



॥ ज्ञान दीपेन् भास्वतः ॥

Shree Panchal Samaj Madhyvarti Mandal's

YESHWANTRAO CHAPHEKAR COLLEGE, PALGHAR

College Road Tembhode, Palghar(W) Dist-Palghar 401404

Mobile No: 9272232240, Email: ycvidyasankuls@gmail.com

Brochure

Spoken English

2022-2023



Nilima Singh

I/C PRINCIPAL
S.P.S.M. Mandal's
Yeshwantrao Chaphekar College
of Art & Commerce
College Road, Tembhode, Palghar (W)
Dist. Palghar - 401404



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Shree Panchal Samaj Madhyvarti Mandal's

YESHWANTRAO CHAPHEKAR COLLEGE, PALGHAR

Date: 08/12/2022

NOTICE

All students of F.Y., S.Y., & T.Y.(B.A.F., B.Com., & B.M.S.) are hereby informed that our Institute is going to start Add-On Course: **Spoken English** From this academic Year. Interested students in Spoken English should give their names to Vandesh Sir. For More information kindly contact to asst. Prof. Vandesh Patil.



Principal
Nelima Singh
I/C PRINCIPAL
S.P.S.M. Mandal's
Yeshwantrao Chaphekar College
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College Road, Tembhode, Palghar
Dist. Palghar - 401404.



॥ ज्ञान दीपेनू भास्वतः ॥

**Shree Panchal Samaj Madhyvarti Mandal's
YESHWANTRAO CHAPHEKAR COLLEGE,
PALGHAR**

College Road Tembhode, Palghar(W) Dist-Palghar 401404

Mobile No: 9272232240, Email: yevidyasankuls@gmail.com

Short-term course in Spoken

English Duration: 3 months

OBJECTIVE

The main aim of the course is to increase the command over spoken and written English. The methodology of teaching shall encompass and focus not only on, the rules of grammar but also, on conversation practices. The participation of the students will ensure language learning with the effective tool of learning the second language L2 with the help of their first language L1.

Thus, the participants in the programme, as a pre-requisition, should know their mother tongue completely in terms of listening, speaking, reading and writing.

**ORDINANCE OF
SHORT-TERM COURSE IN SPOKEN ENGLISH**

The programme will be functional as:

1. The Short-term Course in Spoken English Language will be of 3 months.
2. Admission to the course shall be restricted to the candidates who have passed the High School Examination (10th) or an equivalent qualification from any recognized University or other institution.
3. Students would be required to attend 75% of the lectures on the campus of the University.



Nilima Singh
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Yeshwantrao Chaphekar College
of Art & Commerce

SHORT-TERM COURSE IN SPOKEN ENGLISH

Written exam: 50 marks

Viva-Voce: 50 marks

SYLLABUS

UNIT 1: (Theory)

Introduction to English Language, Basic Phonetics, Parts of Speech: Nouns, Pronouns, Verbs, Adverbs, Adjectives, Conjunctions, Prepositions and Interjections

UNIT 2: (Theory)

Basic Vocabulary: Synonyms, Antonyms, Homophones, Homonyms, Idioms and Phrases

UNIT 3: (Theory)

Articles, Punctuation, Verb Forms, Tenses, Active and Passive Voice

UNIT 4: (WRITING SECTION)

Letter, Report, Essay, Speech,

UNIT 5: (Practical)

Oral Presentation: Personal Introduction and Mock-Interview sessions

UNIT 6: (Practical)

Oral Presentation: Topic-wise presentations (6)

Topics will be assigned on the spot by the instructor for extemporaneous speech.



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College Road, Tembhode, Palghar (W)
Dist. Palghar - 401404

Scanned with CamScanner

Course:English spoken

Course Outcomes

Following are the expected Programme outcome of English spoken course

- Students will heighten their awareness of correct usage of English grammar in writing and speaking.
- Know the process of beginning and growth of English language.
- Students will give oral presentations and receive feedback on their performance
- Students will increase their reading speed and comprehension of academic articles
- Students will enlarge their vocabulary by keeping a vocabulary.
- Students will achieve these outcomes through the development of the following skills: focused reading skills work and exams; discussions of longer articles; and summary writing including the drafting process.

PROGRAM OUTCOMES

The whole purpose of this three-month program is to train the students for a professional life. So, by the end of the course, they are expected to be able to:

- Learn the basics of good language and the importance of speaking competence. They are able to speak flawlessly with confidence. They are also trained in news reading, anchoring and demonstrations and announcements.
- Write accurately based on what is expected. So, from writing an article, letter, correct spellings, sentence structure, they are trained to do it all.

PROGRAM SPECIFIC OUTCOMES

- PSO1: Develop the knowledge of grammatical system of English language.
- PSO2: Develop four language skills LSRW.



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Brochure

Spoken English

2021-2022



Dilema Singh

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Shree Panchal Samaj Madhyvarti Mandal's

YESHWANTRAO CHAPHEKAR COLLEGE, PALGHAR

Date: 17/12/2021

NOTICE

All students of F.Y., S.Y., & T.Y.(B.A.F., B.Com., & B.M.S.) are hereby informed that our Institute is going to start Add-On Course: **Spoken English** From this academic Year. Interested students in Spoken English should give their names to Vandesh Sir. For More information kindly contact to asst. Prof. Vandesh Patil.



Nilima Singh Principal

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**Shree Panchal Samaj Madhyvarti Mandal's
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**College Road Tembhode, Palghar(W) Dist-Palghar 401404
Mobile No: 9272232240, Email: yevidyasankuls@gmail.com**

Short-term course in Spoken

English Duration: 3 months

OBJECTIVE

The main aim of the course is to increase the command over spoken and written English. The methodology of teaching shall encompass and focus not only on, the rules of grammar but also, on conversation practices. The participation of the students will ensure language learning with the effective tool of learning the second language L2 with the help of their first language L1.

Thus, the participants in the programme, as a pre-requisition, should know their mother tongue completely in terms of listening, speaking, reading and writing.

**ORDINANCE OF
SHORT-TERM COURSE IN SPOKEN ENGLISH**

The programme will be functional as:

1. The Short-term Course in Spoken English Language will be of 3 months.
2. Admission to the course shall be restricted to the candidates who have passed the High School Examination (10th) or an equivalent qualification from any recognized University or other institution.
3. Students would be required to attend 75% of the lectures on the campus of the University.



Neelima Singh
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Yeshwantrao Chaphekar College
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Dist. Palghar - 401404.

SHORT-TERM COURSE IN SPOKEN ENGLISH

Written exam: 50 marks

Viva-Voce: 50 marks

SYLLABUS

UNIT 1: (Theory)

Introduction to English Language, Basic Phonetics, Parts of Speech: Nouns, Pronouns, Verbs, Adverbs, Adjectives, Conjunctions, Prepositions and Interjections

UNIT 2: (Theory)

Basic Vocabulary: Synonyms, Antonyms, Homophones, Homonyms, Idioms and Phrases

UNIT 3: (Theory)

Articles, Punctuation, Verb Forms, Tenses, Active and Passive Voice

UNIT 4: (WRITING SECTION)

Letter, Report, Essay, Speech,

UNIT 5: (Practical)

Oral Presentation: Personal Introduction and Mock-Interview sessions

UNIT 6: (Practical)

Oral Presentation: Topic-wise presentations (6)

Topics will be assigned on the spot by the instructor for Extemporaneous speech.



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Dist. Palghar - 401301

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Course:English spoken

Course Outcomes

Following are the expected Programme outcome of English spoken course

- Students will heighten their awareness of correct usage of English grammar in writing and speaking.
- Know the process of beginning and growth of English language.
- Students will give oral presentations and receive feedback on their performance
- Students will increase their reading speed and comprehension of academic articles
- Students will enlarge their vocabulary by keeping a vocabulary.
- Students will achieve these outcomes through the development of the following skills: focused reading skills work and exams; discussions of longer articles; and summary writing including the drafting process.

PROGRAM OUTCOMES

The whole purpose of this three-month program is to train the students for a professional life. So, by the end of the course, they are expected to be able to:

- Learn the basics of good language and the importance of speaking competence. They are able to speak flawlessly with confidence. They are also trained in news reading, anchoring and demonstrations and announcements.
- Write accurately based on what is expected. So, from writing an article, letter, correct spellings, sentence structure, they are trained to do it all.

PROGRAM SPECIFIC OUTCOMES

- PSO1: Develop the knowledge of grammatical system of English language.
- PSO2: Develop four language skills LSRW.



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Brochure

Spoken English

2020-2021



for

I/C PRINCIPAL
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Shree Panchal Samaj Madhyvarti Mandal's
**YESHWANTRAO CHAPHEKAR COLLEGE,
PALGHAR**

Date: 17/12/2020

NOTICE

All students of F.Y., S.Y., & T.Y.(B.A.F., B.Com., & B.M.S.) are hereby informed that our Institute is going to start Add-On Course: **Spoken English** From this academic Year. Interested students in Spoken English should give their names to Vandesh Sir. For More information kindly contact to asst. Prof. Vandesh Patil.




Principal
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**Shree Panchal Samaj Madhyvarti Mandal's
YESHWANTRAO CHAPHEKAR COLLEGE,
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College Road Tembhode, Palghar(W) Dist-Palghar 401404

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Short-term course in Spoken

English Duration: 3 months

OBJECTIVE

The main aim of the course is to increase the command over spoken and written English. The methodology of teaching shall encompass and focus not only on, the rules of grammar but also, on conversation practices. The participation of the students will ensure language learning with the effective tool of learning the second language L2 with the help of their first language L1.

Thus, the participants in the programme, as a pre-requisition, should know their mother tongue completely in terms of listening, speaking, reading and writing.

**ORDINANCE OF
SHORT-TERM COURSE IN SPOKEN ENGLISH**

The programme will be functional as:

1. The Short-term Course in Spoken English Language will be of 3 months.
2. Admission to the course shall be restricted to the candidates who have passed the High School Examination (10th) or an equivalent qualification from any recognized University or other institution.
3. Students would be required to attend 75% of the lectures on the campus of the University.



For
V/C PRINCIPAL
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SHORT-TERM COURSE IN SPOKEN ENGLISH

Written exam: 50 marks

Viva-Voce: 50 marks

SYLLABUS

UNIT 1: (Theory)

Introduction to English Language, Basic Phonetics, Parts of Speech: Nouns, Pronouns, Verbs, Adverbs, Adjectives, Conjunctions, Prepositions and Interjections

UNIT 2: (Theory)

Basic Vocabulary: Synonyms, Antonyms, Homophones, Homonyms, Idioms and Phrases

UNIT 3: (Theory)

Articles, Punctuation, Verb Forms, Tenses, Active and Passive Voice

UNIT 4: (WRITING SECTION)

Letter, Report, Essay, Speech,

UNIT 5: (Practical)

Oral Presentation: Personal Introduction and Mock-Interview sessions

UNIT 6: (Practical)

Oral Presentation: Topic-wise presentations (6)

Topics will be assigned on the spot by the instructor for Extemporaneous speech.



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Dist. Palghar - 401404.

Course:English spoken

Course Outcomes

Following are the expected Programme outcome of English spoken course

- Students will heighten their awareness of correct usage of English grammar in writing and speaking.
- Know the process of beginning and growth of English language.
- Students will give oral presentations and receive feedback on their performance
- Students will increase their reading speed and comprehension of academic articles
- Students will enlarge their vocabulary by keeping a vocabulary.
- Students will achieve these outcomes through the development of the following skills: focused reading skills work and exams; discussions of longer articles; and summary writing including the drafting process.

PROGRAM OUTCOMES


The whole purpose of this three-month program is to train the students for a professional life. So, by the end of the course, they are expected to be able to:

- Learn the basics of good language and the importance of speaking competence. They are able to speak flawlessly with confidence. They are also trained in news reading, anchoring and demonstrations and announcements.
- Write accurately based on what is expected. So, from writing an article, letter, correct spellings, sentence structure, they are trained to do it all.

PROGRAM SPECIFIC OUTCOMES

- PSO1: Develop the knowledge of grammatical system of English language.
- PSO2: Develop four language skills LSRW.




Principal
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Shree Panchal Samaj Madhyavarti Mandal's
**YESHWANTRAO CHAPHEKAR COLLEGE,
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Brochure

Spoken English

2019-2020



for 
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Shree Panchal Samaj Madhyvarti Mandal's
**YESHWANTRAO CHAPHEKAR COLLEGE,
PALGHAR**

Date: 09/12/2019

NOTICE

All students of F.Y., S.Y., & T.Y.(B.A.F., B.Com., & B.M.S.) are hereby informed that our Institute is going to start Add-On Course: **Spoken English** From this academic Year. Interested students in Spoken English should give their names to Vandesh Sir. For More information kindly contact to asst. Prof. Vandesh Patil.




Principal
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**Shree Panchal Samaj Madhyvarti Mandal's
YESHWANTRAO CHAPHEKAR COLLEGE,
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College Road Tembhode, Palghar(W) Dist-Palghar 401404
Mobile No: 9272232240, Email: yevidyasankuls@gmail.com

Short-term course in Spoken

English Duration: 3 months

OBJECTIVE

The main aim of the course is to increase the command over spoken and written English. The methodology of teaching shall encompass and focus not only on the rules of grammar but also, on conversation practices. The participation of the students will ensure language learning with the effective tool of learning the second language L2 with the help of their first language L1.

