



Dnyanvardhini Trust's
Sonubhau Baswant College of Arts & Commerce
Naginbhai Vasa Marg, Savroli Road,
SHAHAPUR, Dist. Thane. 421 601 ☎ 270166

Re-Accredited With 'B' Grade by NAAC

Ref. No.

Notice


Date 05/03/2022

All the students of SYBSCIT/SYBAF/SYBBI are hereby informed that **Internal Quality Assurance Cell (IQAC)** with **Department of Information Technology** has arranged a Certificate Course on "**Data Analysis using Advanced Excel**". Duration of this course will be of 30 hours and after completion of this course an Online Exam will be conducted. After passing successfully the certificate will be awarded.

Date: **11th March, 2022 To 29th March, 2022**

Course Registration Fees: **Rs. 50/-**

For registration, contact : **Prof. Archana Ghanghav**


I/c Principal
Sonubhau Baswant College of
Arts and Commerce.
Shahapur, Dist. Thane - 421601.

Dnyanvardhini Trust's
SONUBHAU BASWANT COLLEGE OF ARTS AND COMMERCE, SHAHAPUR

Certificate Course - April 2022

Data Analysis Using Advanced Excel



Sr.No.	Student Surname	Student First Name	Student Middle Name	Roll Number	Sign
✓ 1	Baswant	Gayatri	Dilip	2097	<i>Basant</i>
2	Bhakare	Tejas	Bhaskar	2548	<i>Bhakare</i>
✓ 3	Bhavsar	Pranali	Baburao	2071	<i>Pranali</i>
4	Bhoir	Dhanshri	Jayram	2551	<i>Bhoir</i>
5	Bondre	Rohini	Suresh	2098	<i>Bondre</i>
6	Chaudhari	Darshan	Gulab	2555	<i>Darshan</i>
✓ 7	Dhasade	Akash	Kaluram	2563	<i>Akash</i>
8	Dhirde	Mugdha	Vishwanath	2277	<i>M V Dhirde</i>
9	Dingore	Shalini	Harishchandra	2564	<i>Dingore</i>
✓ 10	Dukandar	Mohammadalli	Naziralli	2566	<i>Dukandar</i>
✓ 11	Gadekar	Shubham	Sanjay	2279	<i>Gadekar</i>
✓ 12	Gaikar	Mayuri	Balu	2077	<i>Gaikar</i>
✓ 13	Jadhav	Priti	Hanumant	2080	<i>Jadhav</i>
14	JAKHERE	SANDIP	RAMDAS	2081	<i>Jakhere</i>
15	Jaybhaye	Santosh	Ashok	2082	<i>Santosh Jaybhaye</i>
✓ 16	Karan	Sanket	Dipak	2083	<i>Karan</i>
✓ 17	Khade	Omkar	Surykant	2581	<i>Khade</i>
✓ 18	Marshetwar	Sahil	Pradip	2084	<i>Marshetwar</i>
19	Patil	Ekta	Sadashiv	2087	<i>Patil</i>
20	Patole	Siddhi	Maruti	2588	<i>Patole</i>
21	Sase	Sakshi	Nandkumar	2589	<i>Sase</i>
✓ 22	Sawant	Shraddha	Sunil	2089	<i>Sawant</i>
✓ 23	Sawant	Roshan	Madhukar	2088	<i>R.M Sawant</i>
24	Shaikh	Muskan	Harun	2591	<i>Shaikh</i>
✓ 25	Sonawale	Monika	Gangaram	2091	<i>Sonawale</i>
✓ 26	Tajane	Pratik	Rajendra	2593	<i>Tajane</i>
27	Thakare	Lalita	Vasant	2597	<i>Thakare</i>
28	Tivare	Sakshi	Santosh	2599	<i>Tivare</i>
✓ 29	Umbergonde	Mayur	Dnyaneshwar	2602	<i>Umbergonde</i>
30	Vekhande	Jagrutee	Vijay	2605	<i>Vekhande</i>
31	Walimbe	Harshala	Jagan	2093	<i>Walimbe</i>
32	ZOLE	DINKAR	SHAM	2094	<i>Zole</i>



"DATA VISUALIZATION USING ADVANCED EXCEL"

Day 1:

02 Hours

EXCEL INTRODUCTION

1. An overview of the screen, navigation and basic spreadsheet concepts
2. Various selection techniques
3. Shortcut Keys

CUSTOMIZING EXCEL

1. Customizing the Ribbon
2. Using and Customizing AutoCorrect
3. Changing Excel's Default Options

Day 2:

