



**COSMOPOLITAN'S  
VALIA C.L COLLEGE OF COMMERCE &  
VALIA L.C COLLEGE OF ARTS**

# **CERTIFICATE COURSE IN ENGLISH (2017-2018)**

## **CONTACT DETAILS:-**

### **Address:-**

Cosmopolitan Education Society Road, D. N. Nagar  
Andheri(W), Mumbai- 400053.

### **Phone:-**

022-26303406  
+91 9167671260

### **Email:-**

[info@valiacoe.com](mailto:info@valiacoe.com)

## **CONTENTS**

### **Certificate Course in English (Course Duration 30 Hrs)**

1. Vocabulary
2. Grammar
3. Writing Skills
4. Comprehension
5. Essay

### **Practical**

1. Reading Skills
2. Listening Skills
3. Speaking Skills
4. Role Play
5. Computer Aided Sessions (Language Lab)

**DURATION: 30 HRS**

**OBJECTIVES:**

The objective of this course is-

1. To bridge the gap between school and collegiate education to meet the students communicative requirements
2. To prepare the students for a classroom atmosphere in which English is the medium of instruction.
3. To help the students acquire the basic LSRW skills.

**OUTCOMES:**

On successful completion of this course, students will be able to-

1. Identify and describe various purposes for and types of public speaking.
2. Deliver an informative and persuasive presentation with a variety of visual aids and deliver an impromptu speech .
3. Make use of resource/outside sources to support their presentations.
4. Use knowledge of presentations to evaluate the quality of a presentation.
5. Participate in group discussions covering academic topics.



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# **CERTIFICATE COURSE IN MATHEMATICS (2017-2018)**

## **CONTACT DETAILS:-**

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## **CONTENTS**

### **Certificate Course in Mathematics (Course Duration 30 Hrs)**

1. Numbers
2. Measures of central tendency
3. Sets and its properties
4. Equations
5. Logic
6. Percentage and Ratios
7. Interest
8. Annuity & EMI
9. Probability
10. Matrices
11. Derivatives & application
12. Shares & Mutual Funds

**DURATION: 30 HRS**

## **OBJECTIVES:**

The objective of this course is-

1. To give a sufficient establishment in the fundamental mathematics subject, with the goal that students don't confront any trouble when the college classes start.
2. To overcome difficulties in comprehending practical aspects of mathematics which are most used in graduate and post graduate level.

## **OUTCOMES:**

On successful completion of this course, students will be able to-

1. Learn about the basic concept relating to Mathematics and Statistics like measures of central tendencies, dispersion, sources of data, classification of data, annuity, probability and returns on shares and mutual funds.
2. Apply the statistical tools and techniques for decision making and for research studies.





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# **CERTIFICATE COURSE IN ACCOUNTS (2017-2018)**

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# **CONTENTS**

## **Certificate Course in Accounts (Course Duration 30 Hrs)**

1. Introduction
2. Books of Original Entry
3. Reconciliation Statement
4. Trial Balance and Final Accounts
5. Depreciation & Accounts of NPO



**DURATION: 30 HRS**

**OBJECTIVES:**

The objective of this course is to-

1. Bring students who do not have an accountancy background at par with those who have studied accounts in the previous years.
2. Discuss and apply fundamental accounting concepts, principles and convention.
3. Create a strong foundation for application of accounting concepts in business.

**OUTCOMES:**

On successful completion of this course, students will be able to-

1. Describe basic accounting concepts and golden rules of accountancy.
2. Interpret the rules of journal, ledger, trial balance and financial statements.
3. Apply fundamental accounting techniques.



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# **ANDROID APP DEVELOPMENT (2017-2018)**

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# CONTENTS

## **Android App Development (40 Hrs)**

1. Introduction to OOps, Java, Android
2. Installation & Configuration
3. Application Fundamentals
4. Simple Application
5. Activities & Tasks
6. Layouts & Views
7. Event Handlers & Toast
8. Menus
9. Dialogs
10. Process Dialog
11. Resources
12. Styles & Themes
13. Intents
14. Adapters & Widgets
15. Working with Multimedia

**DURATION: 40 HRS**

## **OBJECTIVES:**

The objective of this course is-

1. **To get the detailed knowledge of Android Application development.**
2. **To learn JSON interface with Android application.**
3. **To learn the design and development of standard Android apps.**
4. **To Learn android app deployment.**

