

Rayat Shikshan Sanstha's  
**Arts, Science and Commerce College, Ramanandnagar (Burli)**  
**Department Of Commerce**

**Short Term Course**

**Name of the Course:**  
**Certificate Course in Business Administration**

**a) Objective of the Course:**

To introduce students to-

13. Basic principles of Business Administration at conceptual level.
14. To equip such students with up to date techniques of Business communications & correspondence.

To acquaint students with day to day requirements in the field for accounts finance & marketing.

In general to develop students as vital business inputs assisting the main managerial system in its day to day functioning.

**b) Syllabus:**

**Paper No. I Concepts in Business Administration**

Unit No. 1: Meaning of Business Administration and Business Management. The basic components of business unit and forms of business organization i.e. (a) Sole Trader (b) Partnership firm (c) Registered company (d) Public sector undertaking (e) cooperative Organizations.

Unit No. 2 Meaning Elementary Principles of Accountancy- need for Accounting Books of Accounts- Internal and external auditing.

Unit No. 3 Basic concepts of production- technology of production-plant location and plant layout-raw material equipment and inventory-labour input and production control.

Unit No. 4 meaning of Marketing, types of marketing, core concepts of Marketing, Marketing functions- assembling, Buying, Selling, transportation. Storage and warehousing, Risk Bearing. Advertising and sales Management.

Unit No. 5 Meaning and Human Resources- Recruitment, Selection, Training. Division of Labour, Labour Welfare.

Unit No. 6 Business and government

**Paper No. II Business correspondence, communication and IT.**

Unit No. 1 Business correspondence- Internal i.e. Memos, Circulars, Notices- External i.e. Business inquiries, business replies, correspondence with the government, correspondence with Trade associations, Correspondence Vis-à-vis Media.

Unit No. 2 Meaning of communication-Methods of communication-Verbal & Non Verbal –Basic principles of Clear Writing.(1) Adoption (2) Choice of Wards (3) Simple Language (4) Direct language (5) Brivity (6) proper arrangement- objectives of communication-Public speaking and oral Reporting.

Unit No. 3 Technology of Business communication-Traditional Technology i.e. Telegraph, Video, Telephone, Dictaphone, typewriters and tape-records and Traditional screening. Modern Technology i.e. Electronic typewriters. Word Processor, P.C., Networking, Laptop, Internet and intranet. Transition from traditional technology to modern technology.

**Paper No. III: Accounting and Finance**

Unit No. 1 Basic Accounts- Accounting Process- Trial Balance and Preparation of Financial Statement with Adjustments.

Unit No. 2 Concept of Bill of Exchange- promissory notes- Capital and revenue Expenditure.

Unit No. 3 Meaning of Depreciation and Depreciation Accounts- Intangible Assets Accounting- Inventory valuations

Unit No.4 Basic cost concepts-Ascertainments of Cost (Introduction, cost Classification, Cost Contents)

Unit No. 5 Raising of Capital- Sources of Capital i.e. Internal and External

Unit No. 6 Financial Institutions

**c) Time Table:**

Sr. No.	Time	Day	Name of Teacher
1)	11:15-12:15 p.m.	Tuesday P I	Prof. Patil B.D.
2)	11:15-12:15 p.m.	Wednesday P III	Prof. Pudale P.D.
3)	11:15-12:15 p.m.	Thursday P II	Prof. Mali A.S./Prof.Borade N.S.

**d) Action Taken on Feedback:**

After analyzing all the feedbacks from the students. Department of commerce arranged Meeting on the issue of Analysis and Action Taken. Students are very happy with the knowledge get from the course and they want more courses like these. Department thinks to start more courses from the next Academic year.

**e) Implementation of the Action in Next year:**

Along with certificate course in Business Administration department of commerce is going to implement 1 more value added course for the students 'Consumer Protection' to the third year students and which is free of cost and knowledge enhancing.

**f) Committee:**

<b>Name of the teacher</b>	<b>Designation</b>
Smt. Pudale P. D.	Chairman
Mr. Patil B. D.	Member
Smt. Borade N. S.	Member
Miss. Madvane Divya Sanjay	Student Representative

**SHORT TERM COURSE**  
**Students List: 2018-19**

Sr.No.	Name Of The Student
1	LALAGE SHIVANI SURESH
2	MADWANE DIVYA SANJAY
3	MITHARI ANURADHA BHAUSO
4	MULE PRAJAKTA RAJENDRA
5	NAIK SIDDAPPA BHAGVAN
6	PATIL NIKITA SANTAJI
7	PATIL NIVEDITA DHARMENDRA
8	PHADATARE KARUNA SURESH
9	SHINDE SANGRAM SANJAY
10	PATIL KIRAN LALASO



*[Handwritten Signature]*

**Head**

**Department of Commerce**

*[Handwritten Signature]*


**Principal**

**Arts, Science & Commerce College,  
Ramanandnagar (Burla)**

Rayat Shikshan Sanstha's  
**A. S.C. College Ramanandnagar (Burl)**  
**B. Sc. III Zoology**  
**Short Term Course- Vermicomposting 2018-2019**  
**Annual Report**

The College is located in rural locality. Most of student community are from socioeconomically backward section. The parents are of these students are working in the agriculture field. To save the environment the college has decided to run the said course. Also to increase the awareness about organic farming in the rural area. The said course is affiliated with the Adult and Continuing Education and Extension Department, Shivaji University, Kolhapur. All the B. Sc. III students (11) are enrolled for this course. The course is satisfactorily completed by the students.

All the students secured good class during theory and practical exam.

  
Head  
Department of Zoology  
A.S.C.College, Ramanandnagar(Burl)