02 Hours

USING BASIC FUNCTIONS AND CELL ADDRESSES

1. Using Functions – Sum, Average, Max, Min, Count, Counta
2. Absolute, Mixed and Relative Referencing

FORMATTING AND PROOFING

1. Formatting Cells with Number formats, Font formats, Alignment, Borders, etc
2. Basic conditional formatting techniques

Day 3:

02 Hours

MATHEMATICAL FUNCTIONS

1. Sumif, Sumifs, Countif, Countifs, Averagelf, Averagelfs

TEXT FUNCTIONS

1. Upper, Lower, Proper
2. Left, Mid, Right
3. Trim, Len, Exact
4. Concatenate
5. Find, Substitute

DATE AND TIME FUNCTIONS

1. Today, Now
2. Day, Month, Year
3. Date, Date if, DateAdd
4. EOMonth, Weekday

Day 4:

02 Hours

1. How to Sort data in excel
2. Create an excel chart
3. Move and Resize your chart
4. Charts Styles and Layouts

5. Chart Titles and Series Titles
6. Chart Layout Panel in Excel
7. The Format Chart Panel
8. Create Pie chart in Excel
9. Add Labels to a Pie Chart
10. Format Pie chart segments
11. Create a 2D line Chart in Excel
12. Format your Axis titles



Day 5:

02 Hours

Sorting and FILTERING

1. Filtering on Text, Numbers
2. Sorting Options
3. Advanced Filters

PROTECTING EXCEL

1. File Level Protection
2. Workbook, Worksheet Protection

Day 6:

02 Hours

PRINTING WORKBOOKS

1. Setting Up Print Area
2. Customizing Headers & Footers
3. Designing the structure of a template
4. Print Titles –Repeat Rows / Columns

Day 7:

02 Hours

WHAT IF ANALYSIS

1. Goal Seek
2. Scenario Analysis
3. Solver Tool

Day 8:

02 Hours

LOGICAL FUNCTIONS

1. If Function
2. How to Fix Errors – iferror
3. Nested If
4. Complex if and or functions

Day 9:

02 Hours

DATA VALIDATION

1. Number, Date & Time Validation
2. Text and List Validation
3. Custom validations based on formula for a cell
4. Dynamic Dropdown List Creation using Data Validation – Dependency List



Day 10:

02 Hours

LOOKUP FUNCTIONS

1. Vlookup / HLookup
2. Index and Match
3. Creating Smooth User Interface Using Lookup
4. Nested VLookup
5. Reverse Lookup using Choose Function
6. Worksheet linking using Indirect
7. Vlookup with Helper Column

Day 11:

02 Hours

PIVOT TABLES

1. Creating Simple Pivot Tables
2. Basic and Advanced Value Field Setting
3. Classic Pivot table
4. Grouping based on numbers and Dates
5. Calculated Field & Calculated Items

Day 12:

02 Hours

Arrays Functions

1. What are the Array Formulas, Use of the Array Formulas?
2. Basic Examples of Arrays (Using ctrl+shift+enter).
3. Array with if, len and mid functions formulas.
4. Array with Lookup functions.
5. Advanced Use of formulas with Array.

Day 13:

02 Hours

Macros

1. Creating
2. Editing
3. Deleting

Day 14:

02 Hours

Templates

1. Creating Templates
2. Consolidating Data
3. Sheet Address

Day 15:

01 Hour

Revision & Conduction of Exam

SUMMARY REPORT



Certificate Course on "Data Analysis Using Advanced Excel"

Department: B.Sc.I.T.

Program: Certificate Course on "Data Analysis Using Advanced Excel"

Course Duration: 11 March 2022 to 29 March 2022 (15 days)

Name of Resource Person: Pof. Reshma B. Devnur

I.T. department had arranged 15 days online certificate course program for SY students on "Data Analysis Using Advanced Excel". Around 32 students from I.T, BBI and BAF department registered themselves for this certificate course. This program started from 11th March 2022. On Inauguration day , Prof.Leena U.Karan welcomed respected Vice principal Prof.Dr.S.L.Gaikwad, Resource person Prof.Reshma Devnur and all the teaching staff from I.T. Department. Vice Principal Prof.Dr. S.L.Gaikwad guided the students and explained the importance of such certificate courses. Self-finanace Incharge Prof.Sunil Pawar motivated and gave the best wishes to the students. Prof.Archana Ghanghav gave the vote of thanks to all dignitaries and invited the resource person Prof .Reshma B.Devnur to continue with this online session. Prof. Reshma B. Devnur explained the students course structure and how the data analysis can be done using Advanced Excel.

