



# Matushri Pushpaben Vinubhai Valia College of Commerce

Affiliated to : University of Mumbai


M. K. School Complex, Factory Lane, Borivli (W), Mumbai-400092. Tel.: 28985320  
Email: valiacollege07@yahoo.com • www.mpvvaliacollege.in

College Code : 406 • MS - 50

## COURSE: BASICS OF ACCOUNTING & TALLY CURRICULUM FOR 30 HOURS

Sr No	Content	Session	Room No
1	Basic of Accounting- Types of Account, principles of accounting, rules of accounting. Examples: Journal Entry posting in the ledger posting in the subsidiary books.	02 session	10
2	Explanation of each and every term functioning of features in the software, importance of tally, importance of test checks. Opening new companies, opening of new accounts, category of account etc.	04 session	10
3	Online operation of the programme from voucher till finalisation of accounts, introduction to TDS rules and Service tax. Entries to be passed in tally TDS and Service tax. Filling TDS/ Service tax returns Rates of Service Tax and their implication in tally. Entries for year end provision, outstanding expenses and prepaid expenses	04 session	10



  
Prof. V. Manikandan  
I/C Principal



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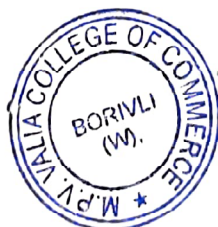


College Code : 406 • MS - 50

Course name

Soft Skills and tools for success

Sr.no	Dates	Topics	Duration(hrs)
1	08-08-2017	Introduction to Communication Skills . Verbal /Oral Communication.	3
2	09-08-2017	Non Verbal Communication. Written Communication	3
3	10-08-2017	Presentation Skills, Basic Grooming Etiquettes	3
4	11-08-2017	Public Speaking Power Point Presentation- Tools	3
5	14/08/2017	Leadership Skills Strategic Thinking Decision Making	3
6	16/08/2017	Problem Solving. Personality Development. Knowing and understanding oneself	3
7	21/08/2017	Developing the whole person Career Development	3
8	22/08/2017	Time Management Managing our own time Prioritizing Tasks	3
9	23/08/2017	Overcoming Procrastination Organizing and Planning tasks. Developing Problem Solving Skills	3
10	24/08/2017	Brainstorming techniques Strategizing	3



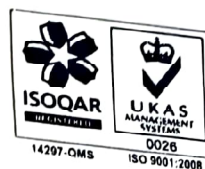
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## COURSE : OVERVIEW OF STOCK EXCHANGE – ONLINE TRADING –NSE/BSE

Sr.no	Dates	Topics	Duration(hrs)
1	02/01/2018	The Opening Bell	3
2	03/01/2018	learning the basic of what we need to know to the basic terminology use in stock exchange and to learn investing in stock exchange. Demat Account, Depository participants (NSDL, CDSL)	3
3	04/01/2018	Demat Account, Depository participants (NSDL, CDSL). Bulls, Bear, Margins future and options, promoters quotas, EPS, P/V ratio, 52 weeks high/low, market share, market lots, operating profit, PBT, PAT etc.	3
4	05/01/2018	We will learn to talk in stock exchange terminology Used by traders in stock exchange. Importance of this terms in selecting companies for investments.	3
5	08/01/2018	Mock Online Trading. Imparting knowledge on how transactions for purchases and sales to be inserted in the software,	3
6	09/01/2018	basic accounting package use by back office in the brokers office. Margins, mark to mark loss etc. Imparting knowledge on how transactions for purchases and sales to be inserted in the software, script, Introduction to various sites from where the candidates can procure basic information/	3
7	10/01/2018	Money Control, screener India etc.	3
8	11/01/2018	Study of various charts and graphs.	3
9	12/01/2018	technical analysis from the data gathered	3
10	22/01/2018	Introduction to various forms/ documents required for opening trading accounts, demat	3



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Course name

Overview of Research Methodology

Sr.no	Dates	Topics	Duration(hrs)
1	13/08/2018	An Introduction. Meaning of Research. Objectives of Research	3
2	16/08/2018	Types of Research. Significance of Research Methods versus Methodology	3
3	17/08/2018	Research Process Criteria of Good Research	3
4	20/08/2018	Methods of Data Collection. Primary data --- Merits, Demerits and Sources of Primary data	3
5	21/08/2018	Secondary Data ... Merits, Demerits and Sources of Secondary data	3
6	23/08/2018	Analysis of Data and Processing Data Processing Operations and their limitations. Some Problems in Processing	3
7	27/08/2018	Data Processing Operations and their limitations. Data Processing Operations and their limitations. Elements/Types of Analysis	3
8	28/08/2018	Statistics in Research Measures of Central Tendency. Measures of Dispersion. Different statistical tools. Trends analysis.	3
9	29/08/2018	Report Writing Meaning and significance of a Research Report Types of Research Report : Technical, Popular, Interim, Summary, Article Format of a Research Report	3
10	30/08/2018	Title to Bibliography Principles of writing the Research Report : Organization and Style Writing the report on the survey conducted by the student	3



