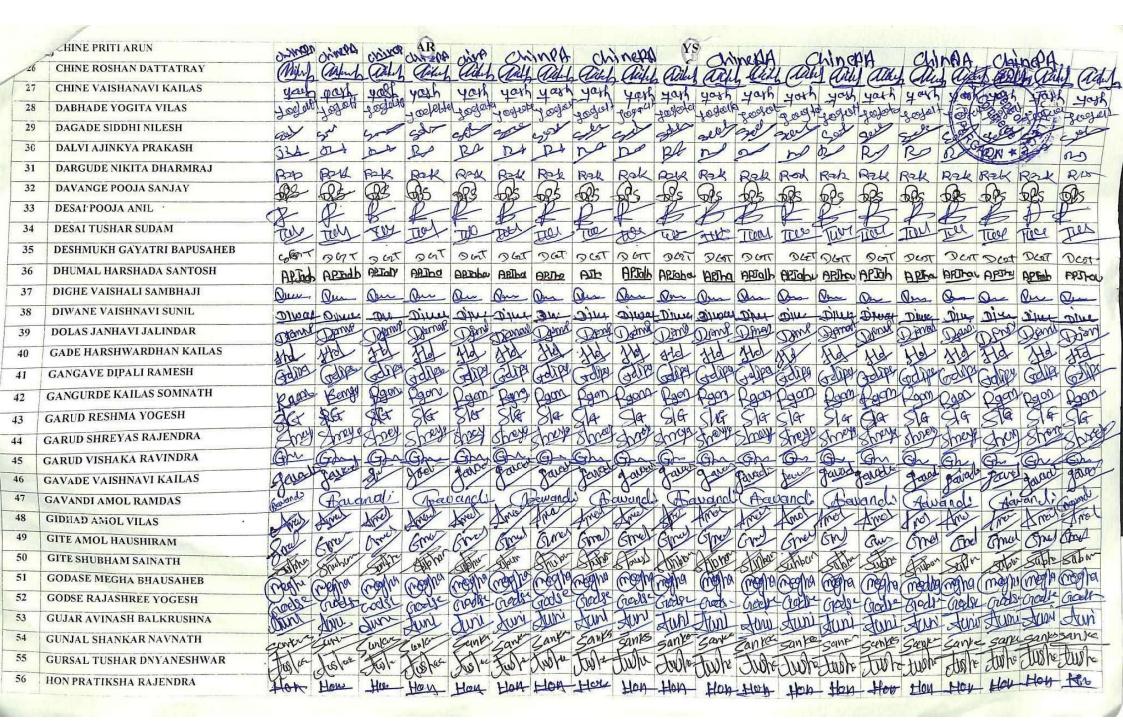
K DARGAON TALUKA EDUCATION SOCIET K.J. SOMAIYA COLLEGE OF ARTS, COMMERCE AND SCIENCE, KOPARGAON.

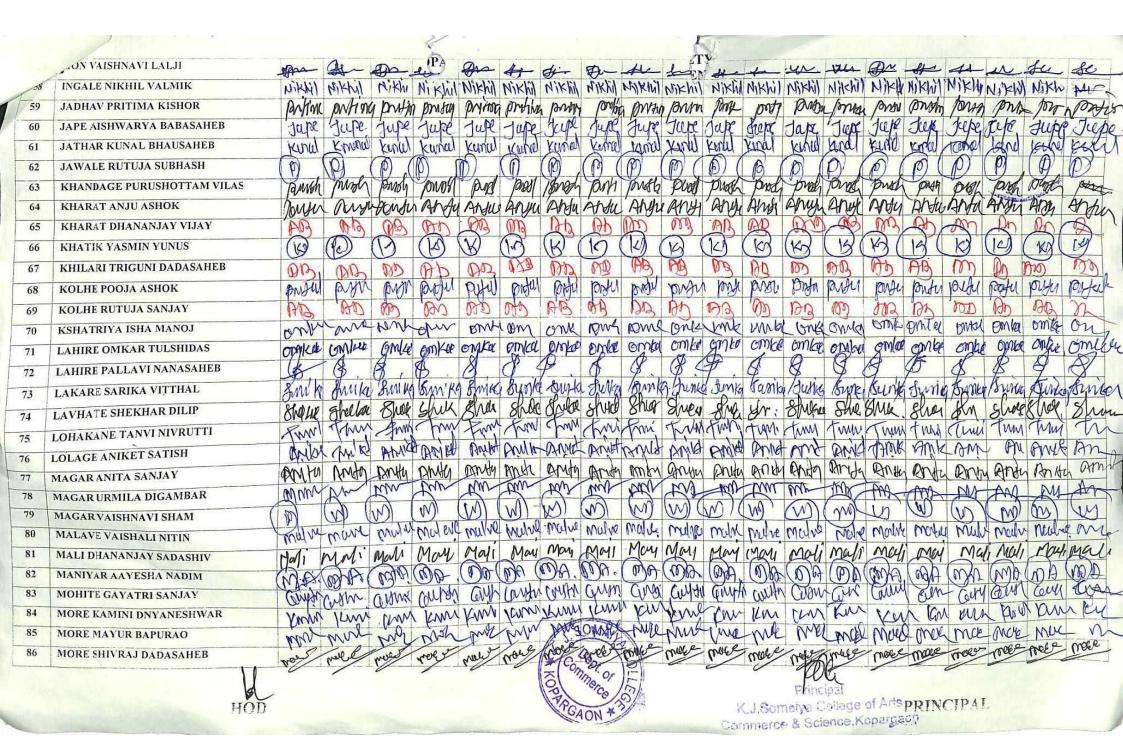
FACULTY OF COMMERCE & MANAGEMENT

Continued to Commence of "Office Automatica""

· Certificate Course in "Office Automation"

						Stı	udents	s List	t -2020	0-21						0	)	01	Chi .	A. Semanar		A
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3	AUTADE VINAYAK VASANT	ane	Ispe	(SBQ)	Spe	- SPR	-fBe	8Be	fre		SRC	-Spe	Din '	-fre	SBC	-ABE	fBC"	JBE.	fre	SBR	SBC	
4	AVHAD ANKITA ANANT	OFF	@4:	040	DAZ	Box	04	Q1	But	04	-01	- But	But-	BA	04	Out !	Duf-	But	Olaf	-Der	Def.	-
5	BACHCHHAV PRAJAKTA PRABHAKAR	Bm	Bus	Bow	Bun	Ba	Bur	(B)m	330	(B)m	Bm	Bu	Bis	Bur	BAN	Bm	Bin	Bm	By	Bym	(B)	
6	BADHE KRUSHNA DATTATRAY	JI.	S.I.	-SI,	J.I.	B.I.	J:I	3:1	J.I	P.I	J.1	J.I.	SI	3.1	5.I	31	SI	87	3.7	S. I	3.7.	
7	BAGAL KOMAL DNYANESHWAR	Kome	Knexul	kome	komel	homel	Kome	Komel	-	Komey	Komal	komal	Komell	Komel	Komal	komu	kome	koma	komel	kamad	komel	
8	BAGUL MANGESH BALU	Beer	Bean	Dou	Bou		1	Bas		-	Boom	Bruse	Brun	Barr	~	BOW	Barr	Bog		1/2	Box	
9	BANKAR GAURAV ASHOK	B	(BL	B	(B)		BL	The same of the sa	(B)	BL	BL.	BS	BS	BL	BL	B_	B	B	(ST	182	(B)	
10	BARDE SARALA BABASAHEB	9	9	8	9	3	8	@	2	8	(5)	6	8	8	8	(S)	@	@	9	@	(3)	1
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12	BORASE DIPALI DILIP	9	(2)	1	<b>®</b>	9	1	0	(2)	1	0	0	9		9	0	0	0	0	2	8	
13	BORASE VAISHNAVI EKNATH	<b>(</b>	0		(1)	(1)	(V)	W	(1)	W	0	W	W	W	W	W	W	(M)	(K)	W	W	4
14	CHAUDHARI MAHENDRA SAINATH	1		0.00	MUV					NEW				MSV			_			-	NIN	
15	CHAUDHARI POOJA NANASAHEB	C.P.N	C.P.N		-																1 C. B. W	
16	CHAUDHARI PRATIKSHA NAVNATH	00m	Reve	RIL	Ros.	ROA	RME	RVS	Rag	RUSA	Ruses	Rug.	RUS	MA	RM	RUNE	RD	Ring	, aus	mo	- Maria	
17	CHAUDHARI RUTUJA DADASAHEB	QBC	RAC	ROC	REC	RDC	ME	Boc	BBC !	BBC	ODC	BOX	OB.	BOS	Bal	(Max	BOC	100C	BOL	-ODF	- Chris	1
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20	CHAVAN UMA RAJENDRA	P.D. Green	D.O.CO	a.D.Graff	R.D.Crara	8.0. COL	D.O.GT	M. D. CL	#8.G	8. P. Co	R.D.G	8.D.G	D.G.	of B.Co	B. B.Go	Day Day	るから	O. D. GOOM	10000	2.000	R.D.CO	Sil
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22	CHAVHAN UMESH BALASAHEB	Gut	Calet	Salet	Guld	Gedel	Galet	Gell	Gelet	Cell	gale	Galet	Gestel	Galor	Gell	gel	Gentl	- Budd	- Gold	soll	Scale	4 8
23	CHHAJLANE TANUJA SUBHASH	Bul	Dul	RY	BIJ	Ruj	Qui	63	BY	MY	BY	Buy	QU	(Dud	Dy	(MA)	Qu)	Dry	اليما	AND I	(May)	4
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## KOPARGAON TALUKA EDUCATION SOCIETYS, K.J. SOMAIYA COLLEGE OF ARTS, COMMERCE AND SCIENCE, KOPARGAON FACULTY OF COMMERCE & MANAGEMENT F.Y.B.COM AY 2020-21