After completion of the course A test was conducted for the students. On the certificate Distribution programme Prof.Leena U.Karan welcomed respected Principal Prof.Dr.Anilkumar Singh, Nacc Co-ordinator Dr.S.S.Waghmode sir, Resource person Prof.Reshma Devnur and all the teaching staff from I.T. Department.

Principal Dr. Anilkumar Singh guided the students and explained how this course is beneficial for the students. Students who successfully passed the test rewarded by the certificate from Principal Dr.Anilkumar singh and Nacc Coordinator Dr.S.S.Waghmode Sir. Prof.Jayashree vishe gave the vote of thanks to all dignitaries.

Certificate Distribution Programme



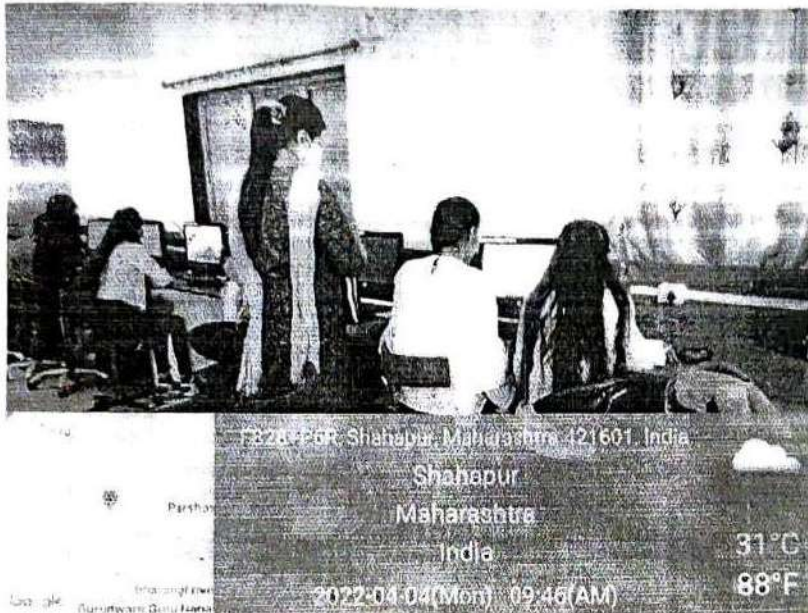
1830+57W, Shahapur, Dist. Thane 421601, India
Shahapur
Maharashtra
India
36°C
97°F
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[Signature]
I/c Principal
Sonubhau Baswant College of
Arts and Commerce,
Shahapur, Dist. Thane - 421601.




Principal sir doing "Sarswati Pujan "



7320 Post, Shahapur, Maharashtra, 421601, India.
Shahapur
Maharashtra
India 31°C
88°F
2022-04-04 (Mon) 09:46 (AM)

Students in Practical lab


I/c Principal
Sonubhau Baswant College of
Arts and Commerce.
Shahapur, Dist. Thane - 421601.



Dnyanvardhini Trust's

SONUBHAU BASWANT COLLEGE OF ARTS & COMMERCE

(Permanently Affiliated to the University of Mumbai)

Naginbhai Vasa Marg, Savroli Road, Shahapur, Dist. Thane-421 601

ISO 9001:2015 Certified, Re-Accredited with 'B+' Grade by NAAC

CERTIFICATE OF COMPLETION



This Certificate is Awarded to

For Successfully Completing the Certificate Course on the Topic "**Data Analysis Using Advanced Excel**" Jointly Organized by IQAC and Department of Information Technology from 11th March, 2022 to 29th March, 2022.

Prof. L.U. Karan
Convenor

Prof. S. B. Pawar
Self-Finance Coordinator

Prof. Dr. S.S. Waghmode
IQAC Coordinator

Dr. S. L. Gaikwad
Vice-Principal

Dr. Anilkumar Singh
I/C Principal

Issue Date: 11/04/2022





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Sonubhau Baswant College of Arts & Commerce

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SHAHAPUR, Dist. Thane. 421 601

☎ 270166

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Notice

Date 05/03/2022

All the students of TYBBI/TYBAF are hereby informed that **Internal Quality Assurance Cell (IQAC)** with **Department of Banking & Insurance** and **Department of Accounting & Finance** has arranged Certificate Course on **“Computer Accounting with Tally”**. Duration of this course will be 30 hours and after completion of this course an Online Exam will be conducted. Certificates will be awarded to the students after passing successfully.

Date: **11th March 2022 To 29th March 2022**

Course Registration Fees: **Rs. 50/-**

For registration contact **Prof. Bhumika Shah**


I/c Principal
Sonubhau Baswant College of
Arts and Commerce.
Shahapur, Dist. Thane - 421601.