Thus, the participants in the programme, as a pre-requisition, should know their mother tongue completely in terms of listening, speaking, reading and writing.

**ORDINANCE OF
SHORT-TERM COURSE IN SPOKEN ENGLISH**

The programme will be functional as:

1. The Short-term Course in Spoken English Language will be of 3 months.
2. Admission to the course shall be restricted to the candidates who have passed the High School Examination (10th) or an equivalent qualification from any recognized University or other institution.
3. Students would be required to attend 75% of the lectures on the campus of the University.



For I/C PRINCIPAL
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Yeshwantrao Chaphekar College
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College Road, Tembhode,
Palghar, Dist. Palghar, Maharashtra - 401404

SHORT-TERM COURSE IN SPOKEN ENGLISH

Written exam: 50 marks

Viva-Voce: 50 marks

SYLLABUS

UNIT 1: (Theory)

Introduction to English Language, Basic Phonetics, Parts of Speech: Nouns, Pronouns, Verbs, Adverbs, Adjectives, Conjunctions, Prepositions and Interjections

UNIT 2: (Theory)

Basic Vocabulary: Synonyms, Antonyms, Homophones, Homonyms, Idioms and Phrases

UNIT 3: (Theory)

Articles, Punctuation, Verb Forms, Tenses, Active and Passive Voice

UNIT 4: (WRITING SECTION)

Letter, Report, Essay, Speech,

UNIT 5: (Practical)


Oral Presentation: Personal Introduction and Mock-Interview sessions

UNIT 6: (Practical)

Oral Presentation: Topic-wise presentations (6)

Topics will be assigned on the spot by the instructor for extemporaneous speech.




I/C PRINCIPAL
S.P.S.M. Mandal's
Yeshwantrao Chaphekar College
of Art & Commerce

Course:English spoken

Course Outcomes

Following are the expected Programme outcome of English spoken course

- Students will heighten their awareness of correct usage of English grammar in writing and speaking.
- Know the process of beginning and growth of English language.
- Students will give oral presentations and receive feedback on their performance
- Students will increase their reading speed and comprehension of academic articles
- Students will enlarge their vocabulary by keeping a vocabulary.
- Students will achieve these outcomes through the development of the following skills: focused reading skills work and exams; discussions of longer articles; and summary writing including the drafting process.

PROGRAM OUTCOMES

The whole purpose of this three-month program is to train the students for a professional life. So, by the end of the course, they are expected to be able to:

- Learn the basics of good language and the importance of speaking competence. They are able to speak flawlessly with confidence. They are also trained in news reading, anchoring and demonstrations and announcements.
- Write accurately based on what is expected. So, from writing an article, letter, correct spellings, sentence structure, they are trained to do it all.

PROGRAM SPECIFIC OUTCOMES

- PSO1: Develop the knowledge of grammatical system of English language.
- PSO2: Develop four language skills LSRW.



[Signature]
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॥ शान दीपेन् भास्वतः ॥

Shree Panchal Samaj Madhyvarti Mandal's
**YESHWANTRAO CHAPHEKAR
COLLEGE, PALGHAR**

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Brochure

Spoken English

2018-2019




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॥ साग दीपेन् भास्वतः ॥

Shree Panchal Samaj Madhyvarti Mandal's
**YESHWANTRAO CHAPHEKAR
COLLEGE, PALGHAR**

Date:

11/12/2018

NOTICE

All students of F.Y., S.Y., & T.Y.(B.A.F., B.Com., & B.M.S.) are hereby informed that our Institute is going to start Add-On Course: **Spoken English** From this academic Year. Interested students in Spoken English should give their names to Vandesh Sir. For More information kindly contact to asst. Prof. Vandesh Patil.



for ~~Principal~~
VIG PRINCIPAL
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**Shree Panchal Samaj Madhyvarti Mandal's
YESHWANTRAO CHAPHEKAR COLLEGE,
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College Road Tembhode, Palghar(W) Dist-Palghar 401404

**Mobile No: 9272232240, Email:
vcvidyasankuls@gmail.com**

Short-term course in Spoken

English Duration: 3 months

OBJECTIVE

The main aim of the course is to increase the command over spoken and written English. The methodology of teaching shall encompass and focus not only on the rules of grammar but also, on conversation practices. The participation of the students will ensure language learning with the effective tool of learning the second language L2 with the help of their first language L1.

Thus, the participants in the programme, as a pre-requisition, should know their mother tongue completely in terms of listening, speaking, reading and writing.

**ORDINANCE OF
SHORT-TERM COURSE IN SPOKEN ENGLISH**

The programme will be functional as:

1. The Short-term Course in Spoken English Language will be of 3 months.
2. Admission to the course shall be restricted to the candidates who have passed the High School Examination (10th) or an equivalent qualification from any recognized University or other institution.
3. Students would be required to attend 75% of the lectures on the campus of the University.



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College Road, Tembhode, Palghar (W)
Dist. Palghar, 401404**

SHORT-TERM COURSE IN SPOKEN-ENGLISH

Written exam: 50 marks

Viva-Voce: 50 marks

SYLLABUS

UNIT 1: (Theory)

Introduction to English Language, Basic Phonetics, Parts of Speech: Nouns, Pronouns, Verbs, Adverbs, Adjectives, Conjunctions, Prepositions and Interjections

UNIT 2: (Theory)

Basic Vocabulary: Synonyms, Antonyms, Homophones, Homonyms, Idioms and Phrases

UNIT 3: (Theory)

Articles, Punctuation, Verb Forms, Tenses, Active and Passive Voice

UNIT 4: (WRITING SECTION)

Letter, Report, Essay, Speech,

UNIT 5: (Practical)

Oral Presentation: Personal Introduction and Mock-Interview sessions

UNIT 6: (Practical)

Oral Presentation: Topic-wise presentations (6)

Topics will be assigned on the spot by the instructor for Extemporaneous speech.



[Signature]
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College Road, Tembhode, Palghar (W)
Dist. Palghar - 401404

Course: English spoken

Course Outcomes

Following are the expected Programme outcome of English spoken course

- Students will heighten their awareness of correct usage of English grammar in writing and speaking.
- Know the process of beginning and growth of English language.
- Students will give oral presentations and receive feedback on their performance
- Students will increase their reading speed and comprehension of academic articles
- Students will enlarge their vocabulary by keeping a vocabulary.
- Students will achieve these outcomes through the development of the following skills: focused reading skills work and exams; discussions of longer articles; and summary writing including the drafting process.

PROGRAM OUTCOMES


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- Learn the basics of good language and the importance of speaking competence. They are able to speak flawlessly with confidence. They are also trained in news reading, anchoring and demonstrations and announcements.
- Write accurately based on what is expected. So, from writing an article, letter, correct spellings, sentence structure, they are trained to do it all.

PROGRAM SPECIFIC OUTCOMES

- PSO1: Develop the knowledge of grammatical system of English language
- PSO2: Develop four language skills LSRW.




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PALGHAR**

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Brochure

Financial Markets

2022-2023



Neelima Singh

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Shree Panchal Samaj Madhyvarti Mandal's
**YESHWANTRAO CHAPHEKAR COLLEGE,
PALGHAR**

Date: 08/12/2022

NOTICE

All students of F.Y., S.Y., & T.Y.(B.A.F., B.Com., & B.M.S.) are hereby informed that our Institute is going to start Add-On Courses: **Financial Markets** From this academic Year. Interested students in Financial Markets should give their names to Bhavesh Sir. For More information kindly contact to asst. Prof. Bhavesh Tare.



Nilima Singh Principal

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॥ ज्ञान दीपेन् भारतः ॥

**Shree Panchal Samaj Madhyvarti Mandal's
YESHWANTRAO CHAPHEKAR COLLEGE,
PALGHAR**

**College Road Tembhode, Palghar(W) Dist-Palghar 401404
Mobile No: 9272232240, Email: yevidyasankuls@gmail.com**

Short-term course in Financial Market

Duration:3months

OBJECTIVE

- Provide an in-depth view of the process in financial management of the firm
- Develop knowledge on the allocation, management and funding of financial resources,
- Improving students' understanding of the time value of money concept and the role of a financial manager in the current competitive business scenario.
- Enhancing student's ability in dealing short-term dealing with day-to-day working capital decision; and also longer-term dealing, which involves major capital investment decisions and raising long-term finance.



Nilima Singh

**I/C PRINCIPAL
S.P.S.M. Mandal's
Yeshwantrao Chaphekar College
of Art & Commerce
College Road, Tembhode, Palghar (W)**

SHORT-TERM COURSE IN FINANCIAL MARKETS

Written exam: 100 marks

SYLLABUS

1.	Introduction to Financial Market <ul style="list-style-type: none">• Overview
2.	Financial Markets and Institutions <ul style="list-style-type: none">• Private financial institutions (banks, insurance companies, mutual funds, etc.)• Government regulatory agencies
3.	Funding Options <ul style="list-style-type: none">• Equity v/s Debt• Angel/VC/PE/IPO/Bank/AIFs• Bank funding-types of bank Facilities
4.	'Risk' Concepts/ Risk Management <ul style="list-style-type: none">• Risk v/s Return• Types-Market Risk/Credit Risk/Operational Risk• Evaluation and Measurement of Risk
5.	Financial Planning/Mutual Funds <ul style="list-style-type: none">• Various Financial Instruments- Debt/Equity/Hybrid• Balanced Portfolio
6.	Fundamental 'Return' concepts <ul style="list-style-type: none">• Time Value of Money• Discounted Payback Period• NPV (Net Present Value)• IRR (Internal Rate of Return)• Measuring return
7.	Equity Markets <ul style="list-style-type: none">• Key Players- Institution/Brokers/Sub brokers• Trading Account/Demat• Equity Indices• Mutual Funds
8.	Bond Market <ul style="list-style-type: none">• Corporate Bond Market• Fixed Income concepts• Credit ratings

Nilima Singh

I/C PRINCIPAL

S.P.S.M. Mandal's

Yeshwantrao Chaphekar College
of Art & Commerce

College Road, Tembhode, Palghar
Dist. Palghar - 401404.



9.	Stock Market <ul style="list-style-type: none">• Primary and Secondary Market• Investment and Portfolio Management.• Stock Market Indices
10.	Valuation of Securities <ul style="list-style-type: none">• Valuation of Fixed-income Securities• Valuation of Preferences Shares• Valuation of Equity Shares



Nilima Singh

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Yeshwantrao Chaphekar College
of Art & Commerce
College Road, Tembhode, Palghar (V)
Dist. Palghar - 401404.

Course:Financial Markets

Course Outcomes

Following are the expected Programme outcome of Financial Market course

- Understand the role and importance of the Indian financial market. The time value of money and net present value (NPV), and their connection to the discount rate, and the risk premium of a financial asset.
- Understand and analyse the mechanics and regulation of financial instruments and determine how the value of stocks, bonds, and securities are calculated.
- The different types of market risk analysis through different technique
- To have a fair knowledge about operational risk: bank wide operational risk management The student will get to know the different types of risks and the tools of risk management which enables to decide and to have a better portfolio of investment

PROGRAM OUTCOMES

After completing three month Course-

- Learners will acquire foundational knowledge of the role and structure of the Financial Markets and different components.
- Learners will acquire practical knowledge, training in professional skills and ethics to build competencies in the area of financial markets.
- To develop financial analysis skills
- To understand the importance and use of ratio analysis.

PROGRAM SPECIFIC OUTCOMES

- PSO1: Understanding of the working of financial markets
- PSO2: The students should possess the knowledge, skills and attitudes during the course. They can become good Management Accountant, Stock Agents, etc,



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Dist. Palghar - 401404.



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Shree Panchal Samaj Madhyvarti Mandal's

YESHWANTRAO CHAPHEKAR COLLEGE, PALGHAR

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Brochure

Financial Markets

2021-2022



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Dist. Palghar - 401404.



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Shree Panchal Samaj Madhyvarti Mandal's

YESHWANTRAO CHAPHEKAR COLLEGE, PALGHAR

Date: 08/12/2021

NOTICE

All students of F.Y., S.Y., & T.Y.(B.A.F., B.Com., & B.M.S.) are hereby informed that our Institute is going to start Add-On Courses: **Financial Markets** From this academic Year. Interested students in Financial Markets should give their names to Bhavesh Sir. For More information kindly contact to asst. Prof. Bhavesh Tare.

Nilima Singh
Principal



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of Art & Commerce
College Road, Tembhode, Palghar (Dist. Palghar - 401404.



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**Shree Panchal Samaj Madhyvarti Mandal's
YESHWANTRAO CHAPHEKAR COLLEGE,
PALGHAR**

**College Road Tembhode, Palghar(W) Dist-Palghar 401404
Mobile No: 9272232240, Email: [yvidyasankuls@gmail.com](mailto:yvvidyasankuls@gmail.com)**

Short-term course in Financial Market

Duration:3months

OBJECTIVE

- Provide an in-depth view of the process in financial management of the firm
- Develop knowledge on the allocation, management and funding of financial resources.
- Improving students' understanding of the time value of money concept and the role of a financial manager in the current competitive business scenario.
- Enhancing student's ability in dealing short-term dealing with day-to-day working capital decision; and also longer-term dealing, which involves major capital investment decisions and raising long-term finance.