NAME - SUB – Certificate Course in	Office Automation	ROLL NO- Marks -20
Q1) Fill in the blanks		[05 Marks]
1. Which unit is responsible for understandable format?	or converting the data received fro	m the user into a computer
a) Memory Unit b) Ar c) Input Unit d) O	utput Unit	3.
	ne computer understands is	
<ul><li>a) Assembly Language</li><li>c) BASIC</li></ul>	d) C Language	
3. The smallest unit of data in	computer is	
a) Byte b) Nibble	e	291
c) Bit d) KB		
4. One nibble is equivalent to l	now many bits?	
a) 2 b) 4		
c) 8 d) 1	220 820 820 820 820	
	scribes the correct format of an in	put instruction?
a) IN 82 b) INPU		
c) INP 82 d) 82 INI	P	
Q.2) Short Notes (Any 3)	3	[15 Moules]
1) Random Access Me	mory (RAM)	[15 Marks]
2) Magnetic Ink Card I		
3) Internet		
4) E-Commerce		
5) Web Browser		



# KOPARGAON TALUKA EDUCATION SOCIETYS

#### K.J SOMAIYA COLLEGE OF ARTS, COMMERCE AND SCIENCE

#### Faculty of Certificate course in "Office Automation"

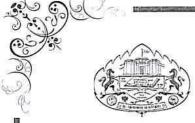
#### Students List -2020-21

Sr. No	Name of Students	20	Exam	PEX.	THE
1.	ADHAV PRASANNA SATISH	18	.09	06	33
2.	AHER MAYURI NITIN	16	II	du	31
3.	AUTADE VINAYAK VASANT	13	12	03	28
4.	AVHAD ANKITA ANANT	IR	12	90	38
5.	BACHCHHAV PRAJAKTA PRABHAKAR	13	13	02	28
6.	BADHE KRUSHNA DATTATRAY	12	14	04	30
7.	BAGAL KOMAL DNYANESHWAR	11	16	04	31.
8.	BAGUL MANGESH BALU	11	(6	06	33
9.	BANKAR GAURAV ASHOK	10	13	04	27
10.	BARDE SARALA BABASAHEB	09	18	Oly	31
11.	BEG FARDIN SULTAN	08	16	06	26
12.	BORASE DIPALI DILIP	11	16	40	32
13.	BORASE VAISHNAVI EKNATH	12	-13	03	28
14.	CHAUDHARI MAHENDRA SAINATH	13	12	oh	29
15.	CHAUDHARI POOJA NANASAHEB	OX	10	OH	31
16.	CHAUDHARI PRATIKSHA NAVNATH	09	12	ON	25
17.	CHAUDHARI RUTUJA DADASAHEB	06	13	04	23
18.	CHAVAN ARCHANA CHANDRAKANT	09	Ти	04	27
19.	CHAVAN SAURABH ANIL	09	10	Oh	28
20.	CHAVAN UMA RAJENDRA	09	16	03	28
21.	CHAVAN VIJAY SANJAY	08	17	06	31.
22.	CHAVHAN UMESH BALASAHEB	07	18	a	31
23.	CHHAJLANE TANUJA SUBHASH	Oh	10		31
24.	CHINE POONAM VASANT	12	20	08	40
25.	CHINE PRITI ARUN	11	12	a	3)
≥ <sub>0</sub> 26.	CHINE ROSHAN DATTATRAY	16	12	(%	30
27.	CHINE VAISHANAVI KAILAS	09	13	80	30
28.	DABHADE YOGITA VILAS	08	11	Oi	25
29.	DAGADE SIDDHI NILESH	63	III	Oh	27
	DALVI AJINKYA PRAKASH	06	12	GM	22
30.	DARGUDE NIKITA DHARMRAJ	13	17	OM	36
31.	DAVANGE POOJA SANJAY	12	12	The state of	
32.	DESAI POOJA ANIL	12	12	ON	58
33.	DESAI TUSHAR SUDAM	12	10	DN	28
34.	DESHMUKH GAYATRI BAPUSAHEB	12	5	Oh	58.
35.	DHUMAL HARSHADA SANTOSH	10	08	Oh	24
36.	DIGHE VAISHALI SAMBHAJI	13	17	ON	24
37.	DIWANE VAISHNAVI SUNIL	12	13	OH	59
38.	DOLAS JANHAVI JALINDAR	12	13	OH	20
39.	DOLAS JANGAYI JALINDAK		13	Oh	28
40.	GADE HARSHWARDHAN KAILAS	100			0



	GANGAVE DIPALI RAMESH		09	06	26
1	GANGURDE KAILAS SOMNATH	12	09	80	29
\$	GARUD RESHMA YOGESH	13	10	08	20
744.	GARUD SHREYAS RAJENDRA	13	10	06	2900
45.	GARUD VISHAKA RAVINDRA	10	13	06	20.7
46.	GAVADE VAISHNAVI KAILAS	10	11	06	21/0
47.	GAVANDI AMOL RAMDAS	08	13	06	2/7
	GIDHAD AMOL VILAS	12	12	06	300
48.	GITE AMOL HAUSHIRAM	12	13	OR	134
49.	GITE SHUBHAM SAINATH	08	13	06	27
50.	GODASE MEGHA BHAUSAHEB	08	12	80	28
51.	GODSE RAJASHREE YOGESH	80	12	50	27
52.	GUJAR AVINASH BALKRUSHNA	10	13	05	81
53.	GUNJAL SHANKAR NAVNATH	11	14	40	32
54.	GURSAL TUSHAR DNYANESHWAR	12	13	07	33
55.	HON PRATIKSHA RAJENDRA	13	12	00	33
56.	HON VAISHNAVI LALJI	80	13	80	
57.	INGALE NIKHIL VALMIK	11	15	40	30
58.	JADHAV PRITIMA KISHOR	12	13	07	32
59.	JAPE AISHWARYA BABASAHEB	10	11	40	31
60.	JATHAR KUNAL BHAUSAHEB	70	20	70	27
61.	JAWALE RUTUJA SUBHASH	12	28 30 3000	07	20
62.	KHANDAGE PURUSHOTTAM VILAS	12	00	06	24
63.	TARAT ANIII ASHOK	10	90	08	58
64.	THE PATE DUANAMIAY VIIAY	BB	60	00	63
65.	THE VASMIN VINUS	111	10	06	27
66.	A DI TRIGUNI DADASAHER	66	0-B	28	OB
67.			12	100000	20
68.	KOLHE POOJA ASHOK KOLHE RUTUJA SANJAY	13	Value of the last	09	
69.	KSHATRIYA ISHA MANOJ	AB	10B	20	1973
70.		n	13	104	29
71.	LAHIRE OMKAR TULSHIDAS  LAHIRE PALLAVI NANASAHEB	10	110	10	3)
72.	Processor Control of the Control of		1/2	04	27
73.	LAKARE SARIKA VITTHAL	13	6.0	03	
74.	LAVHATE SHEKHAR DILIP	12	69	80	29
75.	LOHAKANE TANVI NIVRUTTI	12	11	20	28
76.	LOLAGE ANIKET SATISH		12	04	27
77.	MAGAR ANITA SANJAY	09	12	80	29
78.	MAGAR URMILA DIGAMBAR	12	09	67	28
79.	MAGAR VAISHNAVI SHAM	14	06	07	27
80.	MALAVE VAISHALI NITIN	15	13	04	20
81.	MALI DHANANJAY SADASHIV	13	10	08	37
82.	MANIYAR AAYESHA NADIM	12	00	9	37
83.	MOHITE GAYATRI SANJAY	12	04	95	20
84.	MORE KAMINI DNYANESHWAR	.13	10	30	
85.	MORE MAYUR BAPURAO	12	09	08	34
86.	TODE SHIVE ALDADASAHEB	10	13	The second secon	29
60.	11	10	13	06	29