REPORT ON CERTIFICATE COURSE IN TALLY
DEPARTMENT OF BANKING & INSURANCE AND ACCOUNTING & FINANCE
Academic Year 2021-22

Name of the Certificate Course: Certificate Course in Tally –Basic Level. (*Tally is a renowned and leading accounting software used by many companies the world over*).

Tally is an accounting software that is very much useful in making calculations in small and mid-level businesses. It usually stands for Transactions Allowed in a Linear Line Yards. You can do all the Banking, Auditing and Accounting Works using this software. Tally's accounting features permit you to record business transactions instantly and easily. Record transactions necessary for your business by creating and maintaining vouchers, masters and generating reports. It helps you manage all the major accounting operations in your business.

The Certificate Course in Tally - Basic Level offered in our college gives a comprehensive study of basic functionalities of finance and accounts. It is a 2-Year certificate-level course that encompasses all critical aspects of an organization, including payroll, inventory, manufacturing and banking to name a few.

Date of Introduction : 11/03/2022

Total Students Enrolled : 32

Duration : 30 Lectures (2 Lecture per Day)

Focus on Employability/Entrepreneurship : Assists the students to become job ready as many government and private organisations, accounting firms, consultancies, auditing companies, market research etc. uses Tally Software for Accounting as per to that this course specially suggested to Third year students.

After the completion of the program, a fresher can begin their career as:

- Accounts executive
- Junior accountant
- Data entry operator
- Accounts assistant
- Tally operator
- Accountant trainee

Details of Syllabus



Sr. No.	Unit	Topic Name	Learning Outcome
1	Unit-1	Basic concepts of Accounting	After successful completion of the module, the students shall be able to: <ul style="list-style-type: none"> • Basic Knowledge of accounting procedure
2	Unit-2	Company Creation, Modification & other entries	After successful completion of the module, the students shall be able to: <ul style="list-style-type: none"> • Create Company with sufficient introduction/ basic company information and also able to modify company data.
3.	Unit-3	Journal entries & Ledger creation/modification etc.	After successful completion of the module, the students shall be able to: <ul style="list-style-type: none"> • Make Journal entries into proper head. • Make ledger into proper group • Correction of Ledgers & Groups as and when required.
4.	Unit-4	Group Creation	After successful completion of this module, students should be able to: <ul style="list-style-type: none"> • Preparation of Group in as Organization requirement. • Alteration of Group as and when required.
5.	Unit-5	Preparation of Vouchers- (Payment, Receipt, Journal, Contra, Purchase, Sales, Return Inward/Outward Voucher)	After successful completion of the module, the students shall be able to: <ul style="list-style-type: none"> • Make an entry to Payment, Receipt, Journal, Contra, Purchase, Sales, Purchase Return & Sales Return Voucher in r/o to related Ledgers.

The students have completed 32 sessions including theory and practical during the period

List of Students Enrolled

Sr. No.	Students Name
1.	Aniket Bharat Nimse
2.	Sundanda Dattu Mangate
3.	Kaplesh Ganpat Mengal
4.	Dynaneshwar Balaram Tiware
5.	Nilesh Baban Khadake
6.	Lavesh Dhanaji Nichite
7.	Pratik Santosh Fasale
8.	Prajkata Sudam Sanap
9.	Diksha Jaywant Bhoir
10.	Tanuja Ramesh Keshav
11.	Tanuja Manohar Vishe
12.	Sarita Vitthal Kurkute
13.	Dipika Sanotsh Kharik
14.	Ashish Dipak Patil
15.	Nikita Kamlakar Sonare
16.	Bhavna Dattatray Dubhele
17.	Nayana Namdev Umbergonde
18.	Neha Bhaskar Satpute
19.	Shraddha Dnyaneshwar Umbergonde
20.	Jagruti Dipak Bhangare
21.	Komal Santosh Tiware
22.	Ankita Balkrishna Shirke
23.	Shital Maruti Pawar
24.	Vaibhav Sadashiv Gharat
25.	Dhanshari Harishchandra khande
26.	Kishor Nanu Satpute
27.	Manali Ratnakar Shelke
28.	Anamika Vinayak Vishe
29.	Bhavna Bharat Kudav
30.	Ujjawal Mahalunge
31.	Pallavi Ganesh Bhere
32.	Swapanali Dipak Anadade



**ANILKUMAR
SHIVNARAYAN
AN SINGH**

Digitally signed by ANILKUMAR SHIVNARAYAN SINGH
Reason: I am the author of this document
Date: 2022.11.30 09:52:15 +05'30'