Nilima Singh

**I/C PRINCIPAL
S.P.S.M. Mandal's
Yeshwantrao Chaphekar College
of Arts & Commerce
College Road Tembhode,
Palghar(W) Dist-Palghar**

SHORT-TERM COURSE IN FINANCIAL MARKETS

Written exam: 100 marks

SYLLABUS

1.	Introduction to Financial Market <ul style="list-style-type: none">• Overview
2.	Financial Markets and Institutions <ul style="list-style-type: none">• Private financial institutions (banks, insurance companies, mutual funds, etc.)• Government regulatory agencies
3.	Funding Options <ul style="list-style-type: none">• Equity v/s Debt• Angel/VC/PE/IPO/Bank/AIFs• Bank funding-types of bank Facilities
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5.	Financial Planning/Mutual Funds <ul style="list-style-type: none">• Various Financial Instruments- Debt/Equity/Hybrid• Balanced Portfolio
6.	Fundamental 'Return' concepts <ul style="list-style-type: none">• Time Value of Money• Discounted Payback Period• NPV (Net Present Value)• IRR (Internal Rate of Return)• Measuring return
7.	Equity Markets <ul style="list-style-type: none">• Key Players- Institution/Brokers/Sub brokers• Trading Account/Demat• Equity Indices• Mutual Funds
8.	Bond Market <ul style="list-style-type: none">• Corporate Bond Market• Fixed Income concepts• Credit ratings

Nilima Singh

I/C PRINCIPAL
S.P.S.M. Mandal's
Yeshwantrao Chaphekar College
of Art & Commerce



9.	Stock Market <ul style="list-style-type: none"> • Primary and Secondary Market • Investment and Portfolio Management. • Stock Market Indices
10.	Valuation of Securities <ul style="list-style-type: none"> • Valuation of Fixed-income Securities • Valuation of Preferences Shares • Valuation of Equity Shares



Nilima Singh

I/C PRINCIPAL
 S.P.S.M. Mandal's
 Yashwantrao Chaphekar College
 Palghar, Dist. Thane, Maharashtra
 401 303

Course:Financial Markets

Course Outcomes

Following are the expected Programe outcome of Financial Market course

- Understand the role and importance of the Indian financial market. The time value of money and net present value (NPV), and their connection to the discount rate, and the risk premium of a financial asset.
- Understand and analyse the mechanics and regulation of financial instruments and determine how the value of stocks, bonds, and securities are calculated.
- The different types of market risk analysis through different technique
- To have a fair knowledge about operational risk: bank wide operational risk management The student will get to know the different types of risks and the tools of risk management which enables to decide and to have a better portfolio of investment

PROGRAM OUTCOMES

After completing three month Course-

- Learners will acquire foundational knowledge of the role and structure of the Financial Markets and different components.
- Learners will acquire practical knowledge, training in professional skills and ethics to build competencies in the area of financial markets.
- To develop financial analysis skills
- To understand the importance and use of ratio analysis.

PROGRAM SPECIFIC OUTCOMES

- PSO1: Understanding of the working of financial markets
- PSO2: The students should possess the knowledge, skills and attitudes during the course. They can become good Management Accountant, Stock Agents, etc,



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Palghar - 401404



॥ ज्ञान दीपिन् भास्वतः ॥

Shree Panchal Samaj Madhyvarti Mandal's
**YESHWANTRAO CHAPHEKAR
COLLEGE, PALGHAR**

College Road Tembhode, Palghar(W) Dist-Palghar 401404

Mobile No: 9272232240, Email:

ycvidyasankuls@gmail.com

Brochure

Financial Markets

2018-2019




I/C PRINCIPAL

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Shree Panchal Samaj Madhyvarti Mandal's
**YESHWANTRAO CHAPHEKAR
COLLEGE, PALGHAR**

Date:

11/12/2018

NOTICE

All students of F.Y., S.Y., & T.Y.(B.A.F., B.Com., & B.M.S.) are hereby informed that our Institute is going to start Add-On Courses: **Financial Markets** From this academic Year. Interested students in Financial Markets should give their names to Ninad Kulkarni Sir. For More information kindly contact to asst. Prof.Ninad Kulkarni.

Principal



[Signature]
for
I/C PRINCIPAL
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Dist. Palghar - 401404.



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**Shree Panchal Samaj Madhyvarti Mandal's
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College Road Tembhode, Palghar(W) Dist-Palghar 401404

**Mobile No: 9272232240, Email:
yevidvasankuls@gmail.com**

Short-term course in Financial Market

Duration: 3 months

OBJECTIVE

- Provide an in-depth view of the process in financial management of the firm
- Develop knowledge on the allocation, management and funding of financial resources.
- Improving students' understanding of the time value of money concept and the role of a financial manager in the current competitive business scenario.
- Enhancing student's ability in dealing short-term dealing with day-to-day working capital decision; and also longer-term dealing, which involves major capital investment decisions and raising long-term finance.



VC PRINCIPAL
S.P.S.M. Mandal's
Yeshwantrao Chaphekar College
of Arts & Commerce
Palghar

SHORT-TERM COURSE IN FINANCIAL MARKETS

Written exam: 100 marks

SYLLABUS

1.	Introduction to Financial Market <ul style="list-style-type: none">• Overview
2.	Financial Markets and Institutions <ul style="list-style-type: none">• Private financial institutions (banks, insurance companies, mutual funds, etc.)• Government regulatory agencies
3.	Funding Options <ul style="list-style-type: none">• Equity v/s Debt• Angel/VC/PE/IPO/Bank/AIFs• Bank funding-types of bank Facilities
4.	'Risk' Concepts / Risk Management <ul style="list-style-type: none">• Risk v/s Return• Types - Market Risk / Credit Risk /Operational Risk• Evaluation and Measurement of Risk
5.	Financial Planning/Mutual Funds <ul style="list-style-type: none">• Various Financial Instruments- Debt/Equity/Hybrid• Balanced Portfolio
6.	Fundamental 'Return' concepts <ul style="list-style-type: none">• Time Value of Money• Discounted Payback Period• NPV (Net Present Value)• IRR (Internal Rate of Return)• Measuring return
7.	Equity Markets <ul style="list-style-type: none">• Key Players- Institution/Brokers/Sub brokers• Trading Account/Demat• Equity Indices• Mutual Funds
8.	Bond Market <ul style="list-style-type: none">• Corporate Bond Market• Fixed Income concepts• Credit ratings


WG PRINCIPAL
S.P.S.M. Mandal's
Yeshwantrao Chapekar College
of Art & Commerce
College Road
Dist. Nandgaon



9.	Stock Market <ul style="list-style-type: none"> • Primary and Secondary Market • Investment and Portfolio Management. • Stock Market Indices
10.	Valuation of Securities <ul style="list-style-type: none"> • Valuation of Fixed-income Securities • Valuation of Preferences Shares • Valuation of Equity Shares




 I/C PRINCIPAL
 S.P.S.M. Mandal's
 Yeshwantrao Chaphekar College
 of Art & Commerce
 College Road, Tembhode, Palghar (..) Dist. Palghar - 401304.

Course: Financial Markets

Course Outcomes

Following are the expected Programme outcome of English spoken course

- Understand the role and importance of the Indian financial market. The time value of money and net present value (NPV), and their connection to the discount rate, and the risk premium of a financial asset.
- Understand and analyse the mechanics and regulation of financial instruments and determine how the value of stocks, bonds, and securities are calculated.
- The different types of market risk analysis through different technique
- To have a fair knowledge about operational risk: bank wide operational risk management The student will get to know the different types of risks and the tools of risk management which enables to decide and to have a better portfolio of investment

PROGRAM OUTCOMES

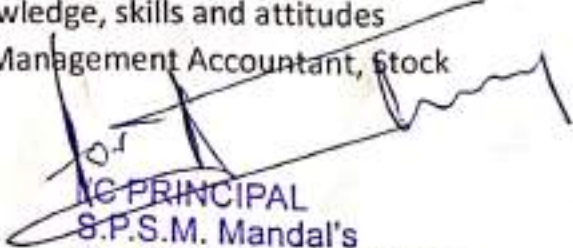
After completing three month Course-

- Learners will acquire foundational knowledge of the role and structure of the Financial Markets and different components.
- Learners will acquire practical knowledge, training in professional skills and ethics to build competencies in the area of financial markets.
- To develop financial analysis skills
- To understand the importance and use of ratio analysis.

PROGRAM SPECIFIC OUTCOMES

- PSO1: Understanding of the working of financial markets
- PSO2: The students should possess the knowledge, skills and attitudes during the course. They can become good Management Accountant, Stock Agents, etc,




HOD PRINCIPAL
S.P.S.M. Mandal's
Yeshwantrao Chaphekar College
of Art & Commerce
College Road, Tembhada, Palghar (W)
Dist. Palghar - 401404.



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Shree Panchal Samaj Madhyvarti Mandal's
**YESHWANTRAO CHAPHEKAR COLLEGE,
PALGHAR**

College Road Tembhode, Palghar(W) Dist-Palghar 401404


Mobile No: 9272232240, Email: ycvidyasankuls@gmail.com

Brochure

Financial Markets

2019-2020




for I/C FINANCIAL
S.P.S.M. Mandal's
Yeshwantrao Chaphekar College
of Art & Commerce
College Road Tembhode, Palghar (W) Dist-Palghar
Date: _____



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Shree Panchal Samaj Madhyvarti Mandal's
**YESHWANTRAO CHAPHEKAR COLLEGE,
PALGHAR**

Date: 09/12/2019

NOTICE

All students of F.Y., S.Y., & T.Y.(B.A.F., B.Com., & B.M.S.) are hereby informed that our Institute is going to start Add-On Courses: **Financial Markets** From this academic Year. Interested students in Financial Markets should give their names to Ninad Kulkarni Sir. For More information kindly contact to asst. Prof.Ninad Kulkarni.

 . Principal

for/IC PRINCIPAL
S.P.S.M. Mandal's
Yeshwantrao Chaphekar College
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College Road, Tembhode, Palghar (W)
Dist. Palghar - 401404.





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**Shree Panchal Samaj Madhyvarti Mandal's
YESHWANTRAO CHAPHEKAR COLLEGE,
PALGHAR**

**College Road Tembhode, Palghar(W) Dist-Palghar 401404
Mobile No: 9272232240, Email: yevidvasankuls@gmail.com**

Short-term course in Financial Market

Duration: 3 months

OBJECTIVE

- Provide an in-depth view of the process in financial management of the firm
- Develop knowledge on the allocation, management and funding of financial resources.
- Improving students' understanding of the time value of money concept and the role of a financial manager in the current competitive business scenario.
- Enhancing student's ability in dealing short-term dealing with day-to-day working capital decision; and also longer-term dealing, which involves major capital investment decisions and raising long-term finance.




[Signature]
For I/C PRINCIPAL
S.P.S.M. Mandal's
Yeshwantrao Chaphekar College
of Art & Commerce
College Road, Tembhode, Palghar (W)
Dist. Palghar - 401404.

SHORT-TERM COURSE IN FINANCIAL MARKETS

Written exam: 100 marks

SYLLABUS

1.	Introduction to Financial Market <ul style="list-style-type: none">• Overview
2.	Financial Markets and Institutions <ul style="list-style-type: none">• Private financial institutions (banks, insurance companies, mutual funds, etc.)• Government regulatory agencies
3.	Funding Options <ul style="list-style-type: none">• Equity v/s Debt• Angel/VC/PE/IPO/Bank/AIFs• Bank funding-types of bank Facilities
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8.	Bond Market <ul style="list-style-type: none">• Corporate Bond Market• Fixed Income concepts• Credit ratings


for I/C PRINCIPAL

S.P.S.M. Mandal's
Yeshwantrao Chaphekar College
of Art & Commerce
College Road, Tambhode, Palghar (W)
Dist. Palghar

9.	Stock Market <ul style="list-style-type: none">• Primary and Secondary Market.• Investment and Portfolio Management.• Stock Market Indices
10.	Valuation of Securities <ul style="list-style-type: none">• Valuation of Fixed-income Securities• Valuation of Preferences Shares• Valuation of Equity Shares




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Yeshwantrao Chaphekar College
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College Road, Tembhode, Paighar (W)
Dist. Paighar - 401404.

Course: Financial Markets

Course Outcomes

Following are the expected Programme outcome of English spoken course

- Understand the role and importance of the Indian financial market. The time value of money and net present value (NPV), and their connection to the discount rate, and the risk premium of a financial asset.
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PROGRAM OUTCOMES

After completing three month Course-

- Learners will acquire foundational knowledge of the role and structure of the Financial Markets and different components.
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- To develop financial analysis skills
- To understand the importance and use of ratio analysis.