## **OUTCOMES:**

On the completion of this course, student will be able to-

1. Demonstrate their understanding of the fundamentals of Android operating systems
2. Demonstrate their skills of using Android software development tools
3. Demonstrate their ability to develop software with reasonable complexity on mobile platform
4. Demonstrate their ability to deploy software to mobile devices
5. Demonstrate their ability to debug programs running on mobile devices



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# **INTRODUCTION TO TALLY (2017-2018)**

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# CONTENTS

## **Introduction to Tally (Course Duration 40 Hrs)**

1. Fundamentals of accounting
2. Introduction of Tally
3. Meaning of company creation and opening accounting in Tally
4. Opening a ledger account and how to create a voucher
5. How to modify a company or industry detail
6. How to set the features of a company
7. Selecting the cost category and cost center
8. How to create a godown and how to maintain an inventory
9. How to set price list and the budget
10. A brief introduction of F11 and F12
11. How to produce profit and loss balance sheet from accounting
12. Introduction to VAT
13. Calculation of VAT
14. Introduction to TDS
15. Calculation of TDS
16. How to add excise duty and customs duty



**DURATION: 40 HRS**

**OBJECTIVES:**

The objective of this course is to-

1. Help students to work with well-known accounting software i.e. Tally ERP.9
2. Create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software
3. To give continuous practice to students so as to make them ready with required skills for an accountancy employability in the job market.

**OUTCOMES:**

On the completion of this course, students will be able to-

1. Successfully qualify practical examination, students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9
2. Create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software.
3. Practice the required skills that can be used for the Tally data entry operator.



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# **ADVERTISING WITH FACEBOOK AND INSTAGRAM (2017-2018)**

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## **CONTENTS**

### **Advertising with Facebook and Instagram (Course Duration 40 Hrs)**

1. Creation of an effective advertising campaign for the target audience.
2. Analysis of advertising campaign to assess its impact on the target audience.
3. Creative brief writing.
4. Meta Ads Manager
5. Social media presence.

**DURATION: 40 HR**

## **OBJECTIVES:**

The objective of this course is to-

1. Help establish you as an expert in Meta Ads Manager.
2. Learn how to structure campaigns in Ads Manager by selecting ad objectives, target audience, budget, and placement that fit your unique goals.
3. Learn to create and manage ads across Facebook and Instagram and evaluate and optimize the results of your Ads Manager campaigns.
4. Create an actual ad campaign in Ads Manager to expand not only your knowledge, but your social media marketing portfolio.

## **OUTCOMES:**

On the completion of this course, student will be able to-

1. Identify the major components and elements of an ad in Meta Ads Manager
2. Build an ad that aligns with your marketing objectives and target it to your intended audience
3. Set a budget, placement, and schedule for your ads in Meta Ads Manager
4. Edit and troubleshoot your ads in Meta Ads Manager



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# **DIGITAL BUSINESS (2017-2018)**

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# CONTENTS

## Digital Business (Course Duration 80 Hrs)

1. Introduction – the digital economy and key concepts;
2. The movement from 'e-business' to digital business models;
3. Key actors and stakeholders in the digital economy;
4. The emergence of new digital spaces and business models;
5. Adapting digital business models and disrupting established market sectors;
6. Developing digital business models that capture value;
7. Understanding sustainability of the digital business models and their competitive advantage;
8. Communities of practice, diverse venture teams and socio-technical systems needed to create successful digital models;
9. New(est) digital industries: the case of open data



**DURATION: 80 HR**

## **OBJECTIVES:**

The objective of this course is to-

1. Making a digital business is the perfect starting point for undergraduate students who have an eye on the new reality of business and who wish to gain practical digital skills to thoroughly prepare themselves for a career in the digital world.
2. Approach integrates all aspects of digital business and real-world applications including technology, search, ecommerce, data analytics, and innovation, besides incorporating business fundamentals such as marketing, finance, accounting and operations, as well as covering soft skills including communication, teamwork, adaptability and leadership.

## **OUTCOMES:**

On the completion of this course, students will be able to-

1. Leverage business technology for a competitive advantage Critically analyze and apply a sound knowledge of the principles, theories, and models of intern
2. Develop digital marketing strategies and campaigns • Analyze and monitor digital business metrics • Work under agile methodologies
3. Integrate and work efficiently in teams and lead projects in digital environments
4. Create a product project.
5. Launch an e-commerce projects