



**URAN EDUCATION SOCIETY'S  
COLLEGE OF MANAGEMENT AND TECHNOLOGY**

[Affiliated to University of Mumbai]

(Recognised by Maharashtra Government)

Palak Maidan, Bori, Uran, Navi Mumbai – 400702. Tel No. (022)272202228/ 2722 4659

Email: [uesscollege@gmail.com](mailto:uesscollege@gmail.com)

**2021-2022**

	<b>Add-on Courses</b>	<b>Beneficiary</b>
1	<b>Certification Course in Programming in C</b>	20
2	<b>Certificate Course in Tally ERP 9 with GST</b>	45
	<b>Value Added Course</b>	
3	<b>Certificate Course in Communication Skills</b>	20
4	<b>Certificate course in Entrepreneur &amp; Entrepreneurship</b>	50
5	<b>Certificate Course in Personal Development Programme – Interview Skills</b>	65





## Uran Education Society's College of Management and Technology

Recognized by Government of Maharashtra  
ISO 9001:2015 Certified

### THE DEPARTMENT OF INFORMATION TECHNOLOGY

Invites all students of (B.Sc.I.T) For

*"Certificate Course in Communication Skills"*

Course begins on: 6th April 2021-22nd April 2021

Duration of Course: 30 Hours



Student will be awarded with certificate on  
successful completion of the course



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### Course Schedule

**Name of the Course: Certificate Course in Communication Skills  
(B.Sc.I.T)**

**Duration: 30hr ( )**

Unit	Date	Topic (2hours)
Unit I	06/04/2021	The component of Communication, Features of Communication
	07/04/2021	The Process of Communication, Types of Communication
	08/04/2021	Barriers to Communication
Unit II	09/04/2021	Importance of Oral Communication, Basics of Spoken English
	12/04/2021	Production of Speech/Speech organs, English Speech Sounds, Consonant Clusters
Unit III	13/04/2021	Types of Listening, Barriers of effective listening
	14/04/2021	Traits of a good Listener, Factors that assist listening
Unit IV	15/04/2021	Definition of Word Stress & Sentence Stress
	16/04/2021	Various kind of Tones used in Spoken English
	20/04/2021	Intonation, Affixes
Unit V	21/04/2021	English & Latin Affixes & Suffixes, One Word Substitutes
	22/04/2021	language Activity



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**Course No 1: Certificate Course in Communication Skills (B.Sc.I.T)**

Course Code: C2122 - 01

**Course Outcome**

**CO1:** To develop knowledge, skills, and judgment around human communication that facilitate their ability to work collaboratively with others.

**CO2:** To understand and practice different techniques of communication.

**CO3:** To practice and adhere to the 7Cs of Communication.

**CO4:** To familiarize with different types of Communication.

**CO5:** To understand and practice Interview Etiquettes.

**Course Contents:**

**Unit I:** The component of Communication, Features of Communication, The Process of Communication, Types of Communication, Barriers to Communication

**Unit II:** Importance of Oral Communication, Basics of Spoken English, Production of Speech/Speech organs, English Speech Sounds, Consonant Clusters

**Unit III:** Types of Listening, Barriers of effective listening, Traits of a good Listener, Factors that assist listening

**Unit IV:** Definition of Word Stress & Sentence Stress, Various kind of Tones used in Spoken English, Intonation, Affixes

**Unit V:** English & Latin Affixes & Suffixes, One Word Substitutes, language Activity

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Email : [uesscollege@gmail.com](mailto:uesscollege@gmail.com) / [uessschool@yahoo.com](mailto:uessschool@yahoo.com)

Date: 5<sup>th</sup> May 2022

## Notice

All the students of B.Sc.I.T are hereby informed that the college is going to conduct Value Added Course on the “**Programming in C**”. The course will start from **11<sup>th</sup> May 2022**.

Interested students can give their names to HOD.