PROGRAM SPECIFIC OUTCOMES

- PSO1: Understanding of the working of financial markets
- PSO2: The students should possess the knowledge, skills and attitudes during the course. They can become good Management Accountant, Stock Agents, etc,



For
I/C PRINCIPAL
S.P.S.M. Mandal's
Yeshwantrao Chaphekar College
of Art & Commerce
College Road, Tembhode, Palghar (V)
Dist. Palghar - 407 601.

Course:Financial Markets

Course Outcomes

Following are the expected Programme outcome of Financial Market course

- Understand the role and importance of the Indian financial market. The time value of money and net present value (NPV), and their connection to the discount rate, and the risk premium of a financial asset.
- Understand and analyse the mechanics and regulation of financial instruments and determine how the value of stocks, bonds, and securities are calculated.
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PROGRAM SPECIFIC OUTCOMES

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for I/C PRINCIPAL
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Dist. Palghar - 401404.



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Shree Panchal Samaj Madhyvarti Mandal's

YESHWANTRAO CHAPHEKAR COLLEGE, PALGHAR

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Brochure

Financial Markets

2020-2021



for
VC PRINCIPAL
S.P.S.M. Mandal's
Yeshwantrao Chaphekar College
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Dist. Palghar - 401404



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Shree Panchal Samaj Madhyvarti Mandal's

YESHWANTRAO CHAPHEKAR COLLEGE, PALGHAR

Date: 17/12/2020

NOTICE

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Principal

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Mobile No: 9272232240, Email: yevdivasankuls@gmail.com**

Short-term course in Financial Market

Duration: 3 months

OBJECTIVE

- Provide an in-depth view of the process in financial management of the firm
- Develop knowledge on the allocation, management and funding of financial resources.
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Dist. Palghar - 401404.

SHORT-TERM COURSE IN FINANCIAL MARKETS

Written exam: 100 marks

SYLLABUS

1.	Introduction to Financial Market <ul style="list-style-type: none">• Overview
2.	Financial Markets and Institutions <ul style="list-style-type: none">• Private financial institutions (banks, insurance companies, mutual funds, etc.)• Government regulatory agencies
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College Road, Tembhode, Palghar (W)
Dist. Palghar - 401404.

9.	Stock Market <ul style="list-style-type: none">• Primary and Secondary Market• Investment and Portfolio Management.• Stock Market Indices
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Dist. Palghar - 401404.



!! ज्ञान दीपेन् भास्वतः !!

Shree Panchal Samaj Madhyavarti Mandal's

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College Road Tembhode, Palghar(W) Dist-Palghar 401404

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Brochure MS Office

2022-2023



Nilima Singh

V/C PRINCIPAL
S.P.S.M. Mandal's
Yeshwantrao Chaphekar College
of Art & Commerce
College Road, Tembhode, Palghar (W),
Dist. Palghar - 401404.



॥ ज्ञान दीपेन् भास्वतः ॥

Shree Panchal Samaj Madhyavarti Mandal's

YESHWANTRAO CHAPHEKAR COLLEGE, PALGHAR

Date: 10/12/2022

NOTICE

All students of F.Y., S.Y., & T.Y.(B.A.F., B.Com., & B.M.S.) are hereby informed that our Institute is going to start Add-On Courses: **MS Office** From this academic Year. Interested students in MS Office should give their names to Ritesh Arekar Sir. For More information kindly contact to Asst. Prof. Ritesh Arekar.

Dilima Singh
Principal



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Yeshwantrao Chaphekar College
of Art & Commerce
College Road, Tembhode, Palghar
Dist. Palghar - 401404.

Shree Panchal Samaj Madhyavarti Mandal's
YESHWANTRAO CHAPHEKAR COLLEGE, PALGHAR
MS OFFICE FULL COURSE

Course Overview

This course covers Basic to Advanced topics of MS Word, MS Excel, MS PowerPoint and Internet and Emailing.

- Entry Requirement** : Beginners of MS Office
- Course Duration** : 30 hrs.
- Mode of Training** : Face to face Instructor led Training

Course Content

MS WINDOWS, COMPUTER BASICS

- Computer Basic, Creating Folder, Paint
- Directories, input units, Output unit
- Central Processing Units,
- What is hardware, what is Software
- Windows shortcut keys

MS WORD

Module 1: Text Basics

- Typing the text, Alignment of text
- Editing Text: Cut, Copy, Paste, Select All, Clear
- Find & Replace

Module 2: Text Formatting and saving file

- New, Open, Close, Save, Save As
- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline
- Change the Text Case
- Linespacing, Paragraph spacing
- Shading text and paragraph
- Working with Tabs and Indents

Module 3: Working with Objects

- Shapes, Clipart and Picture, Word Art, Smart Art
- Columns and Orderings - To Add Columns to a Document
- Change the Order of Objects
- Page Number, Date & Time
- Inserting Textboxes
- Inserting Wordart
- Inserting symbols
- Inserting Chart



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Dist. Palghar - 401404.

Module4:Header&Footers

- Inserting custom Header and Footer
- Inserting objects in the header and footer
- Add section break to a document

Module5:Workingwithbulletsandnumberedlists

- Multilevel numbering and Bulleted list
- Creating List
- Customizing List style
- Page bordering
- Page background

Module6:Tables

- Working with Tables, Table Formatting
- Table Styles
- Alignment option
- Merge and split option

Module7:StylesandContent

- Using Build-in Styles, Modifying Styles
- Creating Styles, Creating a list style
- Table of contents and references
- Adding internal references
- Adding a Footnote
- Adding Endnote

Module8:MergingDocuments

- Typing new address list
- Importing address list from Excel file
- Write and insert field
- Merging without outlook contact
- Preview Result
- Merging to envelopes
- Merging to label
- Setting rules for merges
- Finish & Merge options

Module 9: Sharing and Maintaining Document

- Changing Word Options
- Changing the Proofing Tools
- Managing Templates
- Restricting Document Access
- Using Protected View
- Working with Templates
- Managing Templates
- Understanding building blocks

Module10:Proofingthedocument

- Check Spelling as You Type.
- Mark Grammar Errors as You Type.
- Setting Auto Correct Options

Module11:Printing

- Page Setup, Setting margins
- Print Preview, Print

MSEXCEL

Module12:IntroductiontoExcel

- Introduction to Excel interface
- Understanding rows and columns, Naming Cells
- Working with excel workbook and sheets

Module13: Formattingexcelworkbook:

- New, Open, Close, Save, Save As
- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline
- Wrap text, Merge and Centre
- Currency, Accounting and other formats
- Modifying Columns, Rows & Cells

Module 14: Perform Calculations with Functions

- Creating Simple Formulas
- Setting up your own formula
- Date and Time Functions, Financial Functions
- Logical Functions, Lookup and Reference
- Functions Mathematical Functions
- Statistical Functions, Text Functions.

Module15:SortandFilterData withExcel

- Sort and filtering data
- Using number filter, Text filter
- Custom filtering
- Removing filters from columns
- Conditional formatting

Nilina Singh

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MSPOWERPOINT

Module 16: Create Effective Charts to Present Data Visually

- Inserting Column, Pie chart etc.
- Create an effective chart with Chart Tool
- Design, Format, and Layout options
- Adding chart title
- Changing layouts
- Chart styles
- Editing chart data range
- Editing data series.
- Changing chart

Module 17: Analyze Data Using Pivot Tables and Pivot Charts

- Understand Pivot Tables, Create a Pivot Table
- Framework Using the Pivot Table and Pivot Chart
- Create Pivot Chart from pivot Table.
- Inserting slicer
- Creating Calculated fields

Module 18: Protecting and Sharing the Workbook

- Protecting a workbook with a password
- Allow user to edit ranges
- Track changes
- Working with Comments
- Insert Excel Objects and Charts in Word Document and Powerpoint Presentation.

Module 19: Use Macro to Automate Tasks

- Creating and Recording Macros
- Assigning Macro to the worksheets
- Saving Macro enabled workbook

Module 20: Proofing and Printing

- Page setup, setting print area, Print titles
- Inserting custom Header and Footer
- Inserting objects in the header and footer
- Page Setup, setting margins, Print Preview, Print
- Enable background error checking
- Setting Auto Correct Options

Module 21: Setting Up PowerPoint Environment:

- New, Open, Close, Save, Save As
- Typing the text, Alignment of text
- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline
- Cut, Copy, Paste, Select All, Clear text
- Find & Replace
- Working with Tabs and Indents

Module 22:

Creating slides and applying themes

- Inserting new slide
- Changing layout of slides
- Duplicating slides
- Copying and pasting slide
- Applying theme to the slide layout
- Changing theme color
- Slide background
- Formatting slide background
- Using slide views

Module 23: Working with bullets and numbering

- Multilevel numbering and Bulleting
- Creating List
- Page bordering
- Page background
- Aligning text
- Text directions
- Column option

Module 24: Working with Objects

- Shapes, Clipart and Picture, Word Art, Smart Art
- Change the Order of Objects
- Inserting slide header and footer
- Inserting Text boxes
- Inserting shapes, using quick styles
- Inserting Word art
- Inserting symbols
- Inserting Chart

Module 25: Hyperlinks and Action Buttons

- Inserting Hyperlinks and Action Buttons
- Edit Hyperlinks and Action Button
- Word Art and Shapes



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Module 26: Working with Movies and Sounds

- Inserting Movie from a Computer File
- Inserting Audio file
- Audio Video playback and format options
- Video options, Adjust options
- Reshaping and bordering Video

Module 27: Using Smart Art and Tables

- Working with Tables, Table Formatting
 - Table Styles
 - Alignment option
 - Merge and split option
- Converting text to smart art

Module 28: Animation and Slide Transition

- Default Animation, Custom Animation
- Modify a Default or Custom Animation
- Reorder Animation Using Transitions
- Apply a Slide Transition, Modify a Transition, Advancing to the Next Slide

Module 29: Using Slide Master

- Using slide master
- Inserting layout option
- Creating custom layout
- Inserting placeholders
- Formatting placeholders

Module 30: Slideshow option

- Start slideshow
- Start show from the current slide
- Rehearse timing
- Creating custom slideshow

Module 31: Proofing and Printing

- Check Spelling as You Type
- Setting AutoCorrect Options
- Save as video
- Save as JPEG files
- Save as PowerPoint Show file
- Print Preview, Print

INTERNET & E-MAIL

- What is Internet? Receiving Incoming Messages
- Sending Outgoing Messages, Email addressing
- Email attachments, Browsing, Search engines
- Text chatting, Job Searching
- Downloading video and Music
- Uploading Video or Music, Voice chatting, Webcam Chatting etc.
- Introduction to Blogging, Facebook



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Course: MS Office

Course Outcomes

1.1- Microsoft Word

- CO1. Performing basic editing functions, formatting text, copy and moving objects and text.
- CO2. Learning the formatting skills on paragraphs, tables, lists, and pages.
- CO3. Knowledge on navigating the Word Ribbon Interface.
- CO4. Understanding the process of inserting graphics, pictures, and table of contents, Drop Cap.
- CO5. Learning the utilities of Auto text, AutoCorrect, Footnotes and Bookmark.

COURSE 1.2- Microsoft Excel

- CO1. Demonstrating the basic mechanics and navigation of an Excel spreadsheet.
- CO2. Formatting techniques and presentation styles.
- CO3. Learning the use and utility of functions and formulas on excel spreadsheet.
- CO4. Working knowledge of organizing and displaying large amounts.
- CO5. Using clip art to enhance ideas and information in Excel worksheets.
- CO6. Understanding the need and use of using Excel templates.

COURSE 1.3- Microsoft PowerPoint

- CO1. Learning to modify presentation themes.
- CO2. Analyzing formatting techniques and presentation styles
- CO3. Integrating information from other Microsoft programs into a PowerPoint presentation.
- CO4. Working with text, themes, and styles.
- CO5. Creating charts, graphs, and tables.
- CO6. Inserting media clips and animation

COURSE 1.4 - Microsoft Access

- CO1. Examine database concepts and explore the Microsoft Office Access environment.
- CO2. Designing and building database with related tables in datasheet view or by using the table wizard



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Dist. Palghar - 401 501

CO3. Managing data in tables

Program Outcomes

PO1. Enabling students to adapt to the rapidly changing technology with strong fundamentals.

PO2. Basic knowledge in hardware/software methods and tools for solving real-life and practical problems with an orientation to lifelong learning.

PO3. Educating students towards the design and development of applications and projects with advanced programming skills.

PO4. Learn to create error free documents like lecture scripts, notes, assignment, applications, projects, letters, question papers, books, e-books, and various educational materials.

PO5. PowerPoint presentations helps to speak, read, write and listen clearly and efficiently and improve group work and communication skills.

PO6. Understanding and demonstrating the use of various modern technical tools like table styles, shapes, charts, graphs, data tools and solve basic and logical-mathematical problems and statistics in excel.

PROGRAM SPECIFIC OUTCOMES (PSO)

PSO1. An ability to practically use hardware and software and design and develop projects in emerging technology environments.

PSO2. Knowledge of data management system that helps in storing information for reference, reporting, and analysis. Database Management System helps in analyzing large amounts of information, and manage related data more efficiently.

PSO3. PowerPoint Presentations in classroom are conducted, to boost the confidence of the students and help them in their career by encouraging their communication (written, oral, and listening), presentation skills and team work.