  
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## TERM 2 COURSE 2 (2018-2019)

Course name

Legal Drafting

Sr.no	Dates	Topics	Duration
1	02-01-2019	Introduction to partnership Act 1932. Introduction to Indian contract Act 1872. Essentials of a valid contract Coercion	3
2	03-01-2019	Essential features in drafting of partnership deed Process and documents required of Registration of partnership deed with registrar of firms	3
3	04-01-2019	Process and documents required for opening partnership firm account in a bank.	3
4	07-01-2019	Books Of accounts Required for a partnership firm	3
5	08-01-2019	Essential features in drafting of power-of-attorney	3
6	09-01-2019	Specify power-of-attorney	3
7	10-01-2019	General power-of-attorney	3
8	11-01-2019	Essential features of drafting a will	3
9	22/01/2019	Meaning of will. Registration of will. Importance of registration of will	3
10	23/01/2019	Importance of witness and doctors certificates in preparation of the will.	3



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Course name **TERM 2 COURSE 2 (2019-2020)**  
**Digital Marketing**

Sr.no	Dates	Topics	Duration(hrs)
1	02-01-2020	Introduction to Digital Marketing Evolution of Digital Marketing Introduction to Digital Marketing Tools. Setting up a website.HTML vs Wordpress.ORG vs WIX	3
2	03-01-2020	Creating free blog on wordpress.com • Wordpress Installation Theme	3
3	06-01-2020	Introduction to SEO An overview of SEO	3
4	07-01-2020	How to take Google mobile firendly test?Keyword research strategy.Brainstorm 1000 research and ideas..	3
5	08-01-2020	FB Aesthetics Optimisation 4. Write content for FB page What to Post?Tactics to get FB Likes The secret way to get Multiple FB Pages	3
6	10-01-2020	The secret way to get facebook likes.Boost FB likes.Fb groups ,competitions,FB live	3
7	13/01/2020	FB comments and reviews,FB insights,Manage multiple pages.	3
8	14/01/2020	"SEM (Search Engine Marketing) Introduction to Google ADS • Why Google Ads and How does it work? "Targeting the Right Audience and Advanced Campaign Setting. • How to choose profitable keywords?"	3
9	16/01/2020	• Campaign creation Google Analytics • Google Analytics Overview • Google Analytics Demo Account Instagram Marketing • Instagram Account Setup.Follow These Instagram Accounts	3
10	23/01/2020	.Instagram Profile ImageInstagram Bio Instagram Content Creation Instagram.Reposting Instagram Followers Hack Instagram Hashtags	3



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## CYBER CRIME & SECURITY CURRICULUM FOR 30 HOURS

### COURSE DETAILS

#### Introduction to cyber crime

(2)

- Cyber crime origin
- Kinds of cyber crime

#### Interpersonal crimes

(5)

- Impact of interpersonal crimes
- Various types of interpersonal crimes
- Cyberbullying
- Cyberstalking
- Cyber harassment
- gender-based cybercrimes
- Online grooming
- Cyber Squatting

#### Introduction to cyber security and legal terms

(7)

#### Legal Dimensions of IPR in Cyber World

- IT Acts and Cyber Crime

#### Basic terminologies

- Trinity of IT security and computer protocols.
  - Confidentiality
  - Integrity
  - Authentication

#### hacking methodology.

- Different types of hackers and how they actually hack

#### Introduction to the various ways of how cyber criminals and hackers attack systems and networks.

- Phishing
- Brute Force Attack
- DoS & DDoS Attacks
- Bots and Botnets
- Malware
- Various forms of malware
- Cyber warfare & Cyber Terrorism





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## Cyber security

(2)

- Information management
- Computer systems
- Risk management
- Cyberlaw and ethics

## Security basics

(3)

- Why security matters
- The Importance Of Multi-Layer Security
- The Most Common Security Threats

## Mindset and habits

- Developing The Right Mindset And Habits For Security
- Avoiding Malicious Sites And Applications

## Password

(2)

- The importance of password security
- The 25 Most Common Passwords (Is Yours On The List?)
- Best Practices For Strong Password Security
- Using A Password Manager

## Multi Factor Authentication

(6)

- What Is Multi-Factor Authentication?
- Types Of Mobile Two-Factor Authentication
- LastPass Two-Factor Authentication
- Google Two-Factor Authentication


## Encryption and Decryption

- What is Encryption?
- How SSL (HTTPS) Protects Your Passwords And Private Data
- What is Decryption
- Digital Signature

## Hands on training on the tools for security by the Expert

(3)



  
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