Department of Commerce
K. J. Somalya College, Kopargaon







Kopargaon Taluka Education Society's

# K.J. Somaiya College of Arts, Commerce and Science, Kopargaon

(Affiliated to Savitribai Phule Pune University, Pune) An ISO 9001:2015 Certified Institute NAAC Re-accredited with "A" Grade

Best College Award by S. S. June University

Mohanirajnagar, Kopargaon, Dist. Ahmednagar - 423 601. (Maharashtra) India.

# Tertificate [

from the class	has successfully comp	pleted the certificate
course entitled	4	P94
- S		run by
the Department of		conducted between
/ /20 le .	/20 . He/She has been aware	ded with
grade.		

Coordinator

Certificate Course Chairman

Principal

#rincipal

Commerce & Science, Koparg

Department of Commerce K. J. Somaiya College, Kopargaon

# K.J.Somaiya College of Arts, Commerce and Science, Kopargaon FACULTY OF COMMERCE AND MANAGEMENT

# BRIEF REPORT OF CERTIFICATE COURSE IN OFFICE AUTOMATION ACADEMIC YEAR-2020-21

During the academic year 2020-21, **86 students** enrolled for the 'Certificate course in office automation offered by the faculty of Commerce and Management. The course was conducted during the period from August to September. The course was designed by the faculty members and was offered with the practical. The students visited the Commerce laboratories personally for completion of the course practical's and office Automation packages, internet etc.

**86 Students** appeared for the course end exam and **83** successful students were awarded the course completion certificate.

Period: 40 contact hours

Duration: 3 Months

Total students Enrolled: 86

Number of Successful students (Beneficiaries): 83

All participating students were satisfied with the syllabus and the delivery of the course.

Department of Commerce K. J. Somaiya College, Kopardaon TOAC, K. J. Somaiya College Kopargaon, Dist. A.Nagar

K. J. Somaiya College of Addi Commerce & Science.



Kopargaon Taluka Education Society's

# K.J. Somaiya College of Arts, Commerce & Science

Mohanirajnagar, Kopargaon - 423601, Dist. Ahmednagar (MH.) Affiliated to Savitribai Phule Pune University, Pune ID No. PU/AN/ASC/07(1964)

☎: 9146142000, 9146152000 Email ID: kjscollege@rediffmail.com, Website: kjscollege.com

AN ISO 9001-2015 CERTIFIED INSTITUTE NAAC ACCREDITED 'A' GRADE SAVITRIBAI PHULE PUNE UNIVERSITY "BEST COLLEGE AWARD"

Principal: Dr. B. S. Yadav (M.Sc., Ph.D.)

Founder President : Late K. B. Rohamare (Ex. M.L.A.)

Ref. No.:

# CERTIFICATE

This is to certify that the Faculty of Commerce and Management has successfully conducted the certificate course entitled "Office Automation" during the academic year 2020-21 with 86 students participating in the same. The same has been verified by the Internal Quality Assurance Cell.

**IOAC** Co-ordinator

Co-ordinator, IQAC K. J. Somaiya College, Kopargaon

Department of Commerce K.J. Somaiya College of Arts K. J. Somaiya College, Kopargaon







# CERTIFICATE COURSE IN OFFICE AUTOMATION

**ACADEMIC YEAR: 2021-22** 

# **CONTACT US**

Prof. (Dr.) S.R. Pagare -Contact - 9822191868

Prof. R.A. Jadhav

Contact - 7057328879

Faculty of Commerce & Management

K. J. Somaiya College of Arts, Commerce

& Science, Kopargoan

# **ABOUT US**

College has undergone significant transformations, introducing new academic programs to provide students with broader exposure and choices.

Aims of the Commerce & Management faculty is to impart commerce education to develop professional skills among the students. The Department of Commerce, successfully conducts Autonomous Certificate Courses in Tally, Tax Advisor Computer Concepts and Soft Skills, for the undergraduate and post graduate students.

Faculty of Commerce &
Management
K.J. Somaiya College of Arts
Commerce & Science,
Kopargaon

# CERTIFICATE COURSE IN OFFICE AUTOMATION



# **COURSE CONTENTS**

**Basic of Accounting** 

of Account, Golden Accounting, Accounting principles, Concepts and Accounting, Financial of convention, Mode Statement, Transactions, Recording Transactions.

- Fundamental of Tally.ERP 9
  - Getting Functional with Tally. ERP 9
  - creation /Setting up of Company in Tally ERP 9.
  - Accounting Master In Tally. ERP 9
     F 11- Features

    - F12 Configuration -Setting Up Account Heads.
  - Inventory In Tally.ERP 9

Stock Groups, Stock Categories Godowns / location , Units of Measure - Stock Items, - creating Inventory Master for National Traders.

- Voucher Entry In Tally.ERP 9 05
  - Accounting vouchers
  - -Inventory Vouches

07

- Inventory Vouches
- Power point presentation 06

Getting started in PowerPoint, Creating a presentation, Creating &editing slides, previewing a slide show, Adding picture& graph, Adding sound & video, Adding auto shape, Animating.

Introduction to Computer Network

Introduction, importance of networking, computer network ( LAN, WAN, MAN), networking topology.

#### **KOPARGAON TALUKA EDUCATION SOCIETYS**

# K.J SOMAIYA COLLEGE OF ARTS, COMMERCE AND SCIENCE

#### Faculty of commerce

# Certificate course in "Office Automation"

**Duration: 3 Months** 

#### Objectives

On successful completion of the course the students will be able to do the following:

To provided an depth training in use the of Office automation packages, internet etc.

To understand the basics of operating system.

To understand how to use the software packages in day to day activities.

Learn the essential and use the software packages in day to day activities.

Learn the essential and use of internet.

#### Content

## **Basic of Accounting:**

Types of Account, Golden Rules of Accounting, Accounting principles ,Concepts and convention , mode of Accounting ,financial statement , Transactions , Recording Transactions

# Fundamental of Tally .ERP 9

Getting Functional with Tally .ERP 9

Creation / setting up of company in Tally .ERP 9

# Accounting master in Tally



- -F12-Configuration
- -Setting Up Account Heads

#### **Inventory In Tally ERP 9**

- -Stock Groups
- -Stock Categories God owns /location
- -Units of Measure
- -Stock Items
- -creating Inventory Master for National Traders.