PSO4. Ability to understand the structure and development methodologies of software systems. Possess professional skills and knowledge of software design process. Familiarity and practical competence with a broad range of programming language and open-source platforms.



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Shree Panchal Samaj Madhyavarti Mandal's

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Brochure MS Office

2021-2022



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Tombhoda Road, Tombhoda, Palghar (M.S.)
Palghar - 401624.



Module 4: Header & Footers

- Inserting custom header and footer
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Module 5: Working with bullets and numbered lists

- Multilevel numbering and bulleting
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- Table styles
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- Understanding building blocks

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- Check spelling as you type.
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- Setting auto correct options

Module 11: Printing

- Page setup, setting margins
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MSEXCEL

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- Working with excel workbook and sheets

Module 13: Formatting excel workbook

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MSPOWERPOINT

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Module 25: Hyperlinks and Action Buttons

- Inserting Hyperlinks and Action Buttons
- Edit Hyperlinks and Action Button
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Module 26: Working with Movies and Sounds

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- Save as video
- Save as JPEG files
- Save as PowerPoint Show file
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INTERNET & E-MAIL

- What is Internet? Receiving Incoming Messages
- Sending Outgoing Messages, Email Addressing
- Email Attachments, Browsing, Search Engines
- Text Chatting, Job Searching
- Downloading Video and Music
- Uploading Video or Music, Voice Chatting, Webcam Chatting etc.
- Introduction to Blogging, Facebook



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Course: MS Office

Course Outcomes

1.1- Microsoft Word

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COURSE 1.4 - Microsoft Access

- CO1. Examine database concepts and explore the Microsoft Office Access environment.
- CO2. Designing and building database with related tables in datasheet view or by using the table wizard



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CO3. Managing data in tables

Program Outcomes

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Brochure MS Office

2020-2021




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Shree Panchal Samaj Madhyavarti Mandal's
**YESHWANTRAO CHAPHEKAR COLLEGE,
PALGHAR**

Date: 17/12/2020

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- Page bordering
- Page background

Module 6: Tables

- Working with tables, table formatting
- Table styles
- Alignment options
- Merge and split options

Module 7: Styles and Content

- Using built-in styles, modifying styles
- Creating styles, creating a list style
- Table of contents and references
- Adding internal references
- Adding a footnote
- Adding an endnote

Module 8: Merging Documents

- Typing new address list
- Importing address list from Excel file
- Write and insert field
- Merging without outlook contact
- Preview result
- Merging to envelopes
- Merging to labels
- Setting rules for merges
- Finish & Merge options

Module 9: Sharing and Maintaining Document

- Changing word options
- Changing the proofing tools
- Managing templates
- Restricting document access
- Using protected view
- Working with templates
- Managing templates
- Understanding building blocks

Module 10: Proofing the document

- Check spelling as you type.
- Mark grammar errors as you type.
- Setting auto correct options

Module 11: Printing

- Page setup, setting margins
- Print preview, print

MSEXCEL

Module 12: Introduction to Excel

- Introduction to Excel interface
- Understanding rows and columns, naming cells
- Working with excel workbook and sheets

Module 13: Formatting excel workbook:

- New, Open, Close, Save, Save As
- Formatting text: Font size, font style
- Font color, use the bold, italic, and underline
- Wrap text, Merge and Centre
- Currency, Accounting and other formats
- Modifying columns, rows & cells

Module 14: Perform Calculations with Functions

- Creating simple formulas
- Setting up your own formula
- Date and time functions, financial functions
- Logical functions, lookup and reference
- Functions mathematical functions
- Statistical functions, text functions.

Module 15: Sort and Filter Data with Excel

- Sort and filtering data
- Using number filter, text filter
- Custom filtering
- Removing filters from columns
- Conditional formatting



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of Art & Commerce
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Dist. Palghar - 401404.

MSPowerPoint

Module 16: Create Effective Charts to Present Data Visually

- Inserting Column, Pie chart etc.
- Create an effective chart with Chart Tool
- Design, Format, and Layout options
- Adding chart title
- Changing layouts
- Chart styles
- Editing chart data range
- Editing data series
- Changing chart

Module 17: Analyze Data Using Pivot Tables and Pivot Charts

- Understand Pivot Tables, Create a Pivot Table
- Framework Using the Pivot Table and Pivot Chart
- Create Pivot Chart from pivot Table.
- Inserting slicer
- Creating Calculated fields

Module 18: Protecting and Sharing the Workbook

- Protecting a workbook with a password
- Allow users to edit ranges
- Track changes
- Working with Comments
- Insert Excel Objects and Charts in Word Document and Powerpoint Presentation.

Module 19: Use Macro to Automate Tasks

- Creating and Recording Macros
- Assigning Macro to the worksheets
- Saving Macro enabled workbook

Module 20: Proofing and Printing

- Page setup, setting print area, Print titles
- Inserting custom Header and Footer
- Inserting objects in the header and footer
- Page Setup, setting margins, Print Preview, Print
- Enable background error checking
- Setting Auto Correct Options

Module 21: Setting Up PowerPoint Environment

- New, Open, Close, Save, Save As
- Typing the text, Alignment of text
- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline
- Cut, Copy, Paste, Select All, Clear text
- Find & Replace
- Working with Tabs and Indents

Module 22:

Creating slides and applying themes

- Inserting new slide
- Changing layout of slides
- Duplicating slides
- Copying and pasting slide
- Applying theme to the slide layout
- Changing theme color
- Slide background
- Formatting slide background
- Using slide views

Module 23: Working with bullets and numbering

- Multilevel numbering and Bulleting
- Creating List
- Page bordering
- Page background
- Aligning text
- Text directions
- Column option

Module 24: Working with Objects

- Shapes, Clipart and Picture, Word Art, Smart Art
- Change the Order of Objects
- Inserting slide header and footer
- Inserting Text boxes
- Inserting shapes, using quick styles
- Inserting Word art
- Inserting symbols
- Inserting Chart

Module 25: Hyperlinks and Action Buttons

- Inserting Hyperlinks and Action Buttons
- Edit Hyperlinks and Action Button
- Word Art and Shapes



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Module 26: Working with Movies and Sounds

- Inserting Movie from a Computer File
- Inserting Audio file
- Audio Video playback and format options
- Video options, Adjust options
- Reshaping and bordering Video

Module 27: Using Smart Art and Tables

- Working with Tables, Table Formatting
 - Table Styles
 - Alignment options
 - Merge and split options
- Converting text to smart art

Module 28: Animation and Slide Transition

- Default Animation, Custom Animation
- Modify a Default or Custom Animation
- Reorder Animation Using Transitions
- Apply a Slide Transition, Modifying a Transition, Advancing to the Next Slide

Module 29: Using Slide Master

- Using Slide Master
- Inserting layout options
- Creating custom layout
- Inserting placeholders
- Formatting placeholders

Module 30: Slideshow options

- Start slideshow
- Start show from the current slide
- Rehearse timing
- Creating custom slideshow

Module 31: Proofing and Printing

- Check Spelling as You Type
- Setting AutoCorrect Options
- Save as video
- Save as JPEG files
- Save as PowerPoint Show file
- Print Preview, Print

INTERNET & E-MAIL

- What is Internet? Receiving Incoming Messages
- Sending Outgoing Messages, Email addressing
- Email attachments, Browsing, Search engines
- Text chatting, Job Searching
- Downloading video and Music
- Uploading Video or Music, Voice chatting, Webcam Chatting etc.
- Introduction to Blogging, Facebook




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Yeshwantrao Chaphekar College
of Art & Commerce
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Course: MS Office

Course Outcomes

1.1- Microsoft Word

- CO1. Performing basic editing functions, formatting text, copy and moving objects and text.
- CO2. Learning the formatting skills on paragraphs, tables, lists, and pages.
- CO3. Knowledge on navigating the Word Ribbon Interface.
- CO4. Understanding the process of inserting graphics, pictures, and table of contents, Drop Cap.
- CO5. Learning the utilities of Auto text, AutoCorrect, Footnotes and Bookmark.

COURSE 1.2- Microsoft Excel

- CO1. Demonstrating the basic mechanics and navigation of an Excel spreadsheet.
- CO2. Formatting techniques and presentation styles.
- CO3. Learning the use and utility of functions and formulas on excel spreadsheet.
- CO4. Working knowledge of organizing and displaying large amounts.
- CO5. Using clip art to enhance ideas and information in Excel worksheets.
- CO6. Understanding the need and use of using Excel templates.

COURSE 1.3- Microsoft PowerPoint

- CO1. Learning to modify presentation themes.
- CO2. Analyzing formatting techniques and presentation styles
- CO3. Integrating information from other Microsoft programs into a PowerPoint presentation.
- CO4. Working with text, themes, and styles.
- CO5. Creating charts, graphs, and tables.
- CO6. Inserting media clips and animation

COURSE 1.4 - Microsoft Access

- CO1. Examine database concepts and explore the Microsoft Office Access environment.
- CO2. Designing and building database with related tables in datasheet view or by using the table wizard




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Dist. Palghar - 401404.

CO3. Managing data in tables

Program Outcomes

PO1. Enabling students to adapt to the rapidly changing technology with strong fundamentals.

PO2. Basic knowledge in hardware/software methods and tools for solving real-life and practical problems with an orientation to lifelong learning.

PO3. Educating students towards the design and development of applications and projects with advanced programming skills.

PO4. Learn to create error free documents like lecture scripts, notes, assignment, applications, projects, letters, question papers, books, e-books, and various educational materials.

PO5. PowerPoint presentations helps to speak, read, write and listen clearly and efficiently and improve group work and communication skills.

PO6. Understanding and demonstrating the use of various modern technical tools like table styles, shapes, charts, graphs, data tools and solve basic and logical-mathematical problems and statistics in excel.

PROGRAM SPECIFIC OUTCOMES (PSO)

PSO1. An ability to practically use hardware and software and design and develop projects in emerging technology environments.

PSO2. Knowledge of data management system that helps in storing information for reference, reporting, and analysis. Database Management System helps in analyzing large amounts of information, and manage related data more efficiently.

PSO3. PowerPoint Presentations in classroom are conducted, to boost the confidence of the students and help them in their career by encouraging their communication (written, oral, and listening), presentation skills and team work.

PSO4. Ability to understand the structure and development methodologies of software systems. Possess professional skills and knowledge of software design process. Familiarity and practical competence with a broad range of programming language and open-source platforms.



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।। ज्ञान दीपिन् भास्वतः ।।

Shree Panchal Samaj Madhyavarti Mandal's

YESHWANTRAO CHAPHEKAR COLLEGE, PALGHAR

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॥ ज्ञान दीपेन् भास्वतः ॥


Shree Panchal Samaj Madhyavarti Mandal's
**YESHWANTRAO CHAPHEKAR COLLEGE,
PALGHAR**

Date: 09/12/2019

NOTICE

All students of F.Y., S.Y., & T.Y.(B.A.F., B.Com., & B.M.S.) are hereby informed that our Institute is going to start Add-On Courses: **MS Office** From this academic Year. Interested students in MS Office should give their names to Ritesh Arekar Sir. For More information kindly contact to Asst. Prof. Ritesh Arekar.




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Shree Panchal Samaj Madhyavarti Mandal's
YESHWANTRAO CHAPHEKAR COLLEGE, PALGHAR
MS OFFICE FULL COURSE

Course Overview

This course covers Basic to Advanced topics of MS Word, MS Excel, MS PowerPoint and Internet and Emailing.

- Entry Requirement** : Beginners of MS Office
- Course Duration** : 30 hrs.
- Mode of Training** : Face to face Instructor led Training

Course Content

MS WINDOWS, COMPUTER BASICS

- Computer Basic, Creating Folder, Paint
- Directories, input units, Output unit
- Central Processing Units,
- What is hardware, what is Software
- Windows shortcut keys

MS WORD

Module 1: Text Basics

- Typing the text, Alignment of text
- Editing Text: Cut, Copy, Paste, Select All, Clear
- Find & Replace


Module 2: Text Formatting and saving file

- New, Open, Close, Save, Save As
- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline
- Change the Text Case
- Linespacing, Paragraph spacing
- Shading text and paragraph
- Working with Tabs and Indents

Module 3: Working with Objects

- Shapes, Clipart and Picture, Word Art, Smart Art
- Columns and Orderings - To Add Columns to a Document
- Change the Order of Objects
- Page Number, Date & Time
- Inserting Text boxes
- Inserting Word art
- Inserting symbols
- Inserting Chart




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Module 4: Header & Footers

- Inserting custom header and footer
- Inserting objects in the header and footer
- Add section break to a document

Module 5: Working with bullets and numbered lists

- Multilevel numbering and bulleting
- Creating list
- Customizing list style
- Page bordering
- Page background

Module 6: Tables

- Working with tables, table formatting
- Table styles
- Alignment options
- Merge and split options

Module 7: Styles and Content

- Using built-in styles, modifying styles
- Creating styles, creating list style
- Table of contents and references
- Adding internal references
- Adding a footnote
- Adding an endnote

Module 8: Merging Documents

- Typing new address list
- Importing address list from Excel file
- Write and insert field
- Merging without outlook contact
- Preview result
- Merging to envelopes
- Merging to labels
- Setting rules for merges
- Finish & Merge options

Module 9: Sharing and Maintaining Document

- Changing word options
- Changing the proofing tools
- Managing templates
- Restricting document access
- Using protected view
- Working with templates
- Managing templates
- Understanding building blocks

Module 10: Proofing the document

- Check spelling as you type.
- Mark grammar errors as you type.
- Setting auto correct options

Module 11: Printing

- Page setup, setting margins
- Print preview, print

MSEXCEL

Module 12: Introduction to Excel

- Introduction to Excel interface
- Understanding rows and columns, naming cells
- Working with excel workbook and sheets

Module 13: Formatting excel workbook:

- New, Open, Close, Save, Save As
- Formatting text: Font size, font style
- Font color, use the bold, italic, and underline
- Wrap text, Merge and Centre
- Currency, Accounting and other formats
- Modifying columns, rows & cells

Module 14: Perform Calculations with Functions

- Creating simple formulas
- Setting up your own formula
- Date and time functions, financial functions
- Logical functions, lookup and reference
- Functions mathematical functions
- Statistical functions, text functions.