The last date for registration is **10<sup>th</sup> May 2022**.



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## THE DEPARTMENT OF INFORMATION TECHNOLOGY

Invites all students of (B.Sc.I.T) For

*"Certification Course in Programming in C"*

Course begins on: 11 May 2022-28th May 2022

Duration of Course: 30 Hours



Student will be awarded with certificate on  
successful completion of the course



### Course Schedule

**Name of the Course: Certificate Course in Programming in C  
(B.Sc.I.T)**

**Duration: 30hr ( )**

Unit	Date	Topic (2hours)
Unit I	11/05/2021	Introduction, Structure of C Program, Writing the first C Program, Files used in C program, Compiling & Executing C program, Using Comments
	12/05/2021	Keywords, Identifiers, Basic Data Types in C, Variables, Constants
	13/05/2021	I/O Statements in C, Operators in C, Programming Examples, Type Conversion & Type Casting
Unit II	19/05/2021	Introduction to Decision Control Statements, Conditional Branching Statements, Iterative Statements, Nested Loops, Break & Continue Statement, Goto Statement
	20/05/2021	Functions: Introduction, Using functions, Function declaration/prototype, Function definition, Function call, return statement, Passing parameters, Scope of Variables, Storage classes, Recursion
Unit III	25/05/2021	Arrays: Introduction, Declaration of arrays, Accessing elements of the Array, Storing values in Array, Calculating the length of the Array, Operations on Array, One dimensional Array for inter function communication
	26/05/2021	Two dimensional Arrays, Operations on Two dimension Arrays, Multi dimension Arrays Strings: Introduction, String Operations, String and Character functions
Unit IV	04/06/2021	Pointers: Introduction to pointers, declaring Pointer variables, Pointer Expressions and Pointer Arithmetic, passing Arguments to function using pointer
	10/06/2021	Pointer and Arrays, passing Array to Function, Array of Pointers, Drawbacks of pointers



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	11/06/2021	Structure, Union, Enumerated data types and files: Introduction, Nested Structures, Arrays of Structures, Structure and Functions, Union, Arrays of Union Variables, Union Inside Structures, Enumerated Data Types
<b>Unit V</b>	16/06/2021	Files: Introduction to files, Using Files in C, Reading data from Files, Writing Data from Files
	24/06/2021	Deleting the End of the file, Error Handling during file operations



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**Course No 2: Certification Course in Programming in C (B.Sc.I.T)**

Course Code : C2122 - 02

**Course Outcome**

**CO1:** To develop a C program

**CO2:** To control the sequence of the program and give logical outputs.

**CO3:** To implement strings in your C program.

**CO4:** To manage I/O operations in your C program.

**CO5:** To apply code reusability with functions and pointers.

**CO5:** To understand the basics of file handling mechanisms.

**Course Contents:**

**Unit I: Introduction to C**

Introduction, Structure of C Program, Writing the first C Program, Files used in C program, Compiling & Executing C program, Using Comments, Keywords, Identifiers, Basic Data Types in C, Variables, Constants, I/O Statements in C, Operators in C, Programming Examples, Type Conversion & Type Casting

**Unit II: Design Control and Looping Statements**

Introduction to Decision Control Statements, Conditional Branching Statements, Iterative Statements, Nested Loops, Break & Continue Statement, Goto Statement.



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Functions: Introduction, Using functions, Function declaration/prototype, Function definition, Function call, return statement, Passing parameters, Scope of Variables, Storage classes, Recursion

Unit III: Arrays: Introduction, Declaration of arrays, Accessing elements of the Array, Storing values in Array, Calculating the length of the Array, Operations on Array, One dimensional Array for inter function communication, Two dimensional Arrays, Operations on Two dimension Arrays, Multi dimension Arrays