#### Voucher Entry in Tally ERP 9

Accounting vouchers

Inventory Voucher

Inventory Vouches

#### Power point presentation

Getting started in PowerPoint, Creating a presentation, Creating Ending sides reviewing slide show Adding picture& graph Adding sound & video, Adding auto shape Animating

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#### MS-WORD

Creating and Managing Documents, Formatting Test, Paragraphs, and Sections, Creating Tables and Lists, Manage options and settings for documents

# MS- EXCEL

Create Worksheets and Workbooks, Format Worksheets and Workbooks, Create and Modify



# SYLLABUS - PRACTICAL

# SUGGESTED HANDS ON EXERCISES OPERATING SYSTEM



- Starting the Windows
   Starting a program, running a program
   Running multiple programs and switching between windows
   Customizing the Task bar
   Recycle bin, restoring the deleted files
- Creating and removing folders
   Making the taskbar wider, arranging icons on the Desktop
   Displaying and hiding the taskbar clock
   Controlling the size of start menu options
   Creating Shortcuts.
- Installing a screen saver
   Assigning a wallpaper to Desktop
   Adding a program to the start menu
   Adding a program shortcut in the Desktop
   Customizing the mouse settings
- Expanding and collapsing a folder Recognizing File types using icons Running a program from explorer Renaming a file or folder Sorting a folder
- 5. Displaying the properties for a file or folder Using cut and paste operations to move a file Using copy and paste operations to copy a file Moving and copying files with mouse Searching a file or folder by using search command
- 6. Tally ERP 9
  Company Creation
  Group Creation
  Creating ledger
  Creating Vouchers
  Inventory Manager
- 7. Ms-Word

  Create as documents

  Print and save Documents

  Design advanced documents
- 8. Ms -Excel
  Creating a basic Excel Worksheet
  Managing an excel Workbook
  Modification calculation in Excel Worksheet

# KOPARGAON TALUKA EDUCATION SOCIETYS

# K.J SOMAIYA COLLEGE OF ARTS, COMMERCE AND SCIENCE

# Faculty of commerce

# Certificate course in "Office Automation"

# Students List -2021-22

Sr.No	Name of students
1)	AGRWAL SURAJ SANDIP
2)	AHER TUSHAR RAJENDRA
3)	AHIRE NISHA SHIVAJI
4)	AUTADE MAHESH POAPAT
5)	AUTADE NIKHIL NANASAHEB
6)	AUTADE PRERANA BHAUSAHEB
7)	BHAGAT ADITYA RAVINDRA
8)	BHOKARE KRUSHANA BHAUSAHEB
9)	CHAUDHARI OM RANGNATH
10)	CHAVHAN SAURABH ANIL
11)	DABHADE HRUTIK VALMIK
1000000	DANGE PRIYANKA VITHAL
13)	DARPEL SANIKA DINESH .
14)	DAVANGE ANKIT BALASAHEB
15)	
	DAWANGE SAKSHI SUBHASH
17)	DHOBALE AJINKYA DNYANESHWAR
18)	
19)	GAIKAWAD TANUJA SOMANATH
20)	GAIKWAD KIRTI ANIL
21)	
22)	GAVATE PRATIKSHA KAILAS
23)	
24)	GHUMARE SHRADDHA SAMPANT
25)	
26)	GORDE KASTURI YOGESH
27)	GORSE YASHVANTI RAJENDRA
28)	KALE KAVERI PRAKASH
	HIVARE BHAGYASHRI TULSHIRAM
	JADHAV ANKITA UMESH
	JADHAV CHANCHAL SANTOSH
-	JADHAV SHRUTIKA GANESH
33)	JAWALE DIPAK SUDHAKAR
34)	KADAM VIKAS ARUN
35)	KAHOND MAHESH RAVINDRA

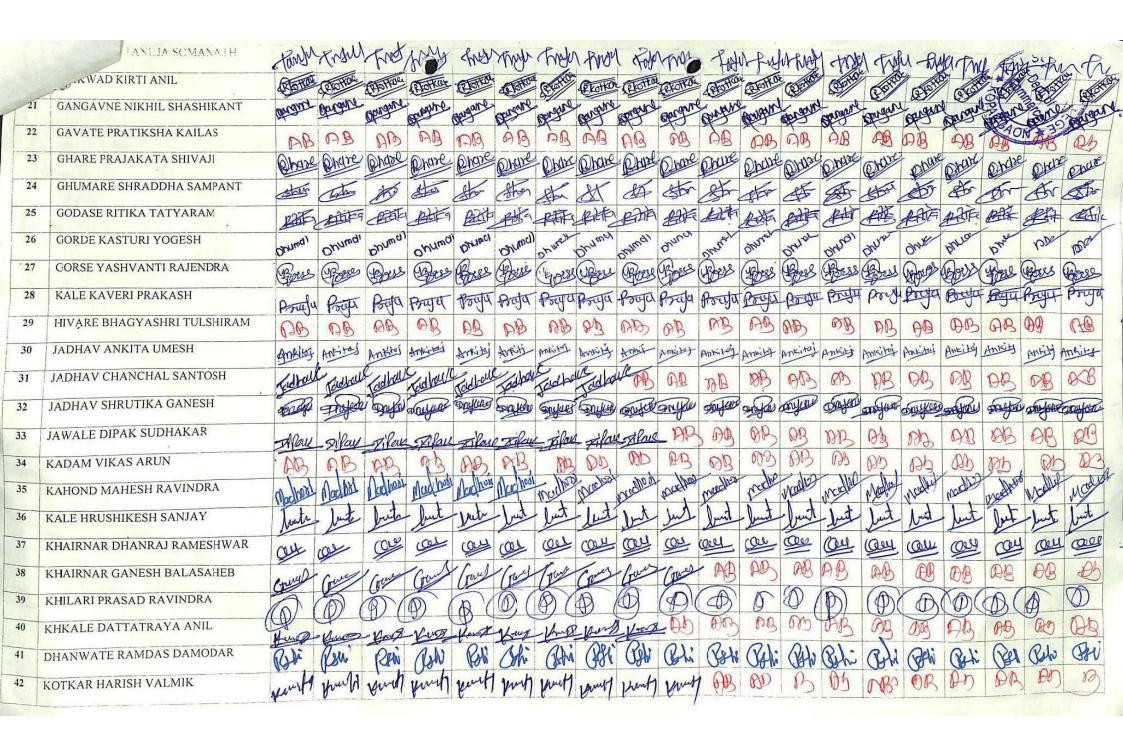


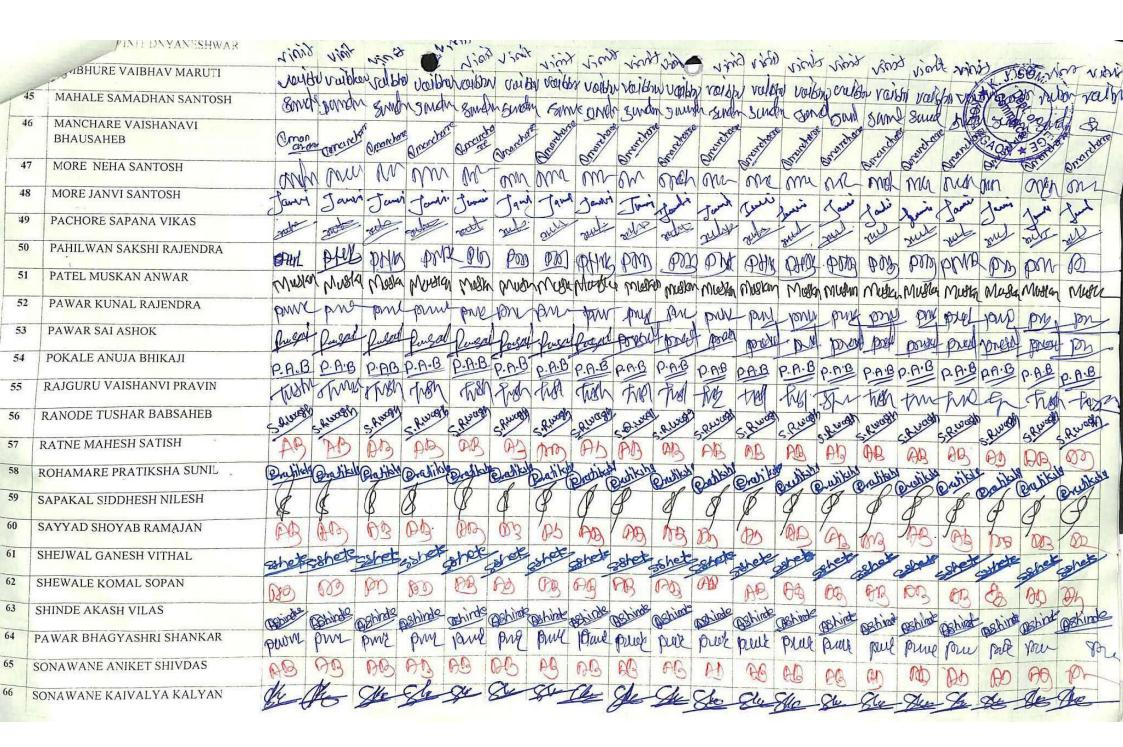
3.6	) KALE HRUSHIKESH SANJAY
37	) KHAIRNAR DHANRAJ RAMESHWAR
38	KHAIRNAR GANESH BALASAHEB
39	KHILARI PRASAD RAVINDRA
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41	DHANWATE RAMDAS DAMODAR
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45	MAHALE SAMADHAN SANTOSH
46	MANCHARE VAISHANAVI BHAUSAHEB
47	MORE NEHA SANTOSH
48	MORE JANVI SANTOSH
49	PACHORE SAPANA VIKAS
50	PAHILWAN SAKSHI RAJENDRA
51	PATEL MUSKAN ANWAR
52	PAWAR KUNAL RAJENDRA
53	PAWAR SAI ASHOK
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60)	
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62)	THE CONTROL OF THE CO
63)	
64)	
65)	
66)	
67)	
68)	THORAT PRANJALI BALASAHEB
69)	UPADHYE SUYOG YOGESH
70)	VYAVHARE SHRADDHA NITIN
71)	WAGH SANIKA SANDIP
72)	WALHEKAR SHUBHAM SUNIL
73)	WAYKAR SARTHAK SHIVAJI