Module 15: Sort and Filter Data with Excel

- Sort and filtering data
- Using number filter, text filter
- Custom filtering
- Removing filters from columns
- Conditional formatting



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MSPowerPoint

Module 16: Create Effective Charts to Present Data Visually

- Inserting Column, Pie chart etc.
- Create an effective chart with Chart Tool
- Design, Format, and Layout options
- Adding chart title
- Changing layouts
- Chart styles
- Editing chart data range
- Editing data series
- Changing chart

Module 17: Analyze Data Using Pivot Tables and Pivot Charts

- Understand Pivot Tables, Create a Pivot Table
- Framework Using the Pivot Table and Pivot Chart
- Create Pivot Chart from pivot Table.
- Inserting slicer
- Creating Calculated fields

Module 18: Protecting and Sharing the Workbook

- Protecting a workbook with a password
- Allow users to edit ranges
- Track changes
- Working with Comments
- Insert Excel Objects and Charts in Word Document and Powerpoint Presentation.

Module 19: Use Macro to Automate Tasks

- Creating and Recording Macros
- Assigning Macro to the worksheets
- Saving Macro enabled workbook

Module 20: Proofing and Printing

- Page setup, setting print area, Print titles
- Inserting custom Header and Footer
- Inserting objects in the header and footer
- Page Setup, setting margins, Print Preview, Print
- Enable background error checking
- Setting Auto Correct Options

Module 21: Setting Up PowerPoint Environment:

- New, Open, Close, Save, Save As
- Typing the text, Alignment of text
- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline
- Cut, Copy, Paste, Select All, Clear text
- Find & Replace
- Working with Tabs and Indents

Module 22:

Creating slides and applying themes

- Inserting new slide
- Changing layout of slides
- Duplicating slides
- Copying and pasting slide
- Applying theme to the slide layout
- Changing theme color
- Slide background
- Formatting slide background
- Using slide views

Module 23: Working with bullets and numbering

- Multilevel numbering and Bulleting
- Creating List
- Page bordering
- Page background
- Aligning text
- Text directions
- Column option

Module 24: Working with Objects

- Shapes, Clipart and Picture, Word Art, Smart Art
- Change the Order of Objects
- Inserting slide header and footer
- Inserting Textboxes
- Inserting shapes, using quick styles
- Inserting Wordart
- Inserting symbols
- Inserting Chart

Module 25: Hyperlinks and Action Buttons

- Inserting Hyperlinks and Action Buttons
- Edit Hyperlinks and Action Button
- Word Art and Shapes




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Module 26: Working with Movies and Sounds

- Inserting Movie from a Computer File
- Inserting Audio file
- Audio Video playback and format options
- Video options, Adjust options
- Reshaping and bordering Video

Module 27: Using Smart Art and Tables

- Working with Tables, Table Formatting
 - Table Styles
 - Alignment option
 - Merge and split option
- Converting text to smart art

Module 28: Animation and Slide Transition

- Default Animation, Custom Animation
- Modify a Default or Custom Animation
- Reorder Animation Using Transitions
- Apply a Slide Transition, Modifying a Transition, Advancing to the Next Slide

Module 29: Using Slide Master

- Using slide master
- Inserting layout option
- Creating custom layout
- Inserting placeholders
- Formatting placeholders

Module 30: Slideshow option

- Start slideshow
- Start show from the current slide
- Rehearse timing
- Creating custom slideshow


Module 31: Proofing and Printing

- Check Spelling as You Type
- Setting Auto Correct Options
- Save as video
- Save as JPEG files
- Save as PowerPoint Show file
- Print Preview, Print

INTERNET & E-MAIL

- What is Internet? Receiving Incoming Messages
- Sending Outgoing Messages, Email addressing
- Email attachments, Browsing, Search engines
- Text chatting, Job Searching
- Downloading video and Music
- Uploading Video or Music, Voice chatting, Webcam Chatting etc.
- Introduction to Blogging, Facebook




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Dist. Palghar - 401404.

Course: MS Office

Course Outcomes

1.1- Microsoft Word

- CO1. Performing basic editing functions, formatting text, copy and moving objects and text.
- CO2. Learning the formatting skills on paragraphs, tables, lists, and pages.
- CO3. Knowledge on navigating the Word Ribbon Interface.
- CO4. Understanding the process of inserting graphics, pictures, and table of contents, Drop Cap.
- CO5. Learning the utilities of Auto text, AutoCorrect, Footnotes and Bookmark.

COURSE 1.2- Microsoft Excel

- CO1. Demonstrating the basic mechanics and navigation of an Excel spreadsheet.
- CO2. Formatting techniques and presentation styles.
- CO3. Learning the use and utility of functions and formulas on excel spreadsheet.
- CO4. Working knowledge of organizing and displaying large amounts.
- CO5. Using clip art to enhance ideas and information in Excel worksheets.
- CO6. Understanding the need and use of using Excel templates.

COURSE 1.3- Microsoft PowerPoint

- CO1. Learning to modify presentation themes.
- CO2. Analyzing formatting techniques and presentation styles
- CO3. Integrating information from other Microsoft programs into a PowerPoint presentation.
- CO4. Working with text, themes, and styles.
- CO5. Creating charts, graphs, and tables.
- CO6. Inserting media clips and animation

COURSE 1.4 - Microsoft Access

- CO1. Examine database concepts and explore the Microsoft Office Access environment.
- CO2. Designing and building database with related tables in datasheet view or by using the table wizard



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Dist. Paighar - 401404.

CO3. Managing data in tables

Program Outcomes

PO1. Enabling students to adapt to the rapidly changing technology with strong fundamentals.

PO2. Basic knowledge in hardware/software methods and tools for solving real-life and practical problems with an orientation to lifelong learning.

PO3. Educating students towards the design and development of applications and projects with advanced programming skills.

PO4. Learn to create error free documents like lecture scripts, notes, assignment, applications, projects, letters, question papers, books, e-books, and various educational materials.

PO5. PowerPoint presentations helps to speak, read, write and listen clearly and efficiently and improve group work and communication skills.

PO6. Understanding and demonstrating the use of various modern technical tools like table styles, shapes, charts, graphs, data tools and solve basic and logical-mathematical problems and statistics in excel.

PROGRAM SPECIFIC OUTCOMES (PSO)

PSO1. An ability to practically use hardware and software and design and develop projects in emerging technology environments.

PSO2. Knowledge of data management system that helps in storing information for reference, reporting, and analysis. Database Management System helps in analyzing large amounts of information, and manage related data more efficiently.

PSO3. PowerPoint Presentations in classroom are conducted, to boost the confidence of the students and help them in their career by encouraging their communication (written, oral, and listening), presentation skills and team work.

PSO4. Ability to understand the structure and development methodologies of software systems. Possess professional skills and knowledge of software design process. Familiarity and practical competence with a broad range of programming language and open-source platforms.




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Shree Panchal Samaj Madhyavarti Mandal's

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Brochure MS Office

2018-2019



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Shree Panchal Samaj Madhyvarti Mandal's
**YESHWANTRAO CHAPHEKAR COLLEGE,
PALGHAR**

Date: 11/12/2018

NOTICE

All students of F.Y., S.Y., & T.Y.(B.A.F., B.Com., & B.M.S.) are hereby informed that our Institute is going to start Add-On Courses: **MS Office** From this academic Year. Interested students in MS Officeshould give their names to Ritesh Arekar Sir. For More information kindly contact to Asst. Prof. Ritesh Arekar.

Principal

Ritesh
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Dist. Palghar - 401404.



Shree Panchal Samaj Madhyavarti Mandal's
YESHWANTRAO CHAPHEKAR COLLEGE, PALGHAR
MS OFFICE FULL COURSE

Course Overview

This course covers Basic to Advanced topics of MS Word, MS Excel, MS PowerPoint and Internet and Emailing.

- Entry Requirement** : Beginners of MS Office
Course Duration : 30 hrs.
Mode of Training : Face to face Instructor led Training

Course Content

MS WINDOWS, COMPUTER BASICS

- Computer Basic, Creating Folder, Paint
- Directories, Input units, Output unit
- Central Processing Units,
- What is hardware, what is Software
- Windows shortcut keys

MS WORD

Module 1: Text Basics

- Typing the text, Alignment of text
- Editing Text: Cut, Copy, Paste, Select All, Clear
- Find & Replace

Module 2: Text Formatting and saving file

- New, Open, Close, Save, Save As
- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline
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- Linespacing, Paragraph spacing
- Shading text and paragraph
- Working with Tabs and Indents

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- Page Number, Date & Time
- Inserting Text boxes
- Inserting Wordart
- Inserting symbols
- Inserting Chart



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Module 4: Header & Footers

- Inserting custom header and footer
- Inserting objects in the header and footer
- Add section break to a document

Module 5: Working with bullets and numbered lists

- Multilevel numbering and bulleting
- Creating list
- Customizing list style
- Page bordering
- Page background

Module 6: Tables

- Working with tables, table formatting
- Table styles
- Alignment options
- Merge and split options

Module 7: Styles and Content

- Using build-in styles, modifying styles
- Creating styles, creating list style
- Table of contents and references
- Adding internal references
- Adding a footnote
- Adding endnote

Module 8: Merging Documents

- Typing new address list
- Importing address list from Excel file
- Write and insert field
- Merging with Outlook contact
- Preview result
- Merging to envelopes
- Merging to labels
- Setting rules for merges
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- Changing word options
- Changing the proofing tools
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- Restricting document access
- Using protected view
- Working with templates
- Managing templates
- Understanding building blocks

Module 10: Proofing the document

- Check spelling as you type
- Mark grammar errors as you type
- Setting auto correct options

Module 11: Printing

- Page setup, setting margins
- Print preview, print



MSEXCEL

Module 12: Introduction to Excel

- Introduction to Excel interface
- Understanding rows and columns, naming cells
- Working with Excel workbook and sheets

Module 13: Formatting Excel workbook

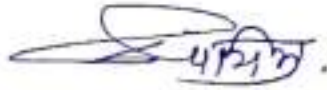
- New, Open, Close, Save, Save As
- Formatting text: font size, font style
- Font color, use the bold, italic, and underline
- Wrap text, merge and center
- Currency, Accounting and other formats
- Modifying columns, rows & cells

Module 14: Perform Calculations with Functions

- Creating simple formulas
- Setting up your own formula
- Date and time functions, financial functions
- Logical functions, lookup and reference
- Functions mathematical functions
- Statistical functions, text functions

Module 15: Sort and Filter Data with Excel

- Sort and filtering data
- Using number filter, text filter
- Custom filtering
- Removing filters from columns
- Conditional formatting


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Mumbai - 400 042

MSPowerPoint

Module 16: Create Effective Charts to Present Data Visually

- Inserting Column, Pie chart etc.
- Create an effective chart with Chart Tool
- Design, Format, and Layout options
- Adding chart title
- Changing layouts
- Chart styles
- Editing chart data range
- Editing data series
- Changing chart

Module 17: Analyze Data Using Pivot Tables and Pivot Charts

- Understand Pivot Tables, Create a Pivot Table
- Framework Using the Pivot Table and Pivot Chart
- Create Pivot Chart from Pivot Table.
- Inserting slicer
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Module 19: Use Macro to Automate Tasks

- Creating and Recording Macros
- Assigning Macro to the worksheets
- Saving Macro enabled workbook

Module 20: Proofing and Printing

- Page setup, setting print area, Print titles
- Inserting custom Header and Footer
- Inserting objects in the header and footer
- Page Setup, setting margins, Print Preview, Print
- Enable background error checking
- Setting AutoCorrect Options

Module 21: Setting Up PowerPoint Environment:

- New, Open, Close, Save, Save As
- Typing the text, Alignment of text
- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline
- Cut, Copy, Paste, Select All, Clear text
- Find & Replace
- Working with Tabs and Indents

Module 22:

Creating slides and applying themes

- Inserting new slide
- Changing layout of slides
- Duplicating slides
- Copying and pasting slide
- Applying theme to the slide layout
- Changing theme color
- Slide background
- Formatting slide background
- Using slide views

Module 23: Working with bullets and numbering

- Multilevel numbering and Bulleting
- Creating List
- Page bordering
- Page background
- Aligning text
- Text directions
- Column option

Module 24: Working with Objects

- Shapes, Clipart and Picture, Word Art, Smart Art
- Change the Order of Objects
- Inserting slide header and footer
- Inserting Textboxes
- Inserting shapes, using quick styles
- Inserting Wordart
- Inserting symbols
- Inserting Chart

Module 25: Hyperlinks and Action Buttons

- Inserting Hyperlinks and Action Buttons
- Edit Hyperlinks and Action Button
- Word Art and Shapes




For I/C PRINCIPAL
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Dist. Palghar - 407404.