Strings: Introduction, String Operations, String and Character functions

Unit IV: Pointers: Introduction to pointers, declaring Pointer variables, Pointer Expressions and Pointer Arithmetic, passing Arguments to function using pointer, Pointer and Arrays, passing Array to Function, Array of Pointers, Drawbacks of pointers Structure, Union, Enumerated data types and files: Introduction, Nested Structures, Arrays of Structures, Structure and Functions, Union, Arrays of Union Variables, Union Inside Structures, Enumerated Data Types

Unit V: Files: Introduction to files, Using Files in C, Reading data from Files, Writing Data from Files, Deleting the End of the file, Error Handling during file operations

*M. V. Vaidya*



*Sonali*

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**Date: 5<sup>th</sup> August 2021**

**Notice**

All the students of B.Com are hereby informed that the college is going to conduct Value Added Course on the “**Entrepreneur and Entrepreneurship**”. The course will start from **11<sup>th</sup> August 2021**.

Interested students can give their names to HOD.

The last date for registration is **10<sup>th</sup> August 2021**.



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### THE DEPARTMENT OF INFORMATION TECHNOLOGY

Invites all students of (B.Com) For

*"Certificate course in Entrepreneur & Entrepreneurship"*

Course begins on: 11th August 2021-27th August 2021

Duration of Course: 30 Hours



Student will be awarded with certificate on  
successful completion of the course



### Course Schedule

**Name of the Course: Certificate Course in Entrepreneur & Entrepreneurship (B.Com)**

**Duration: 30hr ( )**

Unit	Date	Topic (2hours)
Unit I	11/08/2021	Meaning of entrepreneur, Evolution of the concept, Functions of an Entrepreneur, Types of Entrepreneur, Intrapreneur - an emerging class, Concept of Entrepreneurship, Evolution of Entrepreneurship, Development of Entrepreneurship
	12/08/2021	Entrepreneurial Culture, Stages in entrepreneurial process. Women entrepreneurs, problems of women entrepreneurs and initiatives to develop women entrepreneurs
Unit II	13/08/2021	Meaning of business plan, Business plan process, Advantages of business planning, Marketing plan, Production/operations plan, Organization plan, Financial plan
	17/08/2021	Final Project Report with Feasibility Study, preparing a model project report for starting a new venture. Steps in starting a new enterprise
Unit III	18/08/2021	Small industry financing developing countries - A brief overview of financial institutions in India, Central level and state level institutions - SIDBI - NABARD - IDBI - SIDCO
	19/08/2021	Indian Institute of Entrepreneurship, DIC - Single Window, Latest Industrial Policy of Government of India, Self Help Groups, Microfinance
Unit IV	20/08/2021	Importance of family business, Types, History, Responsibilities and rights of shareholders of a family business, Succession in family business
	23/08/2021	Pitfalls of the family business, strategies for improving the capability of family business, improving family business performance



<b>Unit V</b>	24/08/2021	The nature of international entrepreneurship, Importance of international business to the firm, International versus domestic entrepreneurship, Stages of economic development
	25/08/2021	Entrepreneurship entry into international business, exporting, Direct foreign investment - barriers to international trade
<b>Unit VI</b>	26/08/2021	Informal risk capital market, venture capital, nature and overview, venture capital process, locating venture capitalists, approaching venture capitalists. Angel Investors
	27/08/2021	Social Entrepreneurship: Social enterprise, need, types, characteristics and benefits of social enterprises, Social entrepreneurship, Rural entrepreneurship, MSME Policies, Make -In India, Start -Up India, Stand -Up India, Franchising in entrepreneurship.



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# URAN EDUCATION SOCIETY'S COLLEGE OF MANAGEMENT AND TECHNOLOGY

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## Course No 3: Certificate course in Entrepreneur & Entrepreneurship (B.Com)

Course Code : C2122-03  
Course Outcome

**CO1:** To explore entrepreneurial skills and management function of a company.

**CO2:** To identify the type of entrepreneur and the steps involved in an entrepreneurial venture.

**CO3:** To understand various steps involved in starting a venture and to explore marketing methods & new trends in entrepreneurship.

