

FACULTY NAME: PHILIP PETER D'SOUZA

VALUE ADDED PROGRAM – TALLY ERP9

DURATION OF THE COURSE: 40 HOURS

CONDUCTED THE TRAINING ON TALLY FROM JANUARY TO MID MARCH

NUMBER OF STUDENTS ENROLLED: 30 (THIRTY)

OBJECTIVE OF THE VALUE ADDED PROGRAM: TO GIVE ON THE JOB TRAINING  
FOR DEGREE STUDENTS TO WORK IN ACCOUNTS DEPARTMENT

CONTENTS OF THE COURSE

CREATION OF COMPANY

CREATION OF LEDGERS

CREATION OF GROUPS

STOCK CREATIONS

TYPES OF VOUCHERS

HOW TO ACCOUNT VOUCHERS IN TALLY WITH GST

REPORTS

F11 AND F12 FEATURES

HOW TO ALTER, DELETE MODIFY VOUCHERS, LEDGERS ETC

HOW TO VIEW THE VARIOUS REPORTS

VIEWING TRIAL BALANCE, DAY BOOK, LEDGERS.

HOW TO VIEW STOCK SUMMARY

VIEWING OF PROFIT AND LOSS AND BALANCE SHEET

  
PHILIP PETER D'SOUZA

25<sup>TH</sup> NOVEMBER 2020





## **SPOKEN ENGLISH COURSE**

### **An Initiative by Times of India**

On 8/10/2020 the Times of India group in collaboration with the British council had taken initiative to conduct free Spoken English classes exclusively for our college under the guidance of Mr.Sunil & Mr. Sathish who played key roles in conducting classes

It was a great learning platform for our college students to understand the basics of English language.The students had regular spoken English classes from Monday to Friday from 2- 3 in the college premises.

The students took active part in the classes that dealt even with many activities which helped each one to enhance the quality of learning spoken English. It was a course for 6 months and all the students got a good training, many developed good communication skills as well. It was a great opportunity that was introduced by Our Former Principal Sr. Philomena Cardoza who wanted the students to get the best and worked tirelessly in bringing in the best courses for the institution and The Spoken English Course was one of them.

Both the Faculties were very kind enough to make sure the classes were taken regularly and wanted the students to gain the best and did all that was possible to complete the certificate course successfully. The Certificates are issued to the students who attended the course regularly.

The Course at the outset was a learning platform for our students and very productive. Thanks to the team of Times of India for letting our students gain from them.

### **The Syllabus taught during the course is as follows-**

- Introducing yourself
- Retail & Sales
- Tourism and Hospitality
- Customer Services

**BY: Department of English**



**SYLLABUS: SPOKEN ENGLISH**

Module 1: Introducing yourself

Module 2: Retail and Sales

Module3: Tourism and Hospitality

Module4: Customer Service





## PYTHON PROJECT ASSIGNMENT STRUCTURE

### Python Course Assessment Structure:

Python Programming Level	Chapter	Practice Assignments (Non Graded)	Programming Assessments (Graded)	Quizzes (Graded)
<b>BASIC PYTHON</b>	1. Introduction & Installation	2	0	1
	2. Data Types & Data Structures	10	2	1
	3. Control Structures, File Exception Handling & Functions	33	3	1
	4. Introduction to Database & Web Servers	12	1	1
	<i>Mini Project &amp; Quiz</i>	<i>0</i>	<i>1</i>	<i>0</i>
<b>ADVANCE PYTHON</b>	5. Object Oriented Programming	10	2	1
	6. Algorithms	10	2	1
	7. Advance Functional Programming, Data Structures, Regular Expressions, Modules & Directories	12	2	1
	8. Libraries	12	2	1
	<i>Mini Project &amp; Quiz</i>	<i>0</i>	<i>1</i>	<i>0</i>
<b>EXPERT PYTHON</b>	9. Introduction to GUI & Database Apps	0	0	0
	10. Data Analysis	6	3	1
	11. Web Application Using Django	2	1	1
	12. REST Framework API's Using Python & Django	3	2	1
	<i>Mini Project &amp; Quiz</i>	<i>0</i>	<i>1</i>	<i>0</i>
<i>Final Project &amp; Quiz</i>		<i>0</i>	<i>1</i>	<i>0</i>



<i>Resume Writing &amp; Self Promotion Video</i>	<i>0</i>	<i>1</i>	<i>0</i>
<i>Mock Interview</i>	<i>0</i>	<i>1</i>	<i>0</i>
<i>Aptitude Test</i>	<i>0</i>	<i>0</i>	<i>1</i>
<b>Total Course Assignments</b>	<b>112</b>	<b>26</b>	<b>12</b>





## **MICROSOFT EXCEL SYLLABUS**

### **SESSION 1: INTRODUCTION**

Introduction, Tabs and Ribbons, Document Windows, Navigation Tips and Office Button and save

### **SESSION 2: ENTERING, EDITING AND FORMATTING DATA**

Introduction, Entering Data, Fonts, fills and Alignment, Cut, Copy and Paste, Paste special, Undo and Redo, Moving, Finding and replacing value, Cell styles and Comments

### **SESSION 3: MANAGING WORKSHEETS**

Introduction, Naming and moving worksheets, Copying worksheets, Adding, Deleting and Hiding Worksheets, Grouping Worksheets, Moving, Copying, Deleting and Hiding Grouped worksheets.

### **SESSION 4: MODIFYING ROWS AND COLUMNS**

Introduction, Inserting and Deleting Rows and Columns, Inserting and Deleting cells, Inserting and Deleting cells, Inserting Multiple Columns and Rows  
Modifying cell Width and Height and Hiding and Un-hiding Rows and Columns

### **SESSION 5: UNDERSTANDING FORMULAS**

Introduction, Using Operations, Creating Formula, AutoSum, Common Formulas, Searching Formulas and Copying Formulas

### **SESSION 6: CHANGING VIEWS**

Introduction, Workbook Views, Show/Hide, Zoom Features, Freeze Panels, Split Windows, Viewing multiple windows and Worksheet Backgrounds

### **SESSION 7: TABLES**

Introduction, Insert a Table and Style Options, Add Rows and Columns  
Perform of a function in a Table and summarize with Pivot Table





**SESSION 8: INTRODUCTION TO CHARTS**  
Introduction, Chart Types, Instant Chart, Update Chart, Column Chart, Picture Fill  
Adjust Chart Size, Line Chart and Scatter Chart.

**SESSION 9: FORMATTING CHART**  
Introduction, Chart Styles, Chart Layouts, Add Labels, Chart title and  
Data labels

**SESSION 10: ADDING GRAPHICS TO SPREADSHEETS**  
Introduction, Insert Pictures, Modifying Pictures and Insert Shapes.

**SESSION 11: PIVOT TABLES**  
Introduction, Creating Pivot tables, Choosing fields, Pivot table layout, Filtering,  
Pivot tables, Modifying pivot data and Pivot Charts

**SESSION 12: PRINTING**  
Introduction, Page Orientation, Page Breaks, Print Area, Margins, Print Titles and  
Headers and Footers

**SESSION 13: PROTECTING DATA**  
Introduction, Workbook Password, Protecting Workbook and Unlocking Cells.