Module 26: Working with Movies and Sounds

- Inserting Movie from a Computer File
- Inserting Audio file
- Audio Video playback and format options
- Video options, Adjust options
- Reshaping and bordering Video

Module 27: Using Smart Art and Tables

- Working with Tables, Table Formatting
 - Table Styles
 - Alignment option
 - Merge and split option
- Converting text to smart art

Module 28: Animation and Slide Transition

- Default Animation, Custom Animation
- Modify a Default or Custom Animation
- Reorder Animation Using Transitions
- Apply a Slide Transition, Modifying a Transition, Advancing to the Next Slide

Module 29: Using Slide Master

- Using Slide Master
- Inserting layout option
- Creating custom layout
- Inserting placeholders
- Formatting placeholders

Module 30: Slideshow option

- Start slideshow
- Start show from the current slide
- Rehearse timing
- Creating custom slideshow

Module 31: Proofing and Printing

- Check Spelling as You Type
- Setting AutoCorrect Options
- Save as video
- Save as JPEG files
- Save as PowerPoint Show file
- Print Preview, Print

INTERNET & E-MAIL

- What is Internet? Receiving Incoming Messages
- Sending Outgoing Messages, Email addressing
- Email attachments, Browsing, Search engines
- Text chatting, Job Searching
- Downloading video and Music
- Uploading Video or Music, Voice chatting, Webcam Chatting etc.
- Introduction to Blogging, Facebook


For /C PRINCIPAL
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Dist. Palghar - 401404.

Course: MS Office

Course Outcomes

1.1- Microsoft Word

- CO1. Performing basic editing functions, formatting text, copy and moving objects and text.
- CO2. Learning the formatting skills on paragraphs, tables, lists, and pages.
- CO3. Knowledge on navigating the Word Ribbon Interface.
- CO4. Understanding the process of inserting graphics, pictures, and table of contents, Drop Cap.
- CO5. Learning the utilities of Auto text, AutoCorrect, Footnotes and Bookmark.

COURSE 1.2- Microsoft Excel

- CO1. Demonstrating the basic mechanics and navigation of an Excel spreadsheet.
- CO2. Formatting techniques and presentation styles.
- CO3. Learning the use and utility of functions and formulas on excel spreadsheet.
- CO4. Working knowledge of organizing and displaying large amounts.
- CO5. Using clip art to enhance ideas and information in Excel worksheets.
- CO6. Understanding the need and use of using Excel templates.

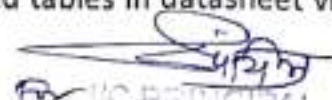
COURSE 1.3- Microsoft PowerPoint

- CO1. Learning to modify presentation themes.
- CO2. Analyzing formatting techniques and presentation styles
- CO3. Integrating information from other Microsoft programs into a PowerPoint presentation.
- CO4. Working with text, themes, and styles.
- CO5. Creating charts, graphs, and tables.
- CO6. Inserting media clips and animation

COURSE 1.4 - Microsoft Access

- CO1. Examine database concepts and explore the Microsoft Office Access environment.
- CO2. Designing and building database with related tables in datasheet view or by using the table wizard




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College of Art & Commerce
College Road, Tembhode, Palghar
Dist. Palghar - 401404.

CO3. Managing data in tables

Program Outcomes

PO1. Enabling students to adapt to the rapidly changing technology with strong fundamentals.

PO2. Basic knowledge in hardware/software methods and tools for solving real-life and practical problems with an orientation to lifelong learning.

PO3. Educating students towards the design and development of applications and projects with advanced programming skills.

PO4. Learn to create error free documents like lecture scripts, notes, assignment, applications, projects, letters, question papers, books, e-books, and various educational materials.

PO5. PowerPoint presentations helps to speak, read, write and listen clearly and efficiently and improve group work and communication skills.

PO6. Understanding and demonstrating the use of various modern technical tools like table styles, shapes, charts, graphs, data tools and solve basic and logical-mathematical problems and statistics in excel.

PROGRAM SPECIFIC OUTCOMES (PSO)

PSO1. An ability to practically use hardware and software and design and develop projects in emerging technology environments.

PSO2. Knowledge of data management system that helps in storing information for reference, reporting, and analysis. Database Management System helps in analyzing large amounts of information, and manage related data more efficiently.

PSO3. PowerPoint Presentations in classroom are conducted, to boost the confidence of the students and help them in their career by encouraging their communication (written, oral, and listening), presentation skills and team work.

PSO4. Ability to understand the structure and development methodologies of software systems. Possess professional skills and knowledge of software design process. Familiarity and practical competence with a broad range of programming language and open-source platforms.



[Signature]
for H.C. PRINCIPAL
S.P.S.M. Mandal's
Yeshwantrao Chaphekar College



।। ज्ञान दीपेनू भास्वतः ।।

Shree Panchal Samaj Madhyavarti Mandal's

YESHWANTRAO CHAPHEKAR COLLEGE, PALGHAR

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Brochure

Tally

2022-2023



Nilima Singh

I/C PRINCIPAL
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॥ ज्ञान दीपेन् भास्वतः ॥

Shree Panchal Samaj Madhyavarti Mandal's

YESHWANTRAO CHAPHEKAR COLLEGE, PALGHAR

Date: 02/12/2022

NOTICE

All students of F.Y., S.Y., & T.Y.(B.A.F., B.Com., & B.M.S.) are hereby informed that our Institute is going to start Add-On Courses: Tally From this academic Year. Interested students in Tally should give their names to Ritesh Arekar Sir. For More information kindly contact to Asst. Prof. Ritesh Arekar.

Nilima Singh
Principal

VC PRINCIPAL
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Dist. Palghar - 401404.





॥ ज्ञान दीपेनू भास्वतः ॥

Shree Panchal Samaj Madhyavarti Mandal's
**YESHWANTRAO CHAPHEKAR
COLLEGE, PALGHAR**

College Road Tembhode, Palghar(W) Dist-Palghar 401404
Mobile No: 9272232240, Email: yevidyasankuls@gmail.com

Short-term course in Tally

Duration: 3 months

OBJECTIVE

The main aim of the course is to increase the command over Tally. The methodology of teaching shall encompass and focus not only on, the rules of accounting but also on the fundamentals of tally. The participation of the students will ensure the practical knowledge regarding the working of tally.

**ORDINANCE OF
SHORT-TERM COURSE IN TALLY**

The programme will be functional as:

1. The Short-term Course in Tally will be of 3 months.
2. Admission to the course shall be restricted to the candidates who have passed the High School Examination (10th) or an equivalent qualification from any recognized University or other institution.
3. Students would be required to attend minimum 75% of the lectures on the campus of the College.



Nilima Singh

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Yeshwantrao Chaphekar College
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College Road, Tembhode,
Dist. Palghar

SHORT-TERM COURSE IN TALLY

Written exam: 100 marks

SYLLABUS

UNIT 1:(Basic of Accounting)

- Introduction
- Types of Accounts
- Accounting Principles or concepts
- Mode of Accounting
- Rules of Accounting

UNIT 2: (Fundamentals of Tally)

- Company Features
- Configuration
- Getting Functions with Tally
- Creating/setting up of company in Tally

UNIT 3: (Accounting Masters in Tally)

- Charts of group
- Groups
- Multiple Groups
- Ledgers

UNIT 4: (Inventory Masters in Tally)

- Stock Groups
- Multiple Stock Groups
- Stock items



Vilina Singh

I/C PRINCIPAL
S.P.S.M. Mandal's
Yeshwantrao Chaphekar College
of Art & Commerce

Dist. Palghar - 401101

Course: Tally

Course Outcomes

1 : (Basic of Accounting)

- Understand the basic concept of Accounting.
- Understand the Accounting principles.
- Excelled in modes and rules of Accounting.

2: (Fundamentals of Tally)

- Understand the features of company.
- Understand the functions.
- Understand the creating and working of company.

3: (Accounting Masters in Tally)

- Understand the making of groups.
- Understand the making of chart groups.
- Understanding the making of multiple groups.
- Understanding the making of Ledgers.

4: (Inventory Masters in Tally)

- Understanding the stock group.
- Understanding the multiple stock groups.
- Understanding the stocks items.

Nilima Singh

I/C PRINCIPAL
S.P.S.M. Mandal's
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of Art & Commerce
College Road, Tembhode, Palghar (W),
Dist. Palghar - 401507.



Program Outcomes

- Enabling students to adapt to the rapidly changing software with strong fundamentals.
- Enabling students to adapt to the basic knowledge in tools of tally.
- Enabling students to adapt to the practical knowledge.

PROGRAM SPECIFIC OUTCOMES (PSO)

- An ability to practically use Tally in companies.
- Inculcating the practical exposure to the students.



Nilima Singh

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Shree Panchal Samaj Madhyavarti Mandal's

**YESHWANTRAO CHAPHEKAR COLLEGE,
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**Brochure
Tally
2021-2022**



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Shree Panchal Samaj Madhyavarti Mandal's
**YESHWANTRAO CHAPHEKAR COLLEGE,
PALGHAR**

Date: 08/12/2021

NOTICE

All students of F.Y., S.Y., & T.Y.(B.A.F., B.Com., & B.M.S.) are hereby informed that our Institute is going to start Add-On Courses: Tally From this academic Year. Interested students in Tally should give their names to Ritesh Arekar Sir. For More information kindly contact to Asst. Prof. Ritesh Arekar.

Nilima Singh
Principal

VC PRINCIPAL
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Yeshwantrao Chaphekar College
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College Road, Tembode, Palghar
Dist. Palghar-401404.



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Shree Panchal Samaj Madhyavarti Mandal's
**YESHWANTRAO CHAPHEKAR
COLLEGE, PALGHAR**

College Road Tembhode, Palghar(W) Dist-Palghar 401404
Mobile No: 9272232240, Email: yevidyasankuls@gmail.com

Short-term course in Tally

Duration: 3 months

OBJECTIVE

The main aim of the course is to increase the command over Tally. The methodology of teaching shall encompass and focus not only on, the rules of accounting but also on the fundamentals of tally. The participation of the students will ensure the practical knowledge regarding the working of tally.

**ORDINANCE OF
SHORT-TERM COURSE IN TALLY**

The programme will be functional as:

1. The Short-term Course in Tally will be of 3 months.
2. Admission to the course shall be restricted to the candidates who have passed the High School Examination (10th) or an equivalent qualification from any recognized University or other institution.
3. Students would be required to attend minimum 75% of the lectures on the campus of the College.



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Dist. Palghar - 401404

SHORT-TERM COURSE IN TALLY

Written exam: 100 marks

SYLLABUS

UNIT 1:(Basic of Accounting)

- Introduction
- Types of Accounts
- Accounting Principles or concepts
- Mode of Accounting
- Rules of Accounting

UNIT 2: (Fundamentals of Tally)

- Company Features
- Configuration
- Getting Functions with Tally
- Creating/setting up of company in Tally

UNIT 3: (Accounting Masters in Tally)

- Charts of group
- Groups
- Multiple Groups
- Ledgers

UNIT 4: (Inventory Masters in Tally)

- Stock Groups
- Multiple Stock Groups
- Stock items



Nilima Singh

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S.P.S.M. Mandal's
Yeshwantrao Chapekar College
of Art & Commerce
College Road, Talim
Palghar - 407004

Course: Tally

Course Outcomes

1 : (Basic of Accounting)

- Understand the basic concept of Accounting.
- Understand the Accounting principles.
- Excelled in modes and rules of Accounting.

2: (Fundamentals of Tally)

- Understand the features of company.
- Understand the functions.
- Understand the creating and working of company.

3: (Accounting Masters in Tally)

- Understand the making of groups.
- Understand the making of chart groups.
- Understanding the making of multiple groups.
- Understanding the making of Ledgers.

4: (Inventory Masters in Tally)

- Understanding the stock group.
- Understanding the multiple stock groups.
- Understanding the stocks items.



Nilima Singh

W/C PRINCIPAL
S.P.S.M. Mandal's
Yeshwantrao Chaphekar College
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College Road, Tembhurni,
Dist. Palghar - 401404.

Program Outcomes

- Enabling students to adapt to the rapidly changing software with strong fundamentals.
- Enabling students to adapt to the basic knowledge in tools of tally.
- Enabling students to adapt to the practical knowledge.

PROGRAM SPECIFIC OUTCOMES (PSO)

- An ability to practically use Tally in companies.
- Inculcating the practical exposure to the students.



Nilima Singh

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Dist. Palghar - 401404.