### Course Contents:

#### Unit I: Entrepreneur & Entrepreneurship:

Meaning of entrepreneur, Evolution of the concept, Functions of an Entrepreneur, Types of Entrepreneur, Intrapreneur - an emerging class, Concept of Entrepreneurship, Evolution of Entrepreneurship, Development of Entrepreneurship, Entrepreneurial Culture, Stages in entrepreneurial process. Women entrepreneurs, problems of women entrepreneurs and initiatives to develop women entrepreneurs

#### Unit II: Business Planning Process:

Meaning of business plan, Business plan process, Advantages of business planning, Marketing plan, Production/operations plan, Organization plan, Financial plan, Final Project Report with Feasibility Study, preparing a model project report for starting a new venture. Steps in starting a new enterprise



Unit III: Institutions supporting Entrepreneurs:

Small industry financing developing countries - A brief overview of financial institutions in India, Central level and state level institutions - SIDBI - NABARD - IDBI - SIDCO, Indian Institute of Entrepreneurship, DIC - Single Window, Latest Industrial Policy of Government of India, Self Help Groups, Microfinance

Unit IV: Family Business:

Importance of family business, Types, History, Responsibilities and rights of shareholders of a family business, Succession in family business, Pitfalls of the family business, strategies for improving the capability of family business, improving family business performance.

Unit V: International Entrepreneurship Opportunities:

The nature of international entrepreneurship, Importance of international business to the firm, International versus domestic entrepreneurship, Stages of economic development, Entrepreneurship entry into international business, exporting, Direct foreign investment - barriers to international trade.

Unit VI: Informal Risk Capital and Venture Capital:

Informal risk capital market, venture capital, nature and overview, venture capital process, locating venture capitalists, approaching venture capitalists. Angel Investors

Social Entrepreneurship: Social enterprise, need, types, characteristics and benefits of social enterprises, Social entrepreneurship, Rural entrepreneurship, MSME Policies, Make -In India, Start -Up India, Stand -Up India, Franchising in entrepreneurship.

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**Date: 11<sup>th</sup> November 2021**

**Notice**

All the students of B.Com are hereby informed that the college is going to conduct Value Added Course on the "Tally ERP 9 with GST". The course will start from 17<sup>th</sup> November 2021.

Interested students can give their names to HOD.

The last date for registration is 16<sup>th</sup> November 2021.



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## THE DEPARTMENT OF INFORMATION TECHNOLOGY

Invites all students of (B.Com) For

*"Certificate Course in Tally ERP 9 with GST"*

Course begins on: 17th November 2021-3rd December 2021

Duration of Course: 30 Hours



Student will be awarded with certificate on  
successful completion of the course



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### Course Schedule

**Name of the Course: Certificate Course in Tally ERP 9 with GST  
(B.Com)**

**Duration: 30hr ( )**

Unit	Date	Topic (2hours)
1	17/11/2021	Introduction Basic Short cut keys
2	18/11/2021	Accounting a. Groups b. Ledgers
3	25/11/2021	Accounting Vouchers & Invoices
4	26/11/2021	Other Accounting Features
5	02/12/2021	Inventory a. Stock Groups b. Stock item & Units creation c. Stock Categories d. Godowns e. Purchase & Sales Invoice Creation f. Actual & Billed Invoice g. Discounted Bills
6	03/12/2021	Inventory Vouchers a. Stock Journals b. Physical stocks
7	07/12/2021	Inventory features a. Purchase Orders b. Sales Order c. Tracking Notes d. Rejection inward & outward
8	08/12/2021	Multi- Currency
9	09/12/2021	Non- Cash Vouchers
10	27/12/2021	BRS
11	28/12/2021	Payrolls & Pay slips
12	29/12/2021	Taxations a. TDS b. TCS c. GST