Department of Commerce

CPARGAON TALUKA EDUCATION SOCIETY 5 K.J. SOMAIYA COLLEGE OF ARTS, COMMERCE AND SCIENCE, KOPARGAON. FACULTY OF COMMERCE & MANAGEMENT Certificate Course in "Office Automation" Students List -2021-22 SR. NAME OF STUDENT NO. AGRWAL SURAJ SANDIP about AHER TUSHAR RAJENDRA AHIRE NISHA SHIVAJI AUTADE MAHESH POAPAT 5 AUTADE NIKHIL NANASAHEB AUTADE PRERANA BHAUSAHEB BHAGAT ADITYA RAVINDRA BHOKARE KRUSHANA BHAUSAHEB CHAUDHARI OM RANGNATH CHAVHAN SAURABH ANIL DABHADE HRUTIK VALMIK DANGE PRIYANKA VITHAL DARPEL SANIKA DINESH DAVANGE ANKIT BALASAHEB DAWANGE PRAJKATA AMBADAS DAWANGE SAKSHI SUBHASH 16 DHOBALE AJINKYA DNYANESHWAR 17 DUDHANT SHITAL DATTARAY





67	THOMBARE ADITYA SUBHASH	
68	PLORAT PRANJALI BALASAHEB	Thoras Th
69	UFADHYE SUYOG YOGESH	apidy upol copid word papel upol upol upol upol upol upol upol upo
70	VYAVHARE SHRADDHA NITIN	AB A
71	WAGH SANIKA SANDIP	with with with with with with with with
72	WALHEKAR SHUBHAM SUNIL	and and and and sur sur sur sur sur low sur sur sur sur sur sur sur sur
73	WAYKAR SARTHAK SHIVAJI	gulles Sender Stank Lyly black sofel Eveles July Sling Stan Order Styl Selen Ston Som Sur Star Strange

HOD

Head

Commerce



PRINCIPAL

Principal

K.J.Somaiya College of Aris

Commerce & Science, Koparga in

## KOPARGAON TALUKA EDUCATION SOCIETYS, K.J. SOMAIYA COLLEGE OF ARTS, COMMERCE AND SCIENCE, KOPARGAON F.Y.B.COM AY 2021-22

NAME - SUB - Certificate Course in Office Automation	ROLL NO- Marks -20
Q1) Fill in the blanks	[20 Marks]
1) A Processor is also known as	[20 Marks]
a) CPU b) UPS	
c) UPC d) PUS	
2) which of the following part of the CPU con	trols the sequence of the instructions?
a) AU b) CU	nois the sequence of the histractions?
c) LU · d) ALU	
A HE STATE OF THE	
3) RAM stands for	A solucio
	n Analysis
	n Available Memory
4) ROM stores data	*1
a) Permanently b) Tempo	rarily
c) Partially d) Fully	10
5) Which of the following is the highest speed	slot?
a) ISA b) AGP	
c) PCI d) AGC	
6) A video game is played by using card	
a) Sound b) Modem	
c) Graphics d) Network info	ormation
7) Barcode Reader is a/an device	
a) Output b) Input	
c) Display d) Storage	
8) Which is used in security system and crimin	al investigations
a) Fingerprint Reader b) Robots	
c) Sound card d) Barcode Read	der
9) Which is also known as mechanical agent	e.
a) Computer b) Barcode Read	er
c) Processor d) Robots	
is the set of instruction given to the	computer to perform a specific task
a) Monitor b) Hardware	r was to perform a specific task
c) Software d) Printer	
is the most famous type of Operating	System for personal
a) Linux b) Unix	, by stem for personal computer
c) Microsoft Windows d) Mac OS	
12) A system software that helps Operating Sy	stem to community
12) A system software that helps Operating Sy called	stem to communicate with a device is
a) Operating system b) Device Driver	
c) Utility d) Graphics Softwar	e
is a program that allows a user to an	laryze and maintain a computer
a) control	and the second s
c) Widows XP d) MS office	COMAIYA
	Dept. of

/14) create	es a link between a us	ser and the computer
a) Device Dr	iver b) Utilities	
	System d) Image V	
		ee from dust and dirt
	b) rubber pag	
c) paper pad	*	
16). Keep the ind	ex finger on the	button
a) left	b) right	
c) middle	23% See 1	5.
17) Keep the mid	ddle finger on the	button
a) Right	b) Left	
c) Scroll whee	1	
18) Move the mo	use over a	
a) Mouse pad	b) Rubber pad	
c) Rubber pad		
<ol><li>19). Always keep</li></ol>		ie mouse pad
a) mouse	b) mouse	
c) CPU		3
20) ha		
a) Mouse	· b) CPU	
c) Monitor		



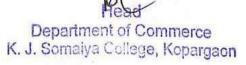
# KOPARGAON TALUKA EDUCATION SOCIETYS, K.J. SOMAIYA COLLEGE OF ARTS, COMMERCE AND SCIENCE, KOPARGE FACULTY OF COMMERCE & MANAGEMENT

## Certificate Course in "Office Automation" Students List -2021-22

SR.N O.	NAME OF STUDENT	Practical (20)	Exam	Assignment	Total
1	AGRWAL SURAJ SANDIP	(20)	(20)	(10)	(50)
IVII	The second secon	15	12	Lo	84
2	AHER TUSHAR RAJENDRA	11	10	06	27
3	AHIRE NISHA SHIVAJI	17	10	06	33
4	AUTADE MAHESH POAPAT	15	.12	09	34
5	AUTADE NIKHIL NANASAHEB	14	13	00	32
6	AUTADE PRERANA BHAUSAHEB	16	.15	06	37
7	BHAGAT ADITYA RAVINDRA	13	14	07	34
8	BHOKARE KRUSHANA BHAUSAHEB	11	17	04	32
9	CHAUDHARI OM RANGNATH	12	16	06	34
10	CHAVHAN SAURABH ANIL	14	17	09	40
11	DABHADE HRUTIK VALMIK	16	15	oq	40
12	DANGE PRIYANKA VITHAL	18	12	07	37
13	DARPEL SANIKA DINESH	17	13	or	35
14	DAVANGE ANKIT BALASAHEB	- 11	11	06	28
15	DAWANGE PRAJKATA AMBADAS	12	12	50	31
16	DAWANGE SAKSHI SUBHASH	14	14	50	35
17	DHOBALE AJINKYA DNYANESHWAR	16	11	08	1000
18	DUDHANT SHITAL DATTARAY	17	18	09	39
19	GAIKAWAD TANUJA SOMANATH	10	16	70	38
20	GAIKWAD KIRTI ANIL	11	12	06	
21	GANGAVNE NIKHIL SHASHIKANT	14	13	01	29