॥ ज्ञान दीपेन् भस्वतः ॥

Shree Panchal Samaj Madhyvarti Mandal's

YESHWANTRAO CHAPHEKAR COLLEGE, PALGHAR

College Road Tembhode, Palghar(W) Dist-Palghar 401404

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Brochure Salesmanship 2022-2023



Nilima Singh

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Shree Panchal Samaj Madhyavarti Mandal's
**YESHWANTRAO CHAPHEKAR COLLEGE,
PALGHAR**

Date: 03/12/2022

NOTICE

All students of F.Y., S.Y., & T.Y.(B.A.F., B.Com., & B.M.S.) are hereby informed that our Institute is going to start Add-On Courses: **Salesmanship** From this academic Year. Interested students in Salesmanship should give their names to Ramesh Sir. For More information kindly contact to asst. Prof.Ramesh Gupta.

Nelina Singh
Principal

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S.P.S.M. Mandal's
Yeshwantrao Chaphekar College
of Art & Commerce
College Road, Tembode, Palghar (V)
Dist. Palghar - 401404.





११ अक्षरं विद्यां विद्यां विद्यां ११

Shree Panchal Samaj Madhyavarti Mandal's

YESHWANTRAO CHAPHEKAR COLLEGE, PALGHAR

College Road Tembhode, Palghar(W) Dist-Palghar 401404

Mobile No: 9272232240, Email: ycvidyasankuls@gmail.com

Academic Year 2022-23

Short-Term Course in Salesmanship
Duration: 3 Months

COURSE OVERVIEW

The course is designed to facilitate learning the essentials of salesmanship. Design of the course shall aid in developing skills required in planning and executing sales process. Personal selling process along with fundamentals of sales management shall direct the learning process and will ensure efficient and effective understanding and performance in all spheres of selling.



Nilima Singh
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College Road, Tembhode, Palghar (W)
Dist. Palghar - 401404

OBJECTIVE OF THE COURSE

In this course, the students will be introduced to the fundamental concepts of Salesmanship and the career opportunities available in this field. This course provides an insight to the students regarding various issues associated with sales like creation and growth of demand, guiding buyers and building up goodwill and reputation of sellers with the help of essential concepts of salesmanship.

Followings are the main objectives of this course.

- To familiarize the students regarding various dimensions of salesmanship and career opportunities available in these fields.
- To develop practical understanding among the students associated with salesmanship through classroom discussion/ participation and projects.
- To develop skills among the students for ready to join the sales functions in any organization.
- To provide knowledge to students in concise and understandable format so that students could learn and apply these concepts in their career for the growth.
- To provide brief insight about personal selling meaning and importance of knowledge of industry and company product and customers and other key dimensions of sales management like sales motivation & incentives.



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College Road, Talasari

THE SYLLABUS IS APPROVED AS FOLLOWS
SHORT-TERM COURSE IN SALESMANSHIP

Written Exam: 80 marks

Practical Exam: 20 marks

SALESMANSHIP SYLLABUS

UNIT	CONTENT	NO. OF LECTURES (In hours)	MARKS ALLOTTED
1	SALESMANSHIP: Characteristics of a good salesman, types of selling situations, types of salespersons, and limitations of Salesmanship.	03	20
2	PERSONAL SELLING: Introduction to Personal Selling: Nature and importance of personal selling, Difference between Personal Selling.	03	20
3	MOTIVATION: Concept of Motivation, Maslow's Theory of Need Hierarchy, And dynamic Nature of Motivation Buying Motives: Buying motives and their uses in personal selling.	03	20



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 Yeshwantrao Chaghekar College
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4	SALES FORCE MANAGEMENT: Importance of selection of salesman, Recruitment and selection of salesman, Selection process of salesman. FIELD SELLING: Sales territories	03	20
5	PRACTICAL WORK: Field Work	4	20
	TOTAL MARKS	16	100



Nilima Singh
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College Road, Tembadao, Palghar (Dist.)
Palghar - 401404.

Course Outcomes

Following are the expected Programme outcome of Salesmanship course

- Knowledge, Skills and Abilities (KSA) related to Salesmanship will be imparted to the learners.

PROGRAM OUTCOMES

The whole purpose of this three-month program is to train the students for a professional life. So, by the end of the course, they are expected to be able to:

- Learn the basics of good language and the importance of selling competence. They are able to sell flawlessly with confidence. They are also trained in demonstrations and announcements.
- Understanding consumers needs and wants and deliver the best for them.

PROGRAM SPECIFIC OUTCOMES

- PSO1: Develop the knowledge of working of Salesman.
- PSO2: Develop Knowledge of Salesmanship



Nilima Singh

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Palghar - 407 001.



॥ ज्ञान दीपेन् भास्वतः ॥

Shree Panchal Samaj Madhyavarti Mandal's

**YESHWANTRAO CHAPHEKAR COLLEGE,
PALGHAR**

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**Brochure
Salesmanship**

2021-2022



Nilima Singh

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Dist. Palghar - 401404.



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Shree Panchal Samaj Madhyvarti Mandal's
**YESHWANTRAO CHAPHEKAR COLLEGE,
PALGHAR**

Date: 09/12/2021

NOTICE

All students of F.Y., S.Y., & T.Y.(B.A.F., B.Com., & B.M.S.) are hereby informed that our Institute is going to start Add-On Courses: **Salesmanship** From this academic Year. Interested students in Salesmanship should give their names to Taher Sir. For More information kindly contact to asst. Prof.Taher Slatewala.

Nilima Singh
Principal

VC PRINCIPAL
S.P.S.M. Mandal's
Yeshwantrao Chaphekar College
of Art & Commerce
College Road, Tambhoda, Palghar (W)
Dist. Palghar - 401404.





॥ सात शिरोधार्य शास्त्राः ॥

Shree Panchal Samaj Madhyvarti Mandal's

YESHWANTRAO CHAPHEKAR COLLEGE, PALGHAR

College Road Tembhode, Palghar(W) Dist-Palghar 401404

Mobile No: 9272232240, Email: ycvidyasankuls@gmail.com

Academic Year 2021-22

**Short-Term Course in Salesmanship
Duration: 3 Months**

COURSE OVERVIEW

The course is designed to facilitate learning the essentials of salesmanship. Design of the course shall aid in developing skills required in planning and executing sales process. Personal selling process along with fundamentals of sales management shall direct the learning process and will ensure efficient and effective understanding and performance in all spheres of selling.



Nelima Singh
PRINCIPAL

T.P.S.M. Mandal's

Yeshwantrao Chapekar College

College Road

Tembhode, Palghar (W)

Dist. Palghar - 401404

THE SYLLABUS IS APPROVED AS FOLLOWS
SHORT-TERM COURSE IN SALESMANSHIP

Written Exam: 80 marks

Practical Exam: 20 marks

SALESMANSHIP SYLLABUS

UNIT	CONTENT	NO. OF LECTURES (In hours)	MARKS ALLOTTED
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3	MOTIVATION: Concept of Motivation, Maslow's Theory of Need Hierarchy, And dynamic Nature of Motivation Buying Motives: Buying motives and their uses in personal selling.	03	20



Nilima Singh
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S.P.S.M. Mandal's
 Yeshwantrao Chaphekar College
 Arts & Commerce
 College Road, Tembhoze, Palghar (Dist.)
 Dist. Palghar - 401401.

OBJECTIVE OF THE COURSE

In this course, the students will be introduced to the fundamental concepts of Salesmanship and the career opportunities available in this field. This course provides an insight to the students regarding various issues associated with sales like creation and growth of demand, guiding buyers and building up goodwill and reputation of sellers with the help of essential concepts of salesmanship.

Followings are the main objectives of this course.

- To familiarize the students regarding various dimensions of salesmanship and career opportunities available in these fields.
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- To provide knowledge to students in concise and understandable format so that students could learn and apply these concepts in their career for the growth.
- To provide brief insight about personal selling meaning and importance of knowledge of industry and company product and customers and other key dimensions of sales management like sales motivation & incentives.



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4	SALES FORCE MANAGEMENT: Importance of selection of salesman, Recruitment and selection of salesman, Selection process of salesman. FIELD SELLING: Sales territories	03	20
5	PRACTICAL WORK: Field Work	4	20
	TOTAL MARKS	16	100



Nilima Singh

VC PRINCIPAL
 S.P.S.M. Mandal's
 Yeshwantrao Chaphekar College
 of Art & Commerce
 College Road, Tombhode, Palghar (W.)
 Dist. Palghar - 401404.

Course Outcomes

Following are the expected Programme outcome of Salesmanship course

- Knowledge, Skills and Abilities (KSA) related to Salesmanship will be imparted to the learners.

PROGRAM OUTCOMES

The whole purpose of this three-month program is to train the students for a professional life. So, by the end of the course, they are expected to be able to:

- Learn the basics of good language and the importance of selling competence. They are able to sell flawlessly with confidence. They are also trained in demonstrations and announcements.
- Understanding consumers needs and wants and deliver the best for them.

PROGRAM SPECIFIC OUTCOMES

- PSO1: Develop the knowledge of working of Salesman.
- PSO2: Develop Knowledge of Salesmanship



Nilima Singh

W/C PRINCIPAL
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Yeshwantrao Chaphekar College
of Art & Commerce
College Road, Tembhode, Palghar (W)
Dist. Palghar - 401404.



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Shree Panchal Samaj Madhyvarti Mandal's

YESHWANTRAO CHAPHEKAR COLLEGE, PALGHAR

College Road Tembhode, Palghar(W) Dist-Palghar 401404

Mobile No: 9272232240, Email: ycvidyasankuls@gmail.com

Brochure Salesmanship

2020-2021



for 

I/C PRINCIPAL
S.P.S.M. Mandal's
Yeshwantrao Chaphekar College
of Art & Commerce
College Road, Tembhode, Palghar (W),
Dist. Palghar - 401404.



॥ ज्ञान दीपेन् भारतः ॥

Shree Panchal Samaj Madhyvarti Mandal's
**YESHWANTRAO CHAPHEKAR COLLEGE,
PALGHAR**

Date: 09/12/2020

NOTICE

All students of F.Y., S.Y., & T.Y.(B.A.F., B.Com., & B.M.S.) are hereby informed that our Institute is going to start Add-On Courses: **Salesmanship** From this academic Year. Interested students in Salesmanship should give their names to Taher Sir. For More information kindly contact to asst. Prof.Taher Slatewala.

 Principal

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Academic Year 2020-21

Short-Term Course in Salesmanship
Duration: 3 Months

COURSE OVERVIEW

The course is designed to facilitate learning the essentials of salesmanship. Design of the course shall aid in developing skills required in planning and executing sales process. Personal selling process along with fundamentals of sales management shall direct the learning process and will ensure efficient and effective understanding and performance in all spheres of selling.



[Signature]
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OBJECTIVE OF THE COURSE

In this course, the students will be introduced to the fundamental concepts of Salesmanship and the career opportunities available in this field. This course provides an insight to the students regarding various issues associated with sales like creation and growth of demand, guiding buyers and building up goodwill and reputation of sellers with the help of essential concepts of salesmanship.

Followings are the main objectives of this course.

- To familiarize the students regarding various dimensions of salesmanship and career opportunities available in these fields.
- To develop practical understanding among the students associated with salesmanship through classroom discussion/ participation and projects.
- To develop skills among the students for ready to join the sales functions in any organization.
- To provide knowledge to students in concise and understandable format so that students could learn and apply these concepts in their career for the growth.
- To provide brief insight about personal selling meaning and importance of knowledge of industry and company product and customers and other key dimensions of sales management like sales motivation & incentives.



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THE SYLLABUS IS APPROVED AS FOLLOWS
SHORT-TERM COURSE IN SALESMANSHIP


Written Exam: 80 marks

Practical Exam: 20 marks

SALESMANSHIP SYLLABUS

UNIT	CONTENT	NO. OF LECTURES (In hours)	MARKS ALLOTTED
1	SALESMANSHIP: Characteristics of a good salesman, types of selling situations, types of salespersons, and limitations of Salesmanship.	03	20
2	PERSONAL SELLING: Introduction to Personal Selling: Nature and importance of personal selling, Difference between Personal Selling.	03	20
3	MOTIVATION: Concept of Motivation, Maslow's Theory of Need Hierarchy, And dynamic Nature of Motivation Buying Motives: Buying motives and their uses in personal selling.	03	20




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4	SALES FORCE MANAGEMENT: Importance of selection of salesman, Recruitment and selection of salesman, Selection process of salesman. FIELD SELLING: Sales territories	03	20
5	PRACTICAL WORK: Field Work	4	20
TOTAL MARKS		16	100




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Course Outcomes

Following are the expected Programme outcome of Salesmanship course

- Knowledge, Skills and Abilities (KSA) related to Salesmanship will be imparted to the learners.

PROGRAM OUTCOMES

The whole purpose of this three-month program is to train the students for a professional life. So, by the end of the course, they are expected to be able to:

- Learn the basics of good language and the importance of selling competence. They are able to sell flawlessly with confidence. They are also trained in demonstrations and announcements.
- Understanding consumers needs and wants and deliver the best for them.

PROGRAM SPECIFIC OUTCOMES

- PSO1: Develop the knowledge of working of Salesman.
- PSO2: Develop Knowledge of Salesmanship



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