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## Course No 4: Certificate Course in Tally ERP 9 with GST (B.Com)

Course Code: C2122-04

### Course Outcome

**CO1:** To classify accounting records relating to inventory, banking, vouchers and orders.

**CO2:** To synthesize company accounts into Tally software.

**CO3:** To evaluate GST in the accounting software.

**CO4:** To create a career as Accounting professional.

### Course Contents:

1. Introduction
2. Basic Short cut keys
3. Accounting
  - a. Groups
  - b. Ledgers
4. Accounting Vouchers & Invoices
5. Other Accounting Features
6. Inventory
  - a. Stock Groups
  - b. Stock item & Units creation
  - c. Stock Categories
  - d. Godowns
  - e. Purchase & Sales Invoice Creation
  - f. Actual & Billed Invoice
  - g. Discounted Bills



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7. Inventory Vouchers
  - a. Stock Journals
  - b. Physical stocks
  
8. Inventory features
  - a. Purchase Orders
  - b. Sales Order
  - c. Tracking Notes
  - d. Rejection inward & outward
  
9. Multi- Currency
10. Non- Cash Vouchers
11. BRS
12. Payrolls & Pay slips
13. Taxations a. TDS b. TCS c. GST

*R. Shree*



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**Date: 15<sup>th</sup> December 2021**

**Notice**

All the students of B.Sc.I.T. & B.Com are hereby informed that the college is going to conduct Value Added Course on the “**Personal Development Program Interview Skills**”. The course will start from **22<sup>nd</sup> December 2021**.

Interested students can give their names to HOD. The last date for registration is **21<sup>st</sup> December 2021**.



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## THE DEPARTMENT OF INFORMATION TECHNOLOGY

Invites all students of (B.Sc.I.T & B.Com) For

*"Certificate Course in Personal Development Programme – Interview Skills" '21'*

Course begins on: 22nd December 2021-6th January 2022

Duration of Course: 30 Hours



Student will be awarded with certificate on  
successful completion of the course





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### Course Schedule

**Name of the Course: Certificate Course in Personal Development  
Programme – Interview Skills (B.Sc.IT & B.Com)**

**Duration: 30hr ( )**

Unit	Date	Topic (2hours)
Unit I	22/12/2021	Building the Foundation: Preparing for the Corporate
	23/12/2021	getting to know Industry
	24/12/2021	job searching tools – different selection procedures
Unit II	27/12/2021	Getting Ready: Writing resumes
	28/12/2021	Group Discussion techniques (as applicable in this digital era)
Unit III	29/12/2021	Personal Interview
	30/12/2021	Theory with hands on practice
	01/01/2022	mock interviews and feedback.
Unit IV	03/01/2022	Support skills: Stress management and time management
	04/01/2022	keys to achievement.
Unit V	05/01/2022	Building the Foundation: Preparing for the Corporate – getting to know Industry
	06/01/2022	job searching tools – different selection procedures



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**Course No 5: Certificate Course in Personal Development Programme –  
Interview Skills (B.Sc.I.T & B.Com)**

Course Code : C2122 - 05

**Course Outcome**

**CO1:** To understand, analyse develop and exhibit accurate sense of self.

**CO2:** To think critically.

**CO3:** To demonstrate knowledge of personal beliefs and values and a  
commitment to continuing personal reflection and reassessment.

**Course Contents:**

**Unit I: Building the Foundation: Preparing for the Corporate – getting to know  
Industry / job searching tools – different selection procedures.**

**Unit II: Getting Ready: Writing resumes, Group Discussion techniques (as  
applicable in this digital era)**

**Unit III: Personal Interview – Theory with hands on practice – mock interviews  
and feedback.**

**Unit IV: Support skills: Stress management and time management – keys to  
achievement.**

**Unit V: Building the Foundation: Preparing for the Corporate – getting to know  
Industry / job searching tools – different selection procedures.**

*K. Mayal*



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