				GOMAIN	
				Dept. of	191
22	GAVATE PRATIKSHA KAILAS	AB	00	* Prerce	1500
23	GHARE PRAJAKATA SHIVAJI	18	15	08	41
24	GHUMARE SHRADDHA SAMPANT	16	17	08	39
25	GODASE RITIKA TATYARAM	18	12	FO	37
26	GORDE KASTURI YOGESH	15	12	07	34
27	GORSE YASHVANTI RAJENDRA	15	19	06	30
28	KALE KAVERI PRAKASH	14	12	08	34
29	HIVARE BHAGYASHRI TULSHIRAM	ng.	DB.	QB.	DB ,
30	JADHAV ANKITA UMESH	12	10	09	31
31	JADHAV CHANCHAL SANTOSH	17	13	07	37
32	JADHAV SHRUTIKA GANESH	14	14	06	34
33	JAWALE DIPAK SUDHAKAR	12	11	07	30
34	KADAM VIKAS ARUN	BB	DD	BB	QQ
35	KAHOND MAHESH RAVINDRA	14	13	FO	34
36	KALE HRUSHIKESH SANJAY	12	11	07	30
37	KHAIRNAR DHANRAJ RAMESHWAR	11	(2	08	31
38	KHAIRNAR GANESH BALASAHEB	13	14	09	36
39	KHILARI PRASAD RAVINDRA	16	15	07	38
40	KHKALE DATTATRAYA ANIL	17	11	05	33
41	DHANWATE RAMDAS DAMODAR	1)	12	07	30
42	KOTKAR HARISH VALMIK	15	13	0,9	37
43	KURKATE VINIT DNYANESHWAR	14	14	08	- 33
44	LIMBHURE VAIBHAV MARUTI	12	17	06	35
45	MAHALE SAMADHAN SANTOSH	13	15	07	31
46	MANCHARE VAISHANAVI BHAUSAHEB	13	19	07	84
47	MORE NEHA SANTOSH	11	17	04	32
48	MORE JANVI SANTOSH	12	16	06	34

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49	PACHORE SAPANA VIKAS	12	14	000	36
50	PAHILWAN SAKSHI RAJENDRA	14	13	ROS R	32
51	PATEL MUSKAN ANWAR	12	. 11	04	27
52	PAWAR KUNAL RAJENDRA	15	16	70	88
53	PAWAR SAI ASHOK	17	13	00	-35
54	POKALE ANUJA BHIKAJI	16	15	08	39
55	RAJGURU VAISHANVI PRAVIN	14	17	09	40
56	RANODE TUSHAR BABSAHEB	.17	17	07	41
57	RATNE MAHESH SATISH	Ag	AB	D.D	R
58	ROHAMARE PRATIKSHA SUNIL	11	16	30	35
59	SAPAKAL SIDDHESH NILESH	17	17	-07	41
60	SAYYAD SHOYAB RAMAJAN	OB	OB	BB	AD
61	SHEJWAL GANESH VITHAL	15	11	04	35
62	SHEWALE KOMAL SOPAN	08	BB	OB.	UB.
63	SHINDE AKASH VILAS	17	11	65	33
64	PAWAR BHAGYASHRI SHANKAR	14	14	08	33
65	SONAWANE ANIKET SHIVDAS	0.8	OB.	AB	Q
66	SONAWANE KAIVALYA KALYAN	12	14	77	36
67	THOMBARE ADITYA SUBHASH	14	B	or	32
68	THORAT PRANJALI BALASAHEB	11	12	06	29
69	UPADHYE SUYOG YOGESH	75	16	07	
70	VYAVHARE SHRADDHA NITIN	AB	DB	00	38
71	WAGH SANIKA SANDIP	14			P.
72	WALHEKAR SHUBHAM SUNIL	12	14	67	37
73	WAYKAR SARTHAK SHIVAJI		12	67	35
		17	13	05	37,



# K.J.Somaiya College of Arts, Commerce and Science, Kopargaô

# FACULTY OF COMMERCE AND MANAGEMENT

# BRIEF REPORT OF CERTIFICATE COURSE IN OFFICE AUTOMATION

#### **ACADEMIC YEAR-2021-22**

During the academic year 2021-22, **73 students** enrolled for the 'Certificate course in office automation offered by the faculty of Commerce and Management. The course was conducted during the period from August to September. The course was designed by the faculty members and was offered with the practical. The students visited the Commerce laboratories personally for completion of the course practical's and office Automation packages, internet etc.

73 Students appeared for the course end exam and 65 successful students were awarded the course completion certificate.

Period: 40 contact hours

Duration: 3 Months

Total students Enrolled: 73

Number of Successful students (Beneficiaries): 65

All participating students were satisfied with the syllabus and the delivery of the course.

Department of Commerce K. J. Somaiya College, Kopargaon Co ordinator IQAC, K. J. Somanya College Kopargaon, Dist. A.Nagar

K. J. Somaiya College of Arts Commerce & Science, Kopargaon



Kopargaon Taluka Education Society's

# K.J. Somaiya College of Arts, Commerce & Science

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Date 30/4/2022

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IQAC Co-ordinator

K. J. Som

Department of Commerce

K.J. Somaiya College of Arts Commerce & Science, Kopargaon







# CERTIFICATE COURSE IN OFFICE AUTOMATION

**ACADEMIC YEAR: 2022-23** 

# **CONTACT US**

Prof. (Dr.) S.R. Pagare -Contact - 9822191868

Prof. R.A. Jadhav

Contact - 7057328879

Faculty of Commerce & Management

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#### CERTIFICATE COURSE IN OFFICE AUTOMATION



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#### **KOPARGAON TALUKA EDUCATION SOCIETYS**

#### K.J SOMAIYA COLLEGE OF ARTS, COMMERCE AND SCIENCE



#### Faculty of commerce

#### Certificate course in "Office Automation"

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Create Worksheets and Workbooks, Format Worksheets and Workbooks, Create and Modify Custom Workbook Elements.



#### SYLLABUS - PRACTICAL

# SUGGESTED HANDS ON EXERCISES OPERATING SYSTEM



- Starting the Windows
   Starting a program, running a program
   Running multiple programs and switching between windows
   Customizing the Task bar
   Recycle bin, restoring the deleted files
- Creating and removing folders
   Making the taskbar wider, arranging icons on the Desktop
   Displaying and hiding the taskbar clock
   Controlling the size of start menu options
   Creating Shortcuts.
- Installing a screen saver
   Assigning a wallpaper to Desktop
   Adding a program to the start menu
   Adding a program shortcut in the Desktop
   Customizing the mouse settings
- Expanding and collapsing a folder Recognizing File types using icons Running a program from explorer Renaming a file or folder Sorting a folder
- 5. Displaying the properties for a file or folder Using cut and paste operations to move a file Using copy and paste operations to copy a file Moving and copying files with mouse Searching a file or folder by using search command
- 6. Tally ERP 9
  Company Creation
  Group Creation
  Creating ledger
  Creating Vouchers
  Inventory Manager
- 7. Ms-Word
  Create as documents
  Print and save Documents
  Design advanced documents
- 8. Ms -Excel

  Creating a basic Excel Worksheet

  Managing an excel Workbook

  Modification calculation in Excel Worksheet

#### KOPARGAON TALUKA EDUCATION SOCIETYS

# K.J SOMAIYA COLLEGE OF ARTS, COMMERCE AND SCIENCE

#### Faculty of commerce

#### Certificate course in "Office Automation"

#### Students List -2022-23





34.	KAPSE KAMLESH SUNIL
35.	KHANDIZOD ANURADHA ARUN
36.	KHARDE PRAJWAL RAMESH
37.	KHATIK ALIYA HASHAM
38.	The state of the s
39.	
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41.	LOKHANE MANSI SANJAY
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44.	MOKAL SHUBHAM PARAJI
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50.	CONTRACTOR
51.	OSTWAL PRATHAMESH SUNIL
52.	JAWALE DIPAK SUDHAKAR
53.	
54.	
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56.	PARKHE SHREYAS BHASKAR
57.	DOMESTIC AND STREET THE PROPERTY OF THE PROPER
58.	
59.	
60.	SANGALE SAURABH VIJAY
61.	SARDE AARTI HARIBHAU
62.	SHAIKH MAHEKH RAFIK
63.	SHEJVAL ROHIT MACHINDRA
64.	SHEJWAL ANKITA RAJENDRA
65.	SHELKE CHETAN NAYAN
66.	SHERE CHAITALI YUVRAJ
67.	SHINDE CHAITANYA GORAKSH
68.	SHINDE VRUSHALI DIPAK
69.	SONWANE RUSHIKESH DATTARYA
70.	SONWANE VISHAL SANTOSH
71.	SURYAVANI DIVA SANTOSH
72.	SURYAVANSHI DARSHAN SANTOSH
73.	WAGH SANIKA SANDIP
74.	WAGHAMARE LALIT SANJAY



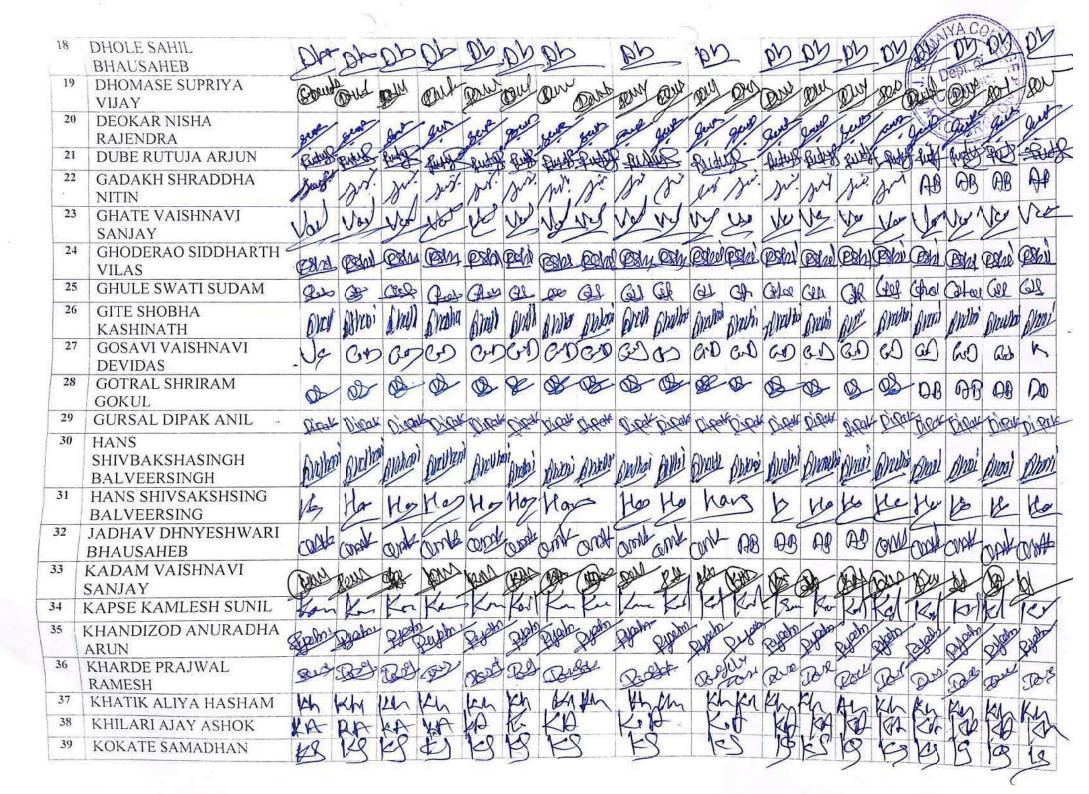
Department of Commerce
K. J. Somaiya College, Kopargaon

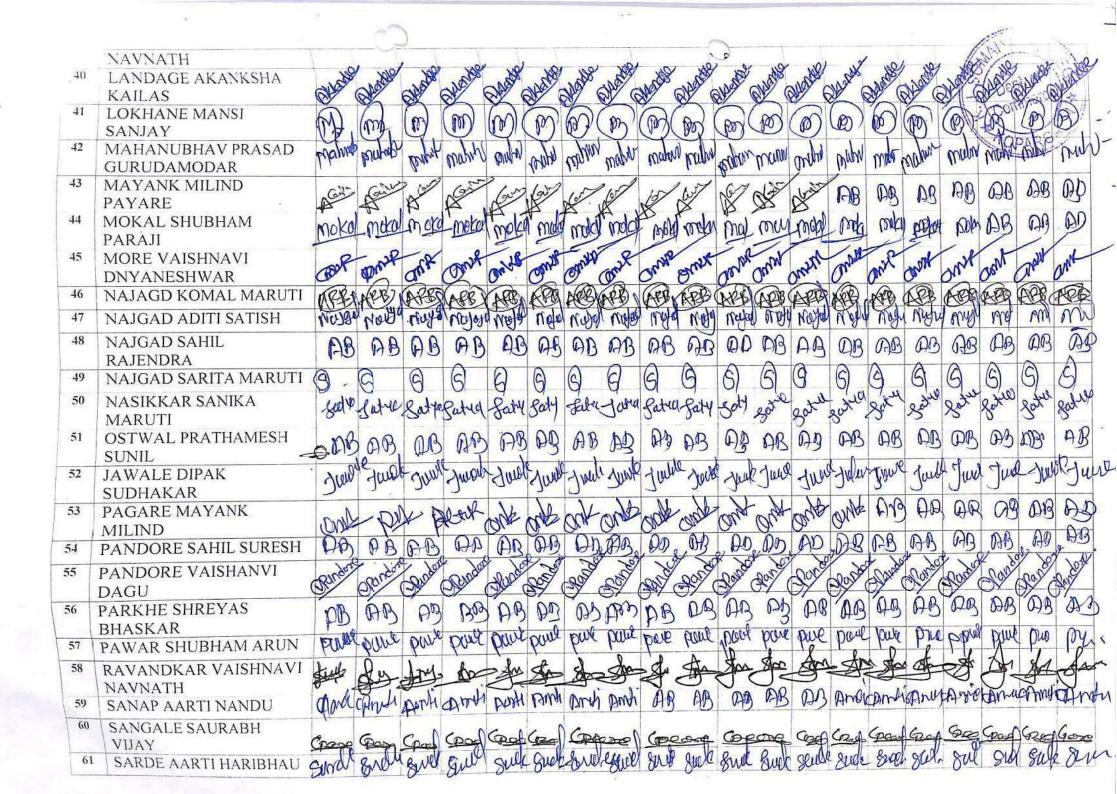
KOPARGAON TALUKA EDUCATION SOCIETYS,

# K.J. SOMAIYA COLLEGE OF ARTS, COMMERCE AND SCIENCE, KOPARGAON.

**FACULTY OF COMMERCE & MANAGEMENT** 

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10	BORHADE VAISHNAVI ARUN	House	Yamy	Kant	MOTH	Yent	Head	facts	tout	Many	And	Mary	Mant	Yent	Acapt	2/est	Feet	Vaul	Stent	HEN	vot	
	CHANDE KAVERI AMBADAS	OAA.	CAR.		<del></del>	SVA	OA-		OM-	STAP	OF A	900	MA S	<b>9</b> ₩.	DAP-	<b>AA</b> _	DIA-		AA-	SA	CHAI	
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67	SHINDE CHAITANYA GORAKSH	***	KU	RUN	PH)	Rett	Reli	Self Rell	12HI Rett	PH W	en en	Don	3 5 BH	Rettl	Dus-	24-	Py !	3 204	
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71	SURYAVANI DIVA SANTOSH	NA	849	8	88	85	88	SF SF	88 88	84	21 201	8	38	50	880	DB	OB	OB	
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73	WAGH SANIKA SANDIP	8	8	8	8	18	A	6 6	8	6	8 8	B	\$	8	8	8	8	\$	
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### KOPARGAON TALUKA EDUCATION SOCIETYS, K.J. SOMAIYA COLLEGE OF ARTS, COMMERCE AND SCIENCE, KOPARGAON FACULTY OF COMMERCE & MANAGEMENT F.Y.B.COM AY 2022-23

NAME - SUB – Certificate Course in Office Automation	ROLL NO-
Q1) Fill in the blanks (Any 5 out of 6):	Marks -20
1) Physical part of a computer is known as	[5 Marks]
a) Software b) Hardware	
c) Operating System d) System unit	
2)is a place where processing takes place	J. SOMA
a) Box b) CPU	4.
c) Monitor d) System unit	1 Co. 8, \
3) Processor is fixed on the	10 mg or
a) Fan b) Chipboard	100
c) Motherboard d) Expansion slot	AGAON * 10
4) There are types of memory	
a) Two b) Three	
c) One d) Four	
5) A Processor acts like a/an	
a) Heart b) Arm	
c) Brain d) Kidney	
6) Arithmetic operations are performed by	
a) LU b) AU	
c) ALU d) CU	•
Q.2) Short Notes. (Any 3)	[15 Marks]
1) Computer Network	
2) Internet	
3) Operating System	
4) Tally ERP 9	
5) Power point	

# KOPARGAON TALUKA EDUCATION SOCIETYS,

K.J. SOMAIYA COLLEGE OF ARTS, COMMERCE AND SCIENCE, KOPARGAON.

# FACULTY OF COMMERCE & MANAGEMENT

### Certificate Course in "Office Automation"

Students List -2022-23

	Students List -2022			1	- Bebr
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1	ADHAV SAKSHI BHAUSAHEB	13	50	96	10
2	AHIRE AMOL SURESH	12	13	04	29
3	AHIRE ARUN SUNIL		12	60	26
4	ALKUTE PRASAD SAHEBRAO	90	13	04	52
5	AUTADE TEJAS SANDIP	80	12	04	24
6	BERGAL TANVI SANDIP	09	11	04	24
7	BHOGADE SAKSHI MAGAN	10	11	03	24
8	BHUSARE GANESH SUNIL	11	12	04	27
9	BORDE KOMAL BHAUSAHEB	13	12	04	29
10	BORHADE VAISHNAVI ARUN	14	11	03	28
11	CHANDE KAVERI AMBADAS	13	11	03	27
12	CHAVAN VAISHNAVI ANIL	14	11	03	28
13	CHAVHAN ROHIT VINOD	13	11	03	27
14	CHITALKAR YASH SAJAN	12	13	07	30
15	DAREKAR RUTUJA GORAKSHANATH	12	16	05	33
16	DEORE GANESH VISHNU	10	16	03	29
17	DESHMUKH ADITYA SANJAYSING	10	12	04	26
18	DHOLE SAHIL BHAUSAHEB	11	13	06	30
19	DHOMASE SUPRIYA VIJAY	. 9	13	06	58
20	DEOKAR NISHA RAJENDRA	8	12	50	27
21	DUBE RUTUJA ARJUN	40	10	09	26
22	GADAKH SHRADDHA NITIN	10	16	03	29
23	GHATE VAISHNAVI SANJAY	11	13	06	30
24	GHODERAO SIDDHARTH VILAS	80	12	70	27
25	GHULE SWATI SUDAM	07		og	26
26	GITE SHOBHA KASHINATH	10	oq	80	17
27	GOSAVI VAISHNAVI DEVIDAS	00	04	0,9	22
28	GOTRAL SHRIRAM GOKUL	08	06		23,
29	GURSAL DIPAK ANIL	08	00	09	21
30	HANS SHIVBAKSHASINGH BALVEERSINGH	57		03	2

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31	HANS SHIVSAKSHSING BALVEERSING	13	09	06	C& Brien
32	JADHAV DHNYESHWARI BHAUSAHEB	12	09	04	028
33	KADAM VAISHNAVI SANJAY	(3	80	04	Mey.
34	KAPSE KAMLESH SUNIL	16	80	10	34
35	KHANDIZOD ANURADHA ARUN	16	- II	04	31
36	KHARDE PRAJWAL RAMESH	13	13	90	32
37	KHATIK ALIYA HASHAM	13	12	66	31
38	KHILARI AJAY ASHOK	14	13	06	33
39	KOKATE SAMADHAN NAVNATH	13	14	05	32
40	LANDAGE AKANKSHA KAILAS	12	13	05	30
41	LOKHANE MANSI SANJAY	13	14	04	31
42	MAHANUBHAV PRASAD GURUDAMODAR	09	13	03	25
43	MAYANK MILIND PAYARE	OS	12	02	22
44	MOKAL SHUBHAM PARAJI	40	13	04	24
45	MORE VAISHNAVI DNYANESHWAR	06	12	03	21
46	NAJAGD KOMAL MARUTI	12	12	06	90
47	NAJGAD ADITI SATISH	13	14	06	30
48	NAJGAD SAHIL RAJENDRA	BB	OB	OB	0 D
49	NAJGAD SARITA MARUTI	13	12	05	30
50	NASIKKAR SANIKA MARUTI	14	13	04	31
51	OSTWAL PRATHAMESH SUNIL	14	14	03	3)
52	JAWALE DIPAK SUDHAKAR	16	13	02	34
. 53	PAGARE MAYANK MILIND	16	13	05	04
54	PANDORE SAHIL SURESH	16	12	50	37
55	PANDORE VAISHANVI DAGU	16	11	Oh	31
56	PARKHE SHREYAS BHASKAR	60	DB	8 B	DB.
57	PAWAR SHUBHAM ARUN	' 16	08	03	27
58	RAVANDKAR VAISHNAVI NAVNATH	13	80	03	23
59	SANAP AARTI NANDU	12	oy	03	19
60	SANGALE SAURABH VIJAY	13	03	0.5	21
61	SARDE AARTI HARIBHAU	13	80	04	52
62	SHAIKH MAHEKH RAFIK	12	09	08	
63	SHEJVAL ROHIT MACHINDRA	13		90	29
64	SHEJWAL ANKITA RAJENDRA	12	12	09	33
65	SHELKE CHETAN NAYAN	04	11	98	23
66	SHERE CHAITALI YUVRAJ	13	ΓÓ	06	26

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67	SHINDE CHAITANYA GORAKSH	+ 12	og	04	28 me
68	SHINDE VRUSHALI DIPAK	13	08	05	*26
69	SONWANE RUSHIKESH DATTARYA	16	80	0	STAR
70	SONWANE VISHAL SANTOSH	16	11	04	31
71	SURYAVANI DIVA SANTOSH	13	13	90	32
72	SURYAVANSHI DARSHAN SANTOSH	13	12	06	31
73	WAGH SANIKA SANDIP	14	13	06	33
74	WAGHAMARE LALIT SANJAY	13	14	20	3.7

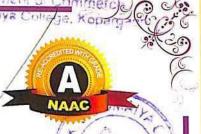
Head

Department of Commerce

K. J. Somaiya College, Kopargaon







Kopargaon Taluka Education Society's

# K.J. Somaiya College of Arts, Commerce and Science, Kopargaon

(Affiliated to Savitribai Phule Pune University, Pune)

NAAC Re-accredited with "A" Grade An ISO 9001:2015 Certified Institute

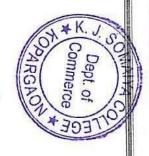
Best College Award by S. S. Sune University

Mohanirajnagar, Kopargaon, Dist. Ahmednagar - 423 601. (Maharashtra) India.

# Stertificate !=

, )	* *
This is to certify that Mr./Ms./Mrs.	
from the class has	successfully completed the certificate
course entitled	
	run by
the Department of	conducted between
/ 120 & / 120 . He/S	he has been awarded with
grade.	
Coordinator Certificate Cou	rse Chairman Principal

# FACULTY OF COMMERCE AND MANAGEMENT BRIEF REPORT OF CERTIFICATE COURSE IN OFFICE AUTOMATION



#### **ACADEMIC YEAR-2022-23**

During the academic year 2022-23, **74 students** enrolled for the 'Certificate course in office automation offered by the faculty of Commerce and Management. The course was conducted during the period from August to September. The course was designed by the faculty members and was offered with the practical. The students visited the Commerce laboratories personally for completion of the course practical's and office Automation packages, internet etc.

74 Students appeared for the course end exam and 74 successful students were awarded the course completion certificate.

Period: 40 contact hours

Duration: 3 Months

Total students Enrolled: 74

Number of Successful students (Beneficiaries): 74

All participating students were satisfied with the syllabus and the delivery of the course.

Faculty Head

Head
Department of Commerce
K. J. Somaiya College, Kopargaon

IQAC Co-ordinator

Co ordinator IQAC, K. J. Somaiya College Kopargaon, Dist. A.Nagar Course Co-ordinator

Principal

K.J.Somaiya College of Arts

Commerce & Science, Kopargaon



Kopargaon Taluka Education Society's

# K.J. Somaiya College of Arts, Commerce & Science

Mohanirajnagar, Kopargaon - 423601, Dist. Ahmednagar (MH.) Affiliated to Savitribai Phule Pune University, Pune ID No. PU/AN/ASC/07(1964)

≅: 9146142000, 9146152000 Email ID: kjscollege@rediffmail.com, Website: kjscollege.com

NAAC ACCREDITED 'A' GRADE AN ISO 9001-2015 CERTIFIED INSTITUTE SAVITRIBAI PHULE PUNE UNIVERSITY "BEST COLLEGE AWARD"

Principal: Dr. B. S. Yadav (M.Sc., Ph.D.)

Founder President : Late K. B. Rohamare (Ex. M.L.A.)

Ref. No.:

Date: 02/05/2023

### CERTIFICATE

This is to certify that the Faculty of Commerce and Management has successfully conducted the certificate course entitled "Office Automation" during the academic year 2022-23 with 74 students participating in the same. The same has been verified by the Internal Quality Assurance Cell.

Department of Commerce K. J. Somaiya

ge, Koparga N. Somaiya College of Arts ommerce & Science, Kopargaon